



State of Florida

## County Administrator's Office

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March 16, 2020

Okaloosa County Team Members,

I am writing to you today regarding the COVID-19 and the potential implications to us here at the County. As you know from the media, the virus is slow to show symptoms and as a result has been steadily spreading throughout the world, to include the United States. As a result of this spread, we must now take additional steps to protect you as employees and the public in general.

To solve most large or complex issues it often takes a team approach. Addressing COVID-19 will be no different, and I know everyone will do their part. As a County, we will be asking you to take on a higher level of vigilance in cleaning work facilities and personal hygiene. We will ask you to be mindful of interaction with others, and make smart choices with where you choose to congregate. Additionally, we will ask you to share personal travel plans, pay more attention to your own health, and to report any illnesses with the symptoms of COVID-19.

As we take precautions to stop the spread of the virus it will affect County business travel and some of our operations here at the County. We ask that you support these efforts and make sure you stay informed on what is a rapidly changing situation.

Attached you will find some DOH flyers on precautions you can take and how various situations will be handled to include personal travel and health situations related to COVID-19.

I want to thank you in advance for your assistance and know with your help we will be successful!!!

Regards,

John Hofstad,  
Okaloosa County Administrator

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