

# AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

<b>TOPIC:</b> Memos	<b>SUBJECT:</b> New Covid-19 Pandemic Planning Manual Updates and Staff Review	<b>Code:</b> MEM005
		<b>Date of Issue:</b> February 3, 2021
		<b>Revised:</b>
		<b>Page:</b> 1 of 1



**TO:** ALL STAFF  
**DATE:** FEBRUARY 3, 2021  
**FROM:** SUZANN R. DOHERTY  
**SUBJECT:** NEW COVID-19 PANDEMIC PLANNING MANUAL UPDATES AND STAFF REVIEW

Please review the new binder for the Covid-19 Pandemic Planning Manual and sign off that you have read and understand all the contents.

Please note- some areas have been updated and the binder is now organized under the following sections:

- MEM- Memos
- PPP - Pandemic Planning Protocols
- SR- Staff Resources
- CR- Client Resources

For ease of information the binder now also contains a table of contents and index. The previous format of the Pandemic Manual will no longer be used, and all contents other than sign off sheets of the old binder are to be discarded.

Please sign below when read. Any questions please contact your Manager.

Date	Name	Signature

