

CHATHAM AREA TRANSIT
EMPLOYEE DIRECTIVE


MANDATED EMPLOYEE REPORT IN OF VACCINATION STATUS

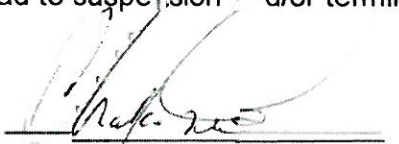
In a continued effort to take measures to mitigate the spread of the COVID-19 virus, obtain an accurate headcount of both vaccinated and unvaccinated employees, and sustain a healthy and safe workplace, Chatham Area Transit issues the following employee directive:

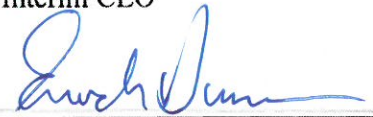
1. All employees are required to complete one of the following on or before 5:00 pm on November 15, 2021:
 - a. If you have received one or both doses, **submit proof of vaccination** confidentially, in person **or** by emailing a photo or copy of your COVID-19 Vaccination Record Card to Chaka White, Chief Human Resources Officer or email to Chaka.White@catchacat.org. A letter from a doctor or the appointment confirmation to receive a vaccine is not acceptable. If an employee has lost their COVID-19 vaccination card they can contact their vaccination provider directly or they may request a copy of their immunization record by e-mailing dph-immreg@dph.ga.gov, or by calling **404-463-0810**.


OR,

 - b. If you are **not vaccinated**, confidentially notify Chaka White in person or send an email to Chaka.White@catchacat.org, indicating that you are not vaccinated.
2. Failure to comply with the above will result in appropriate disciplinary action as warranted, including oral warning, written warning and/or suspension without pay. Repeated offenses may lead to suspension and/or termination.


Valerie Ragland
Interim CEO


Chaka White
Chief Human Resources Officer


Enoch Dumas
Interim COO


Stephanie Cutter
Chief Financial Officer

Shalonda Roundtree

Shalonda Roundtree
Interim Chief Strategy Officer