



MEMORANDUM

TO: All CAT Employees
FROM: Bacarra Mauldin, Executive Director/CEO
DATE: July 23, 2020
SUBJECT: COVID-19 Security Protocol Changes

Greetings CAT Family:

It has been almost a month since I joined our agency as your Chief Executive Officer. Although these are “difficult and unprecedented” times, I still consider it an honor to be here and serve this community, each of you, and the CAT Board of Directors. These are extremely challenging times for all of us as we deal with the pandemic causing havoc in our community, the demands of our families, and our CAT responsibilities. People in this community depend on us to get to work, medical appointments, and other essential destinations. Each day we come through for our customers and therefore, it is important for this agency to make keeping each of you safe and secure on our premises a priority.

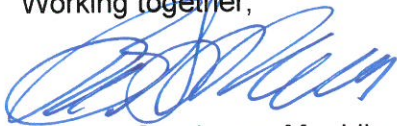
In order to keep each of you safe during this community health crisis, we must tighten up our security and safety protocols immediately. To protect the safety and wellbeing of our employees, we have put procedures that are more stringent and policies in place. Effective Thursday, July 23, 2020, we will require all employees to check-in at Employee Stations for temperature checks and health screenings.

Security coverage at the ITC is 24 hour/Seven Days a week coverage. The facility doors are secured by the officers from 12am until 4am. Executive offices are closed to visitors. Entry to executive offices will only be permitted through the suite doors via the lobby. The patio door will be egress only.

CAT Central is closed to public and visitors. The contracted security force will increase coverage to 24 hours a day, 7 days a week at CAT Central. The officer post will be changed to the area outside the front gate to eliminate non-employee foot traffic onto the yard, while also allowing them to check in vendors before entering the property. Vendors allowed on the property are limited to critical support functions only. Maintenance will order a permanent guard shack and replacing the bus gate as a long-term solution. The “store front” entry on Gwinnett Street is currently allowing entry to employees only via their access card but will be deactivated and be used as an egress only. The front lobby will continue to be used for employee screening. The points of entry for employees will be limited to two doors. 1) Ott Street entry, 2) Operations Breakroom entry. Three check point stations will be set up for employee screening prior to entry.

In addition, we have developed more detailed policies and procedures that will be disseminated to each of you soon. In the meantime, please stay in close contact with your direct supervisor for more information as it becomes available.

Working together,



Bacarra Sanderson Mauldin
Chief Executive Officer