

# MEMORANDUM

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To: OCEC Board of Directors, OCEC Staff  
From: Greg Mendonca  
Date: October 20<sup>th</sup>, 2021  
Re: OCEC Board Meeting Covid-19 Protocols

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The OCEC Board will have the option to meet in person beginning with the October 25<sup>th</sup>, 2021 Board meeting. In an effort to maintain safety of both the OCEC Board and OCEC Staff below are the protocols for in-person meeting agreed to by the OCEC Board Officers:

- If you are unvaccinated please join via the zoom link. Do not attend in person.
- If you are vaccinated you must remain masked for the entire time indoors and during the meeting, with the exception of the choice to remove your mask when speaking
- We will attempt to create as much physical distance as possible in the meeting room
- The Board meeting is closed to in person member attendance, but members are welcome to join via the Zoom link

The OCEC Board and Officers will review these protocols as necessary for future meetings and make any approved changes at that time.