



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

HR Announcement

DATE: November 20, 2020
TO: All Employees
FROM: Donna Mancuso, Deputy CEO for Administration *DM*
SUBJECT: HOLIDAY CELEBRATIONS

During the COVID-19 public health emergency and in accordance with New York State Reopening Guidelines for workplaces, the **sharing of food and beverages is prohibited**. Therefore, please be advised that departments may not hold holiday celebrations that include food or beverages. We are sad to announce that we will not hold the annual holiday breakfasts for employees this year. Our intention is to hold a celebration for employees in the Spring if restrictions have been lifted.

There are many traditions at SCWA that are important to every employee and we will do our best to continue these with certain restrictions.

If you have any questions, please contact me. Stay healthy and safe!