



ALABAMA BOARD OF HOME MEDICAL EQUIPMENT

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MEMORANDUM

TO: HME Licensed Providers

FROM: Keith E. Warren, *Executive Director*

DATE: March 16, 2020

RE: COVID 19 Office/Daily Operations

Good Afternoon,

As directed by Governor Ivey regarding COVID 19, www.governor.alabama.gov, the Board office will be closed to the public until Monday, April 6, 2020. The staff will be answering phone calls (when available) and emails so please feel free to communicate by these methods. If you need to apply for a new license, please visit the form's section of the Board's website. You may either apply online or print an application to submit via mail to the Board's office located at 2777 Zelda Road, Montgomery, AL 36106.

If you chose to close your store front, I would recommend that you add a message on the office voicemail and place a sign on the door stating the name and telephone of the person they need to call for assistance. As long as you identify an employee with the company and list a telephone number that will be answered, you will be in compliance with the law.

If you have questions or additional concerns, please follow the guidelines set forth by the following entities: Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, Alabama Department of Public Health <http://www.alabamapublichealth.gov/index.html> or your County Health department <http://www.alabamapublichealth.gov/about/health-departments.html>.

Thank you for your cooperation. Please stay safe and healthy as we deal with COVID 19.