

Direct to You

Friday
3/20/20

Patricia Wells, OHA Executive Director

All:

This week has been one of constant change, and your OHA Leadership have been working to create the safest environment for all staff and residents.

We are now in a statewide “Stay at Home” order, with only essential services open for business.

Public Housing Authority services have been determined to provide “essential services”, thus we continue to provide essential services focused on critical property management, housing, and community safety.

I want to thank each and every one who is working on-site, supporting our staff, supporting our residents, and working from home for your dedication and diligence to serve the OHA community.

I also want to thank everyone who have reached out to me during my site visits, and provided honest feedback regarding your concerns and with ideas to make our essential work more safe and efficient. Please keep your comments and suggestions coming in through your supervisor and/or Human Resources.

Please note that because things have been changing constantly, we have nimbly adjusted plans which has limited our communication, but please be confident we are doing all we can to keep the folks here at work safe, and develop policies to help employees during the California Stay at Home Order.

To keep everyone safe, please follow CDC instructions and do not come to work if you have any cold or flu symptoms, have “reasonable” suspicion that you have been exposed to someone with COVID-19, and / or are unable to come to work for any reason connected to the Stay at Home Order. If you have any questions, please contact Human Resources at (510) 874-1575.

Here are a few notes for next week:

- Staff who have been released from work to be “on call” will continue in that status through March 27th, 2020.
- Staff who are working remotely from home will continue in that status through March 27, 2020.
- Staff who have been called into the office/work-site will receive further instructions on work tasks and schedules on Monday, March 23, 2020 that should answer a lot of the lessons learned this week.
- Staff who have questions about leave status, please call Human Resources and they are prepared to help over the phone at (510) 874-1574.
- If you don't get a live person, please leave a message and an HR team member will call you back.
- You may also e-mail OHAHR@oakha.org.
- Please update your contact info in ADP so you we can communicate with you as more information is available.

We will be sending out additional *Direct to You* updates during the weekend with more helpful information regarding benefits-so please look for those updates.

I am proud of the OHA team, and you are all in my thoughts.

Take care,

Patricia