

Direct to You

Wednesday
3/26/20



Patricia Wells, OHA Executive Director

Good Evening OHA:

As we close out the second week of our statewide "Stay at Home" and county "Shelter in Place;" I want to again say thank you to all who have been working diligently on-site and at-home to keep the OHA essential services available to our resident community.

Please note the status for OHA services for the week of Monday, March 30th, 2020 (next week):

1. Monday, March 30, 2020, OHA will be closed in observance of Cesar Chavez Day.
2. Tuesday, March 31, 2020 to Friday, April 3, 2020:
 - All OHA Lobby's will remain closed to the public.
 - Staff who have been released from work to be "on call" will continue in that status through Friday, April 3rd, 2020; unless you are instructed by your Director or supervisor to come to the work site, or to begin working remotely.
 - Staff who are working remotely will continue in that status through April 3rd, 2020, unless you are instructed by your Director or supervisor to come to the work site.
 - Staff who have been called into the office/work-site should report to the work site as instructed.
 - We have teams on staggered schedules, so please contact your Director by OHA email if you have questions about your individual schedule.
3. If you are called to work and are unable to, you will required to use leave time. Staff who have questions about leave status, please call Human Resources. They are prepared to help over the phone at (510) 874-1575.
 - If you don't get a live person on the phone, please leave a message and an HR team member will call you back.
 - You may also e-mail OHAHR@oakha.org.
4. Please update your personal contact information in ADP so that we can communicate information to you as quickly as possible.
5. Schedules and staff requirements may be adjusted as work requirements change.
6. Staff on-site assignments have been based upon adherence to social distancing guidelines.

If you have reasonable suspicion that you have been exposed to someone with COVID-19, or you are personally experiencing symptoms of fever, coughing, or shortness of breath, do not report to work. Immediately contact your primary care provider, and then your supervisor for instructions on what you need to do next. If you have any questions regarding your schedule, please contact your supervisor or Director. If you have questions in regards to pay or leave time, please contact Human Resources at (510) 874-1575.

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

Take care,

Patricia

