

Direct to You

Friday
4/10/20

Patricia Wells, OHA Executive Director

Good Afternoon OHA:

OHA continues to operate in what may be our “new normal” as the world community continues to battle the COVID-19 pandemic. While we cannot predict how long the Shelter in Place Order will last, we do know we have to continue focusing on our response, as well as “moving forward.”

The Federal Government recently issued two separate legislative initiatives to assist citizens during the COVID-19 Pandemic:

- [Families First Coronavirus Response Act \(FFCRA\)](#) – which provides emergency sick time and family leave pay to employees who cannot work or telework due to a documented need related to COVID-19.
- [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) – which includes a number of provisions to assist with health care, impacts to businesses, and impacts to eligible citizens.

We continue to assess how, if at all, the CARES Act will impact OHA operations; so this **Direct to You** will focus on the FFCRA.

For all OHA staff, FFCRA provides options to staff members whose work schedules have been impacted by COVID-19, or who require time off from work due to some type of COVID-19 impact. These leave benefits are for everyone who is currently, or in the future may be impacted by the pandemic within the FFCRA timelines.

The attached [Leave Fact Sheet](#) explains the types of leaves that are available under FFCRA, as well as an ‘Advance Sick Leave Use’ procedure provided by the Authority.

Our Human Resources team is available to help each staff member with information to determine the best option for each of our individual circumstances.

As we navigate this new normal, please know that we continue to research and implement ways to enable everyone who is able to work, to be able to work, in a manner that ensures social distancing requirements are met. This includes assigning certain staff to work from home, relocating certain on-site staff to different work spaces, and/or reassigning staff to different teams to accommodate staff absences, keeping in mind that the Authority must comply with current social distancing laws.

Please see the updated instructions for all staff below.

I. Monday, April 13, 2020 until further notice:

- Staff members who were released from work and are not performing their essential functions from home will continue on the “COVID administrative Leave” status until contacted by your Department Director, or immediate supervisor for an update.
- Please note if you are called back to the office, but do not report for work or notify your supervisor of your desire to use available leave prior to the start of your workday, any time not worked will default to an unpaid status. It is each staff member’s responsibility to notify your supervisor immediately if you wish to use available leave, as well as notify her/him why you are using the leave. Human Resources will also work with you and your supervisor to provide the best possible guidance on your leave options.
- You will receive updates and instructions on your work status at your OHA email address – so please monitor your OHA Web Mail throughout the day, as well as on weekends. To do so go to webmail.oakha.org. When you log-in, please select the appropriate computer type (public or private) and login the same manner as you do at work.
- Staff members who have been working remotely will continue in that status unless instructed by your Director or Supervisor to report to the work site. You will receive updates and instructions on your work status at your OHA email address – so please monitor your OHA email or Web Mail throughout the day, as well as on weekends.

Scan QR-Code to access updated information on the OHA website at www.oakha.org.
(You may need to download a scanning app to your smart phone.)



- OHA will be implementing an “Oakland Housing Authority Temporary Work from Home Agreement” to all persons authorized to work from home during the Shelter in Place Order to support social distancing in OHA administrative offices.
- Staff members who have been working on-site are expected to report to work as instructed. You will receive updates and instructions on your work status at your OHA email address – so please check your OHA email or Web Mail daily.
- Questions regarding your reporting status should be addressed to your Director; Human Resources will not be able to address questions regarding your work assignments.

REMEMBER: if you have reasonable suspicion that you have been exposed to someone with COVID-19 or if you are experiencing symptoms of fever (100.4 Fahrenheit or higher), 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.

2. Instructions for staff who are unable to report to work

- If you are called to work and are unable to report to the work site, you will be required to either use leave time, or go into an unpaid status. Staff members that have questions about what leave is available to them can should call Human Resources at 510-874-1575, or e-mail OHAHR@oakha.org.

3. Updating your ADP contact information

- Please update your personal contact information in ADP so that we can communicate information to you as quickly as possible. To login from any computer go to <https://workforcenow.adp.com/workforcenow/login.html>.
- If you have questions about your ADP log-in information, please contact IT Support at (510) 874-1616.

4. Schedules may change

- Schedules and staff requirements may be adjusted based upon official directives from the Local, State and/or Federal government and the impact to OHA.

My continued thanks to each of you for all the work you do and our continued support for each other.

Wishing everyone peace and good health.

Patricia