

Direct to You

Monday
4/20/20

Patricia Wells, OHA Executive Director

COVID-19 Updates & Reminders

Good Afternoon OHA:

Thank you all for another week filled with hard work and selfless service to our clients and each other. It has been an honor to work with each of you as we pull together to address the obstacles that have presented themselves during this crisis.

One big change we should all be aware of is the new requirement to wear a face covering any time you are in an essential business or store. On Friday, The Alameda County Health Officer issued the new directive that will be enforced. Read the full order [here](#). Fortunately, OHA had already made wearing face coverings mandatory and our staff have been leaders in helping reduce the spread of the COVID-19 virus by complying. While OHA is purchasing face coverings to distribute to all staff, they remain in short supply nationwide. Thus, I encourage each of you to join me in using homemade cloth coverings when possible. Cloth face coverings can be made in a few easy steps by just following the instructions on the links below.

As we look forward, many of the procedures we've put into place will continue as we begin to welcome more of our staff back to our worksites over the next couple of weeks. In order to maintain the 6 ft. Social Distancing requirement, we will be utilizing conference rooms and other available spaces to accommodate our colleagues.

During the past few weeks we experienced some challenges, but were able to make adjustments based on feedback. We anticipate new challenges, but expect to work through those just as we did previously and look forward to smoother operations within a few days. I ask for your patience as we adjust to these changes and work together to keep OHA safe while meeting our mission.

Finally, I want to remind you of some of the available resources to help you navigate the personal challenges you may be facing, as well as share some new tools and information that may be helpful. Use the links below (in the New Resources and Reminders sections) for addressing subjects like working remotely, homeschooling and keeping yourself and your family safe.

As always, please feel free to contact me directly if you have ideas or comments you'd like to share.

Take care,

Patricia

NEW RESOURCES

Staying Healthy

When to Seek Medical Attention When to Seek Medical Attention

The Oakland Housing Authority has partnered with the City of Oakland to offer testing at no cost to OHA employees. If you exhibit certain symptoms, you may call the service and talk to a healthcare professional, who will advise you on next steps. Make sure to indicate you are an OHA employee.

Home & Family

Working Remotely Working Remotely

Working from home has its advantages, but is also has its drawbacks. For help with setting up a productive work environment, consider the steps and ideas in the Working Remotely flyer.

Children and Youth Resources Children and Youth Resource

If you have school-age children you may find it challenging to find online resources to supplement their school work. Use the Children and Youth Resources Flyer to locate dozens of creative educational activities and online services.

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.)



REMINDERS

Social Distancing and Face Masks

Use a cloth face covering that covers the nose and mouth whenever interacting with another person at OHA, walking through common spaces, and if you are in the rare situation that you are in a vehicle with another person. Team members working independently in a vacant unit may opt to not wear a face covering while working alone in the unit. Similarly, if working in an office, you may opt to not use a face covering while in your work area alone and you are keeping to the 6 ft. Social Distancing Space requirements. If someone comes into your office or within 6ft, you must put on your face covering.

Daily Check-In

Each employee, whether working remotely (at home) or at an OHA site must complete the Daily Check-In each morning prior to 9:15am. This is a short form that indicates where you are physically located and assist your supervisor and/or director in easily identifying which team members are available and where they are, for safety and scheduling purposes.

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.

The Centers for Disease Control & Prevention (CDC) now recommends use of face masks.

[Read more.](#)



Download, print and use patterns below to make properly fitting face masks.

[How to make a face mask \(with YouTube video\)](#)

[Large Adult Mask Pattern](#) [Small & Medium Face Mask Pattern](#)

[Young Kids \(7-12 Yrs\) Face Mask Pattern](#) [Small Kids \(3-6 Yrs\) Face Mask Pattern](#)

To learn about resources that are available to OHA employees during this current health crisis, visit the previous **Direct to You:**

<https://mailchi.mp/6770d9e99283/direct-to-you?e=822c0d5b41>