

Direct to You

Thursday
4/23/20

Patricia Wells, OHA Executive Director

Happy National Administrative Professionals' Day!



NATIONAL ADMINISTRATIVE PROFESSIONALS' DAY

National Administrative Professionals' Day, also known as Secretaries Day or Admin Day, recognizes and celebrates the work of office professionals, administrative assistants, and secretaries all over the world in every professional sector. Central to any business, these professionals focus on keeping an office organized, forward moving and efficient.

At OHA, we have amazing individuals who assist with a multitude of tasks: from scheduling meetings and appointments, to drafting correspondence, assessing office functions; maintaining office inventory and many activities that serve our clients and partners. Our administrative professionals are an integral part of what we do and help our agency be considered among the best in the nation.

Thank you all for your hard work and dedication to the mission of OHA!

Please join me in saluting our Administrative Professionals for National Administrative Professionals' Day, and every day throughout the year.

Patricia

The History of National Administrative Professionals' Day

The International Association of Administrative Professionals promotes National Administrative Professionals Day. The observance first launched in 1952 when U.S. Secretary of Commerce, Charles Sawyer proclaimed June as National Secretaries Week. In that same year, June 4th was designated National Secretaries Day. The name changed to Administrative Professionals in 2000 when the day was also added and the events moved to April.



Celebrating Planet Earth

For the past 50 years, on April 22, there has been a global celebration of the earth, and all it provides mankind. Beginning in 1970, a growing network of scientists, environmentalists and concerned citizens, have sought to educate and activate a global environmental movement. This year, as we've made accommodations for the COVID-19 outbreak, more people are remaining in their homes, leading to fewer cars on the road, less planes in the skies and generally cleaner air. As unnerving and disruptive as the current health crisis has become, it has at least revealed a silver lining: improvement to our environment. Reports have shown lower carbon emissions, less greenhouse gases and fish and wildlife returning to or repopulating their natural habitats.

Since its inception, the organizers promote events educating the public about a variety of subjects including:

- climate change
- air pollution
- water pollution
- erosion
- recycling
- composting
- renewable fuels and power
- carbon footprints
- efficient cars
- rain forests
- ecosystems

As citizens of the world, we can take actions to protect the Earth, its creatures and their habitats. Greener living can include more fuel-efficient vehicles or windows. It can also include landscaping that reduces the amount of water required to maintain it.

Oakland Housing Authority has been an industry leader in environmental stewardship by doing such things as expanding our recycling and composting program, installing water-conserving and energy-efficient appliances and by including green design into our property development and new construction.

This week, as we celebrate Earth Day, I encourage OHA employees to do what they can, large and small, to help keep us moving in the right direction. For example, by bringing in and refilling a water bottle instead of buying single-use bottles of water, you help save the environment and money. The average person drinks on average four plastic bottles per day, but by using a refillable bottle, you would be saving 1,460 plastic bottles per year and over \$200.

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.)



Here are a few ideas* to help celebrate Earth Day:

- Support and use recycling programs in your community.
- Volunteer to clean up local parks and streets on clean up days
- Support and frequent green businesses.
- Use re-usable products versus disposable.
- Repurpose items that have outworn their use.
- When shops re-open, support secondhand and thrift stores for gently used items.
- Use energy-efficient appliances or line dry your clothes.
- Walk or ride your bike to work if possible.
- Make one trip instead of multiple trips for shopping.
- Encourage your favorite products to reduce packaging.

*If allowed due to COVID-19 restrictions.

Learn more about Earth Day <https://www.earthday.org/>

Let's continue to take care of each other and our environment!



County health orders in Alameda, Contra Costa, San Francisco, and San Mateo now require all riders to wear face coverings inside BART stations and on-board trains. Enforcement begins on Wednesday, April 22. Read more on this and other BART updates here.

NEW RESOURCES

Staying Healthy

Managing Anxiety [Tips to Reduce COVID-19 Anxiety](#)

As we continue to experience the impacts of the current health crisis, learn to identify your feelings and recognize the emotional toll they can take; then remember to take time to process and manage your feelings and practice self-care.

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.