

Direct to You

Friday
4/28/20

Patricia Wells, OHA Executive Director

Good Morning OHA:

Our “new normal” continues and as of yesterday (Monday, April 27, 2020), Alameda County has extended the Shelter in Place Order until May 31, 2020.

The extension of the order does not change any of the standing procedures or practices put into place to help OHA respond and keep our entire agency operating safely and in compliance with the Sheltering in Place Order. We will all continue with current work schedules and work statuses unless you receive updated instructions from your supervisor and/or Director.

Please continue to communicate regularly with your supervisor and monitor the Hotline, ADP, and your OHA e-mail for updates. *(More details are expected to be made available by Alameda County later this week.)*

The weather is getting nicer by the day, so please find moments to enjoy the sun while practicing social distancing.

Wishing everyone continued peace and good health,

Patricia



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.

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.)

