

Direct to You

Sunday
4/5/20

Patricia Wells, OHA Executive Director

COVID-19 Update for the week ahead

Good Afternoon OHA:

Monday, April 6, 2020, marks the expiration of the original March 16, 2020 Alameda County Shelter in Place Order, which resulted in several statuses for staff: some staff were released from the work site; some staff were able to perform their work tasks from home, and many, many, of us worked on-site to perform our essential duties.

Like the rest of the world community, we have made adjustments and learned many lessons. Staff members have been called back to work using staggered schedules, we ensured all staff working in the field have individual vehicles, we initiated twice daily office building sanitation, and we've created an aggressive procurement process to keep replenishing agency Personal Protection Equipment (PPE).

This upcoming week, we will be continuing a work environment that includes varied department schedules, many of which will be staggered. This will enable OHA to perform our essential functions, ensure an adequate supply of Personal Protection Equipment (PPE) for each employee based upon CDC guidance, and provide space assignments that will ensure social distancing standards.

All OHA lobbies will remain closed to the public in accordance with the seven **Bay Area Counties' Stay at Home Order** - extended through May 3, 2020; and the March 19, **2020 State of California's Stay At Home Order**.

1. Monday, April 6, 2020 to Friday, April 10, 2020

Staff members who have been released from work will continue to be paid in the "COVID ADMIN Leave" status through Friday, April 10th, 2020, unless you are instructed by your Director or Supervisor to report to the work site, or to begin working remotely. You will receive updates and instructions on your work status at your OHA email address – so please check your OHA Web Mail daily. To do so, go to webmail.oakha.org. When you log-in, please select the appropriate computer type (public or private) and then log in like you do at work.

Staff members who have been working remotely will continue in that status through April 10th, 2020, unless you are 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 check your OHA Web Mail daily.

Staff members who have been working on-site should 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 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.

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 who have questions about what leave is available to them should call Human Resources at 510-874-1575, or e-mail OHAHR@oakha.org.

3. Updating your ADP Contact Information

Please make sure your personal contact information in ADP is current so we can communicate changing information to you as quickly as possible. If you need to update your information, you may do so from any computer by going 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 State and/or Federal government and the impact to OHA.

5. Agency Wide Updates

- We will send updates throughout this next week to assist each employee with navigating this next phase of OHA agency services, our schedules and benefit options.
- Watch for updates from these official email headers:
- **Direct to You:** communications from the Executive Director.
- **OHAHR:** communications from Human Resources & the Risk Manager.
- **OHAPDComm:** communications from the OHA Police Department.
- **ITNotify:** communications from the IT Department.

6. New Face Mask and Glove Recommendations

The California Department of Public Health has issued new guidance indicating the general public is advised to use a cloth to cover the mouth and face when outside the home conducting essential services.

- This new guidance emphasizes that the best community and individual defense against COVID-19 is frequent handwashing; avoiding touching the eyes, nose and mouth with unwashed hands; and social distancing – all activities OHA has advocated and facilitated since the onset of this crisis. In a shift from previous recommendations, everyone is now encouraged to wear non-medical face masks to reduce the spread of droplets or the aerosol that is produced when talking, sneezing or through similar types of activities. Regular use of a face mask and properly fitting gloves will help keep yourself, your family and the OHA community healthy.
- Please note that the use of N95 respiratory masks is only recommended by medical personnel and those whose jobs require a higher level of personal protection than most office staff. Not using N95 face masks at this time also helps preserve those items for those who need it most.
- While OHA has purchased enough face masks for staff working in our offices, **they are in extremely limited supply.** In order to ensure we have enough for our co-workers who spend their workday in the field, in and around the homes of our clients, we ask our office staff help us make the Personal Protective Equipment (PPE) available for those individuals. We are, therefore, requesting all office employees assist by providing and wearing your own face covering when you come into work at any OHA office.
- Non-medical face masks can be easily made using a variety of patterns, with instructions that are available online. A few patterns are attached to this **Direct to You** message, as well as a video tutorial.
- Please take a few minutes to make a face mask for yourself and even try to have fun with it, as you can be creative with fabrics and styles.
- Please wear provided gloves, as directed, when working inside OHA offices, as well as out in the field.

7. REMINDER: Please don't come into work if you are sick

- 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.

My thanks to each of you for all the work provided during this time to support the families we serve, and to support each other.

I know the impact of this pandemic has been felt by all of us in so many ways, and you are all in my thoughts daily. Please know that we are working hard to provide as much support as we can during these difficult times.

Wishing everyone peace and good health,

Patricia