

OHA Preparation for Continued Protests Please Be Safe

Good Morning OHA:

We have been notified about several planned protests today. These protests are not anticipated to have an impact on OHA's downtown business operations. However, we are taking extra precautionary measures to support the commute of staff working in the Harrison and Webster Streets offices, as well as our central IT equipment.

Please note the following schedule for staff assigned to work on site today and tomorrow at these offices:

- All employees scheduled to work on site at 1805/1801 Harrison Street and 1540 Webster Street will be released from work today at 2:00pm.
- All employees assigned to work from home from these locations should continue to work on their WFH schedule.
- For Thursday, June 4, 2020, all employees scheduled to work on site at 1805/1801 Harrison and 1540 Webster Street will be released from work at 2:00pm.
- For Thursday, June 4, 2020, all employees assigned to work from home from these locations should continue to work on their WFH schedule.

This is a sad time in our history, but it's also an important time. Many of our employees have indicated a desire to be a part of this movement and want to share their voices in a public way. As the message from our HR Department indicated, we honor each staff member's right and desire to use your voice as a private citizen, but remind you to take note of the guidance in that notice.

Additionally, as protests have moved through our city over the past few days, there have been numerous incidences of vandalism and looting. As of today, OHA property, both residential and administrative, has incurred some tagging during the evening activities, but thankfully no physical damage.

To ensure the protection of our main servers located at 1540 Webster Street this week and weekend, we are taking some additional precautions. Today, a team will be boarding up the glass windows at 1540 Webster Street (on the Harrison Street side).

All entrances will remain accessible and usable.

I am alerting you in advance so that you are not caught off guard by the change and don't have any unnecessary concerns about your safety. Again, this is a precautionary measure.

Thank you all for your continued patience and understanding as we all work through these trying times together.

Please be safe!!!

Patricia

Also, please be reminded that while we have civic interests and responsibilities, we also need to be conscious of the coronavirus epidemic that continues unabated. Please wear your face covering, practice social distancing and wash hands frequently, in compliance with the guidance of health officials.



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.

RESOURCES

Don't save the best for last: The importance of self-care

With so much going on in the world and all around us locally, it's easy to get bogged down with just trying to keep up. Remember that "refilling your cup" is an important way to help yourself take on the challenges you face. Don't forget to help yourself, so you can be available to help others.

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.

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>



Please print & post this message for employees who do not have regular computer access.