

# Direct To You

Tuesday  
7/6/20

Patricia Wells, OHA Executive Director

## Good Afternoon OHA,

OHA has been a leader in prevention efforts during the COVID-19 pandemic, joining other progressive agencies and businesses, by implementing protocols and practicing social distancing, mandatory wearing of face coverings, closing our lobbies, and implementing on-line and virtual supportive services.

As we consider the rise of confirmed COVID-19 cases in Alameda County last week, it is apparent that we must stay the course and continue our prevention efforts. While this continuation can feel fatiguing, we can remain energized by working as an agency-wide prevention team.

To do this, we will be continuing extra diligence with the following efforts:

- **Face coverings are mandatory** when interacting with others both in the field and while in social spaces. The use of face coverings while at work, both inside and outside, extends to whenever the potential to be within 30 feet of another person is possible. This means that if you might encounter other people on an outdoor path, when walking down a hall to a restroom or when walking to and from your car in an OHA parking lot - a face covering is required.
- **Mandatory practice of 6 ft Social distancing** when on OHA property and in OHA owned and managed buildings
- Continuation of alternative on-site and working from home schedules
- Alternative customer service and program service delivery
- Twice daily sanitation of high touch areas in all OHA Administrative Buildings
- Provision of PPE and extra hand sanitizer
- Support of the Governor's "WEAR A MASK" campaign at all OHA owned and managed properties

My heart goes out to all OHA staff members whose families have been impacted by the effects of COVID-19; our HR team is available by phone and email to answer any questions on the resources we have to support you during this time.

I am proud of the OHA team leading the effort on preventing further spread of COVID-19.

Wishing us all a good week,

**Patricia**



## The Pay it Forward Challenge

In recognition of **National Give Something Away Day** on July 15, each employee is challenged to share a little kindness to a family/families or individual(s) who have been negatively impacted by COVID-19 or to organizations that are providing support during the current public health crisis. By giving away something you have that you don't need or no longer use, your generosity could be the lifeline for others.

### To participate in OHA's Pay it Forward Challenge:

- Simply make a donation (a new or gently used item, service/volunteer or monetary contribution); and
- Share the experience through Direct From Me, in 3 easy steps:
  1. Click on the **Direct From Me** link: <http://oakhapmd.org>
  2. Fill out the online form and include as many details as possible;
  3. Then click submit.

All entries received by 12pm (noon) on Wednesday, July 15, will be entered into a drawing for a GrubHub gift card.

Remember: In just a few short steps you can make a difference.



For ideas on ways to give visit: The California Volunteers website, supported by the Governor:  
<https://www.californiavolunteers.ca.gov/get-involved/covid-19/>

Learn more about local need in Oakland: <https://www.oaklandca.gov/resources/covid-19-how-to-help>

Beware of fraudulent charities: CA Attorney General Press Release

Donate safely: Read these tips <https://oag.ca.gov/donations>

**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.**



**There is still time to be counted in the 2020 U.S. Census. Don't forget to complete and submit yours today.**

## REMINDERS

### Employee COVID-19 Resources

All employees are reminded that you are not alone during this time. We have compiled an array of resources that may be helpful to you and your family during this unprecedented time. Please feel free to utilize the many services included on the Employee COVID-19 Resources List.

### 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.

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>



Scan QR-Code to access updated information on the OHA website at [www.oakha.org](http://www.oakha.org).  
(You may need to download a scanning app to your smart phone.)

