



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A

Date: March 6, 2020

From: Kathy Gallagher 

Subject: Novel Coronavirus (COVID-19) Staff Update

The COVID-19 situation is quickly evolving, as you are likely aware from the abundance of media reports and news alerts. Contra Costa County is closely monitoring the developments, especially as they affect our region. EHS's Executive Team is on top of this, working with our County leaders and departments such as Contra Costa Health Services (CCHS), to support our staff and community members with accurate information and proper guidance.

The same practices that we use in the peak of any cold and flu season are the same that health officials are recommending now in order to reduce risk of infection from a respiratory virus:

- Wash your hands frequently with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer when soap and water is not available.
- People who are sick should always cover their coughs and sneezes using a tissue or the crook of their elbow; wash your hands after using a tissue to wipe your nose or mouth.
- People who are sick should stay home from work or school until they are well.
- Avoid touching your eyes, nose or mouth with your unwashed hands.
- Masks are for sick people. CCHS advises that there is no evidence that wearing a mask will prevent a healthy person from catching novel coronavirus.

At this time, EHS is continuing to administer services and programs to our customers as always. All staff members should follow the County's policies and practices regarding illness:

If you are sick, you should not be at work. For your benefit as well as the rest of the staff, stay home if you are sick. The Centers for Disease Control (CDC) guidance is that employees who have symptoms of acute respiratory illness (coughing, sneezing, shortness of breath, fever) should stay home and not return to work until they are free of fever (100.4°F or greater, using an oral thermometer), or free of signs of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees who are currently able to work from home may continue to do so, but you should not work from home because you are sick if you do not currently have a telecommuting agreement in place.

Use sick leave or other accruals. Employees who take time off from work due to their own illness, or to care for a sick family member, should use sick leave or other accruals to cover their absence. Employees who do not have sufficient accruals to do so would be considered absent without pay (AWOP).

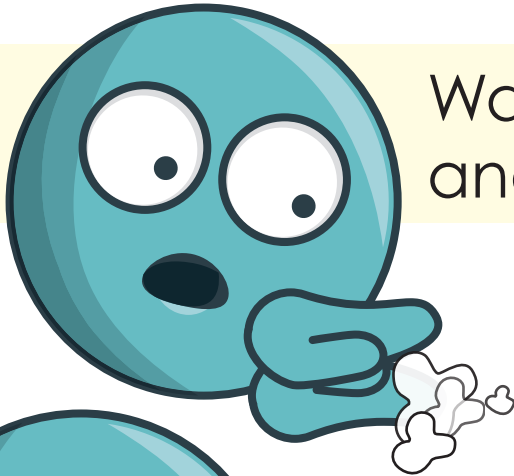
We maintain confidentiality, honor individual differences, and value equity for all. Do not single out other staff members as being at risk for exposure to the coronavirus, based on any knowledge of their recent travel or health of their family members. Be sure to maintain confidentiality of staff and customers' health information at all times. Do not share information about the health of an employee with anyone who does not have a direct need to know.

EHSD will continue to prioritize the health and safety of all our staff in any way possible, and will keep you apprised of new information as it becomes available. We know that you will also take the necessary steps to protect yourself from illness while at home, at work or in public.

Thank you for supporting each other and our customers as we continue to handle the important business of serving our community.

More COVID-19 information and resources are available on the [County](#) and [CCHS](#) website pages. You can also use/post the CCHS fliers below as reminders to help stop the spread of germs.

Here are **4** ways you can help prevent Novel Coronavirus



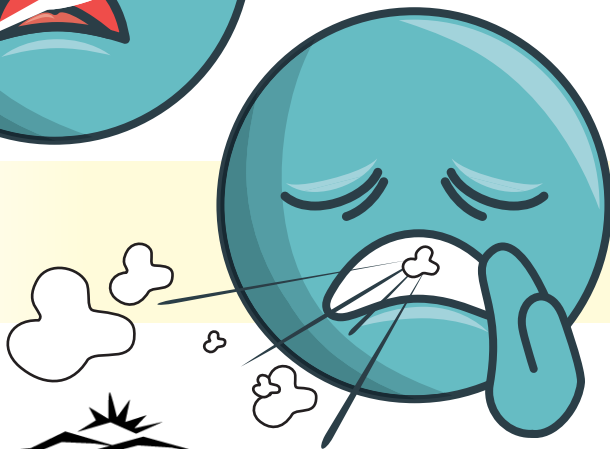
Wash hands with soap and water.



Avoid touching eyes, nose or mouth with unwashed hands.



Avoid close contact with people who are sick.



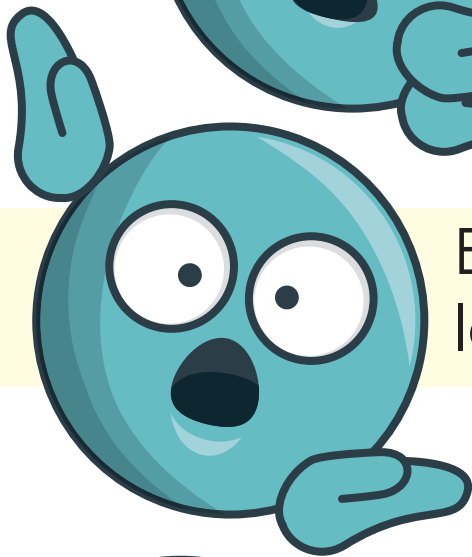
Stay home if you are sick.

4

Maneras en Que Nos Puede Ayudar a Prevenir el Nuevo Coronavirus



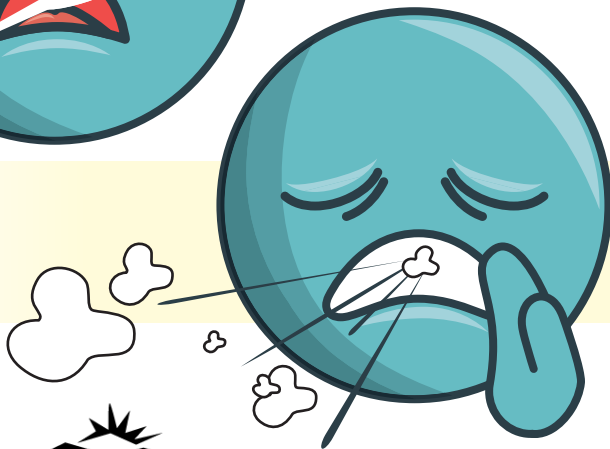
Lávese las manos con jabón y agua.



Evite tocarse los ojos, la nariz o la boca sin lavarse las manos.



Evite el contacto cercano con la gente enferma.



Quédese en casa si está enfermo.