



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

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: April 10, 2020

From: Kathy Gallagher

Subject: Face Covering to Reduce Spread of COVID-19

At EHS, we are now requiring that all staff members use face coverings while in our buildings. It is very important that as essential workers, we do our utmost to keep our selves and each other well.

Face Covering Recommendation

Health officials from several Bay Area counties, including Contra Costa, recommend covering your nose and mouth with cloth when away from home. The guidance notes that bandanas, fabric masks and neck gaiters are acceptable for use in a community setting. Face coverings are not intended as a substitute for social or physical distancing. Rather, they are an additional public health measure to reduce the spread of COVID-19. Learn more about the use of cloth face coverings, including how to make your own.

N95 Masks

Surgical masks and N95 respirators are in short supply and must be reserved for healthcare workers or other medical care first responders. This aligns with guidance from the CDC and California Department of Public Health (CDPH).

Because many of EHS's essential services require face-to-face interactions, the department is providing N95 masks to our public-facing staff. We are giving priority to Children & Family Services (CFS) and Adult Protective Services (APS) workers for home visits; to Workforce Services staff members who are interacting with customers at our lobbies (where we currently have restricted access); and to volunteers who will help staff one of the County's Alternate Care Sites.

Remember to wash your hands before AND after touching your face or a face covering. Contra Costa Health Services notes that the goal is not to protect the wearer, but to reduce the spread of germs from the wearer to others. If we all wear face coverings, we all are better protected.

If you need a mask while in the office, check with your building's clerical supervisor (see below list) who can provide face coverings based on availability per the above needs.



<b>Clerical Supervisor</b>	<b>Building</b>
Theresa Bradshaw	4545 Delta Fair Blvd., Antioch
“ “	151 Sand Creek Road, Brentwood
Sabrina Young	4549 Delta Fair Blvd., Antioch
Maria Velez	1650 Cavallo Road, Antioch
Lea Miller	2600 Stanwell, Concord
Maureen Nelson	4071 Port Chicago Highway, Concord
Adriana Arceo	1470 Civic Drive, Concord
James Gibson	151 Linus Pauling Drive, Hercules
Kathy Ames	40 Douglas Drive, Martinez
Candace Yates	1875 & 2530 Arnold Drive, Martinez
Dave Eisenlohr	300 Ellinwood Way, Pleasant Hill
Lisa Collado	400 Ellinwood Way, Pleasant Hill
Debbie Penovich	500 Ellinwood Way, Pleasant Hill
Fred Routt	1305 MacDonald Ave., Richmond
Connie Delaney	1275A Hall Ave., Richmond

If you have any questions, please contact your supervisor or manager.