



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: June 1, 2020

From: Kathy Gallagher

Subject: EHSD Closing Offices Early Today

In the interest of keeping EHSD staff members safe as various parts of the County and Bay Area experience heightened activity, including significant property damage and theft in commercial areas, the EHSD Executive Team has decided to close all buildings at noon through the remainder of today. If you are working at the office, this means *you are required to leave your building, which will fully close by 1 p.m.*

To the extent possible, please plan to do your work remotely. If you are already telecommuting during the shelter-in-place order, you can continue working as you have been, without interruption.

We based our decision to close on concerns about possibly unruly activity that may occur near EHSD offices, and the need for staff members who have to commute through potential hot spots.

We expect all EHSD buildings will be open on Tuesday, June 2nd. You must call the department's staff emergency line at **(888) 704-3473** for an update. Please call this number well before the time you regularly report to work so you will know what the plan is for tomorrow.

You may also check the [EHSD.org staff update](#) page for information.

Thank you for your cooperation, and take care of yourself and your families.