

# County Administrator

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**David J. Twa**  
County Administrator

# Contra Costa County



## Board of Supervisors

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5<sup>th</sup> District

December 23, 2020

COVID 19 Vaccine Update to Department Heads,

COVID-19 vaccination is one of the most important tools to end the COVID-19 pandemic. The State has begun distributing COVID-19 vaccine to counties and Contra Costa received its first doses on December 15<sup>th</sup>. The question on everyone's mind is – when will my staff be eligible to be vaccinated. The following information is offered to manage expectations specifically for our employees.

1. Contra Costa County established a COVID-19 Vaccine Ethical and Equitable Allocations Committee made up of internal and external stakeholders to serve as an advisory committee to give input to Contra Costa Health Services on how to make allocation decisions that are fair and equitable, based on the recommendations from federal and state authorities and taking into account the disparate impact COVID-19 has had on disadvantaged communities. Note that this is for all the vaccine distributed to Contra Costa County Health Services – not just vaccine for County staff.
2. Supplies will increase over time; however, current available doses are insufficient to meet demand. Distribution will be in phases based upon State guidelines with input from the Contra Costa County COVID-19 Vaccine Ethical and Equitable Allocations Committee. The final determination will be made by Health Services and will support the priority of sustaining health services during the pandemic.
3. Note that vaccination is voluntary and highly recommended. Educational materials are being developed to inform staff decisions regarding vaccination.
4. For County staff, our first doses are being administered to our health care workers who fit into the definition of high-risk exposure to COVID on the job. These employees include clinical and non-clinical roles such as environmental services, patient transport, etc. Vaccinations began on December 16<sup>th</sup> and are on-going.
5. The next group of County staff scheduled to begin vaccinations as soon as December 30<sup>th</sup> are custody staff.
6. As doses are planned for groups of County staff, we will inform the affected department head, staff, and our labor partners of the specific logistics.
7. We expect it may be several months before vaccine is available to all of our essential public-facing County staff. We will continue to keep you informed regarding plans.
8. It is important to note that we will continue to mandate all physical distancing, face covering, and hand washing precautions into the foreseeable future. These requirements will include vaccinated staff.
9. Together we can end the pandemic. Learn more about California's campaign to equitably distribute a safe and effective vaccine to all 58 counties in the state at <https://covid19.ca.gov/vaccines/>.

Thank you for all you do, and for continuing to work with us to support our employees and our community through these challenging times.

Sincerely,

A handwritten signature in blue ink, appearing to read "David J. Twa".

David J. Twa,  
County Administrator

cc: County Labor Partners