



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: EHSD ALL STAFF

Date: June 15, 2021

From: Kathy Gallagher, Director of EHSO

A handwritten signature in blue ink, appearing to read "Kathy Gallagher", is written over the printed name.

Subject: Return to Office by June 29, 2021

In March 2020, in response to the COVID-19 pandemic and the subsequent Health Orders to shelter-in-place, Contra Costa County and Employment and Human Services Department (EHSD) closed its buildings to the public and allowed many employees to work remotely. Our actions were consistent with County Health Orders, Risk Management guidance and direction from the County Administrator's Office. At the outset, no one could predict the duration or the impacts of the pandemic. We very much appreciate the adaptability and commitment that all of you have shown in working together to support each other and our customers during the very challenging time.

We are encouraged by the reports from our Public Health Department regarding the high number of vaccinations administered in Contra Costa County, and the continued availability of vaccinations. The local and statewide COVID testing positivity rates have stabilized to very low percentages, and our Governor has announced that California is set to reopen June 15, 2021.

In light of the Governor's actions and reopening of the State, the current waiver of face-to-face interviews has expired, and we will once again see clients in our lobbies and customers in our buildings.

In anticipation of the opening of our buildings and lobbies, we have worked closely with Risk Management and have met their guidelines for ensuring our buildings are safe for your return, which includes providing PPE, increased building cleanings, social distance signage, and mask requirements. Our plan for re-opening is as follows:

All employees of EHSD who are currently working from home due to the pandemic will be expected to return to the office on Tuesday, June 29, 2021.

Exceptions:

- Employees who are currently working from home under a signed Telecommute Agreement (DM23-904)

- WFS or AAS staff who started a Work-From-Home Hybrid schedule on June 14, 2021.
- Employees who are under a temporary Work-From-Home schedule that was established as a result of the pandemic, and has an expiration date after June 29, 2021.

Employees who are unable to return to the office on June 29, 2021, please work with your supervisor to set a date to return to the office or explore the possibility of a Work-From-Home schedule.

We thank you for your commitment to public service and are committed to working with you to ensure a safe and successful re-opening of our lobbies. If you believe you have a medical condition or other protected status preventing you from returning to the workplace, please consult with your medical provider and Personnel regarding a request for accommodation. Our EAP provider, Magellan, is also available to provide assistance.

Upon your return to the office, we will provide further instructions on what to do with the equipment that was issued to you for Work-From-Home purposes. Please accept our appreciation for your commitment to serving our community throughout the public health emergency.