



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 EHSD Staff, Code 2A

Date: November 3, 2021

From: Kathy Gallagher, EHSD Director

Subject: Continued Use of Face Coverings for EHSD

The County has issued an Order of the Health Officer of the County of Contra Costa which amends the prior order of mandating the wearing of face coverings, effective November 1, 2021. ([Order HO-COVID19-59](#))

This amendment is not a “Mandate”, it is a guide that can be followed in light of the increasing vaccination rate for this County. This Health Officer Order No. HO-COVID19-59 allows for groups of fully vaccinated people to remove their face coverings in public indoor spaces if there are no more than 100 people present, the employer, host or organizer of the group verifies their vaccination status and other control measures are in place.

Although the County’s vaccination rate continues to increase, wearing face masks indoors adds an extra layer of precaution for all employees and clients in an effort to reduce the transmission of COVID-19. Additionally, in order to protect employees’ rights who, have exemptions, while maintaining a safe environment for all, **EHSD will continue to mandate face coverings indoors regardless of vaccination status to combat COVID transmission with a few exceptions as follows:**

- While in a closed door office by yourself or with others that you personally know are vaccinated.
- While in a meeting with less than 100 people you meet regularly with and you personally know (without asking) that the attendees are all vaccinated. Example: Supervisor has 10 employees in their unit and meets weekly with these employees and the Supervisor knows that all 10 of the employees are vaccinated.
 - This cannot be done when one or more individuals are not vaccinated and just happen to not be present at that particular time. The entire meeting group should all be vaccinated regardless if they are attending a particular meeting.
 - You are required to have and maintain a list of attendees present when all are without masks.
 - Keep in mind, if there are other individuals, including presenters, employees, contractors, non-employees, that you do not meet regularly with and vaccination status is unknown, all present will be required to wear masks.

Further, in accordance with the County's COVID-19 Prevention Program dated October 28, 2021, where there is non-compliance with face-covering requirements, the department will follow procedures to provide a [Notice of Non-Compliance with COVID-19 Prevention Program Form](#) to inform employees of the requirements and document the incident, including the directive to leave the workplace and take personal leave until face covering compliance is maintained.

Thank you for your continued flexibility and patience as we all navigate through these unprecedented times and stay safe. For questions about this memo, please contact your assigned Departmental Human Resources Analyst.