



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: Code 2A, All Staff

Date: February 11, 2022

From: Kathy Marsh, Interim EHSD Director

Subject: COVID-19 Reminders & Resources

EHSD would like to remind staff of several important items that will assist with preventing further spread of the COVID-19 virus in the workplace.

- Face Mask – face mask are required when indoors unless actively eating or drinking. Those in an office must be alone with the door completely shut to be without a face mask. Face mask must cover the entire nose and mouth. Failure to wear a face mask or wear a face mask properly may result in the issuance of non-compliance form.
- Symptom Screening Sign – all staff are to adhere to the symptom screening signs posted outside all doors leading into the workplace. If you use your key card to badge into work, you are self-attesting that you are symptom-free. If you have symptoms, do not go into any county building. Please contact your supervisor for further instructions.
- Personal Protective Equipment (PPE) – PPE is available in every EHSD building. If you do not know where to obtain PPE in your building, please contact your building manager or supervisor. If PPE supply is depleted, please notify your building manager or supervisor and they will replenish the PPE immediately.
- Physical Distancing – physical distancing (6 feet apart from another individual) is highly encouraged to prevent further spread of COVID-19 in the workplace. If your workplace has been declared an outbreak, you must physical distance yourself with others. Maximum room occupancy in common areas must be followed.
- Contra Costa County COVID-19 Prevention Program (CPP) – The CPP is a dynamic document created by Contra Costa’s Risk Management Department. The CPP educates and informs staff about COVID-19 in the workplace. The link to the CPP is [COVID-19 Resources | Contra Costa County Intranet, CA \(insidecontracosta.org\)](#). Once you are at the COVID-19 Resources web page, please click on the highlighted link shown below.

- Programs
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## COVID-19 Resources

### COVID-19 Prevention Program - 01-18-2022



#### Hot Spot

[Decision Tree - General Workers - 01-18-2022](#)

[Decision Tree - Healthcare and Sensitive Workers - 01-14-2022](#)

[CDPH Mandatory Face Covering - Dec. 15, 2021 - Jan. 15, 2022](#)

[Notice of Non-Compliance Form with Health & Safety Orders](#)

- COVID-19 Online Training – if you have not completed the COVID-19 online training on Vector Solutions, please do so. The link to Vector Solutions is [Vector Solutions \(targetsolutions.com\)](https://www.targetsolutions.com). Log into your Vector Solutions account and search “COVID” under the self-assign tab. From there, select “CCC COVID-19 Safety in the Workplace” training. See screen shot below.

Home Administration Calendar Community Resources Help

**SELF-ASSIGN**

COVID

Show Advanced Options

- CCC - ON-LINE TRAINING - COVID-19 - Reporting Positive Results to Public Health
- DEPARTMENT TRAINING - DCSS COVID-19 Prevention Program Protocol Training
- TAILGATES - CCC COVID-19 Safety Training Tailgate - October 2021
- TAILGATES - CCC Emergency Evacuation Procedures during COVID-19
- Courses - CCC COVID-19 Safety in the Workplace