

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • [www.ehsd.org](http://www.ehsd.org)

To: Code 2A – All Staff

Date: 3/20/2020

cc:

From: Michael Roetzer, Director of Administration

Subject: Urgent – Shelter Workers Needed

**Your Response by 4pm, Monday, March 23 is Urgently Needed**

Many of you know that the Employment and Human Services Department is designated as the Care and Shelter Manager for the County. In that role, we can be asked to help staff shelters in emergencies. You all know there is an emergency in the County, State and nationally and we have been asked to help with this emergency.

We are reaching out to all our staff for help in staffing a shelter that will be opening at the Contra Costa County Fair Grounds in Antioch. We are working closely with other County Departments including Health Services on this shelter. It will serve County residents that are currently sheltered elsewhere and need to be tested under the current emergency. EHSD and other County staff will help set up the shelter and manage it for at least several weeks in conjunction with testing that Health Services will be conducting. Medical personnel will also be assigned to the shelter. We anticipate that staff working in the shelter will work shifts and the shelter will be staffed around the clock. The shelter will likely open during the week of March 23. We will work to assign staff to work shifts quickly to respond to this need. We will work with the Red Cross for training on Shelter Management and Shelter Operations. We will also have security in the shelter. Your health and safety are of paramount importance. Health Services will provide additional training to any staff at the shelter and there will be protocols in place to protect health and safety and protective equipment available to volunteers. Non-Health Services Department staff will not be asked to provide any medical services.

This operation is moving very fast and there is a need to open this shelter quickly. **Your response by 4pm, Monday, March 23 is urgently needed.**

If you are willing to volunteer, check with your supervisor and immediately reply to this survey.

Here is the link to the survey: <https://www.surveymonkey.com/r/35TQKHL>