



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff – Code 2A Date: March 19, 2020
From: Kathy Gallagher, EHSD Director
Subject: Attendance and Use of Time

During this critical time, it is important to remind ourselves of why we are here and who we serve. In so doing, it is important to note that all EHSD staff members are considered to perform "essential services" as described in Section 10d of the March 16, 2020, Order of the Health Officer of the County of Contra Costa (see below):

{For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing "Essential Governmental Functions," as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.}

This is because our programs provide access to medical care, food assistance and other critical human needs that are more pronounced during this time when people who are already vulnerable are facing additional health and economic risks. As our mission states: "We partner with the community to deliver quality services to ensure access to resources that support, protect and empower individuals and families to achieve self-sufficiency." Due to the pandemic, our customers are in more need of our services than ever before and we need our essential employees to assist our most vulnerable population.

With that being said, we know that some of our own employees are being impacted as well and may need to be absent from work.

Therefore, in accordance with the March 18, 2020 memo from David Twa, County Administrator, effective March 17, 2020, "The use of accruals continues to be suspended for the period up to and including April 6, 2020. Employees who need to take time off due to illness, caring for a family member, or childcare due to school closures may do so without using accruals up to and including April 6, 2020." Please follow your regular protocols in notifying your supervisor of your absence and the reason for the absence. For additional information regarding reporting to work, please refer to the March 18, 2020 memo from David Twa, County Administrator. Currently, EHSD has assessed what work will be reduced/suspended/what work may be done at home while continuing to provide the critical and necessary services for our vulnerable customers in this difficult time. You will be notified by your manager/supervisor of your essential worker assignment.