



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff

Date: 3/26/20

cc:

From: Michael Roetzer, Director of Administration

A handwritten signature in blue ink, appearing to read "MR", is written over the "From:" line.

Subject: Shelter Volunteers Needed

We previously communicated about the role of the Employment and Human Services Department as the Care and Shelter Manager for the County and the need to staff a shelter in response to the current emergency. We are grateful to a number of staff who have volunteered so far. Because the duration of this emergency is not known, additional staff are needed. We wanted to share more details and information about this shelter operation and ask you again to volunteer.

The shelter 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 isolated because they have tested positive for the Novel Corona virus. EHSD and other County staff will manage the operation of this shelter for at least several weeks in conjunction with testing that Health Services will be conducting. Medical personnel will work in the shelter 24/7 and address medical issues that arise. EHSD staff working in the shelter will work shifts and the shelter will be staffed around the clock. The proposed shift schedule is 12 hours on for four (4) days, then eight (8) days away from the shelter. We are proposing this shift schedule to ensure continuity of operations in the shelter while also preserving our staffing as this operation goes on. The shelter will likely open during the week of March 30.

We want you to understand our plan for supporting you in this shelter operation while you are serving this population, and helping prevent the spread of COVID-19 throughout our community. As shelter staff, you will receive protective equipment, face mask, gown, and gloves. Staff will be trained by the Red Cross on Shelter Management and Shelter Operations, by Health Services on the safe use of personal protective equipment and the Health, Housing, and Homeless Services (H3) on cultural competence in assisting people in the shelter.

Your health and safety is of paramount concern and there are protocols developed by the Health Department in place to protect health and safety. One dimension of these protocols is that staff will be monitored daily, scheduled in consecutive shifts and then offered the option of work from home or time off during up to 8 days following. Non Health Services Department staff will not be asked to provide any medical services.

The County will pay you for your time in the shelter. For staff who are now eligible for overtime pay, we will authorize it for time spent beyond your regular work hours. For staff who do not normally receive overtime, we can ask for approval to pay overtime and the overtime offsets management leave.

This project is very important to the County and to our residents. EHSD's operation of this shelter during this worldwide health crisis underscores the dedication of our staff to our mission of delivering quality services that support and protect all of our community members.

This operation is moving rapidly and there is a need to open this shelter quickly. Your response by 4pm Monday, March 30 is urgently needed.

If you are willing to volunteer, check with your supervisor first and then reply to this **survey**. Emily Arredondo, Safety Manager, ([earredondo@ehsd.cccounty.us](mailto:earredondo@ehsd.cccounty.us), 925-608-4944) will be in touch to answer any questions and work on scheduling.