



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: All Staff

Date: April 14, 2020

From: Executive Team

Subject: Possible COVID-19 Notification

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Covid-19 presents a medical crisis that affects all of us. One of the goals that EHSD has set for itself is to provide information to all of you as quickly as we can. We do this so you can make informed decisions and to head off rumors about events that affect us. We are working closely with public health and risk management professionals to ensure we follow the proper steps to report, clean and communicate. At all times, we will respect your privacy and the privacy of our co-workers. We will communicate quickly and appropriately to let staff know what we can discuss.

We are sending this email to you because we have been notified that an employee assigned to CSB's Central Kitchen at 847 Brookside Dr. Richmond has tested positive for COVID-19. The employee is following medical guidance and is not at work.

We are following the guidance from the Contra Costa Public Health Department and Risk Management. In addition to the normal cleaning provided by custodial staff, we also scheduled a specialty cleaning service to clean the building.

As we interact with each other and our customers, we urge all of you to follow the guidance that the health care community provides, including washing your hands, avoiding touching your face, nose, mouth and eyes, wearing a cotton mask, maintaining social distance of about 6 feet, and covering your mouth when you cough or sneeze. As you have heard since the start of this crisis, we are all Essential workers delivering Essential services and we want all of you to stay well, whether you are working from the office or home.

We are concerned about the health of our staff and the community we serve. We are committed to providing timely and accurate information as we get it, and we are committed to delivering the services our customers need during this crisis. If you have a question or concern, please let your supervisor or manager know so we can provide the information you are seeking in accordance with confidentiality and HIPPA restrictions.