



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: April 9, 2020

From: Kathy Gallagher

Subject: Social Distancing and Other Reminders

We want to remind you about the State of California and [Contra Costa County health order](#) that includes the requirement to practice social or physical distancing in order to slow the transmission of COVID-19. Health officials say that physical distancing is the most powerful tool against COVID-19, and recommend you stay approximately six feet away from others when outside of your home.

EHSD managers and supervisors must consider physical distancing as they rotate staff into the office to handle the essential services EHSD provides. If you have concerns about your workspace not providing sufficient distance from your coworkers, *please let your supervisor know right away.*

While in the office, refrain from lining up closely at copiers, printers, coffee makers, vending machines, water coolers/dispensers, or gathering in common areas such as staff break rooms, kitchens, lobbies, small spaces and doorways. Avoid entering or closely approaching someone else's workspace.

Six feet is about equal to the shoulder-to-shoulder distance between two people when both are stretching out their arms.



To help gauge if there is enough space between you and someone else, consider arms distance as well as more examples of what six feet looks like:

- Two large dogs standing one in front of the other, nose to tail
- A standard three-seat sofa
- Length of two shopping carts
- Rectangular dining or folding table
- Width of a large sedan
- Length of a mattress (full or twin)
- Denzel Washington or other 6-foot tall person's height
- The length of adult skis

This [CDC web page](#) has helpful tips for physical distancing, including why it is important in order to prevent the spread of COVID-19.

Employee Assistance Program

During this extremely challenging time, we recognize that you have a range of concerns about the health and wellbeing of yourselves, your loved ones, coworkers, our customers and all community members. Please remember that your **Employee Assistance Program (EAP)** can help in many ways. To learn more, visit www.MagellanAscend.com, call (800) 229-8674 or [click here for EAP information and links](#).

Health Orders & County Updates

Daily COVID-19 updates and a County data dashboard are on CC Health Services' [coronavirus page](#). Contra Costa County has health orders in place for mass isolation and quarantine for people with COVID-19 and their close contacts. The Health Officer intends for these orders to slow COVID-19's spread, protect vulnerable individuals, and prevent the healthcare system from being overwhelmed. You can view them here: [CCHS Mass Isolation Order](#)
[CCHS Mass Quarantine Order](#)

Check EHS.org for frequent updates on the [COVID-19 page](#), as well as on our [Staff Information page](#). If you have questions or concerns, please be sure to let us know. I truly appreciate all you are doing to support each other and our community members during this ongoing health crisis.