



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: September 29, 2020

From: Executive Team

Subject: ERRATA - Staff Building Sign-in Procedure Starts Thursday, October 1, 2020

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The County has issued requirements to all Departments to implement a sign-in process for all buildings and all staff, including visitors.

Effective Thursday, October 1, 2020, as you enter any EHS building, you must self-screen using the sign posted at the entrance and attest that you are well and free of COVID-19 symptoms. You may also reference the COVID-19 Exposure and the Workplace Guidelines (8.11.20 at 1400 hours) we previously sent to staff.

Starting **Thursday** ~~Wednesday~~, upon arriving at an EHS building, look for:

- Screening & Daily Wellness Check Questionnaire – posted for you to review
- Sign-in Sheet - complete and sign that you are answering “no” to all questions

We have taken all necessary precautions to ensure employee safety and confidentiality. Pens and wipes will be available, or you may want to use your own pen to minimize contact. Per Risk Management Guidelines you must sign-in on the log before reporting to your work area. In accordance with County policy (Risk Management Guidance 8.11.2020), any staff that refuse to sign the attestation and sign in sheet will not be admitted to the building.

Please do not include medical information on the sign in sheet and maintain six feet of space when signing in. Markings are on the floor to maintain Social Distancing.

This is an additional step to take to keep all of us safe and healthy.