



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff

Date: October 14, 2020

From: Executive Team

Subject: UPDATE: COVID-19 Staff Screening & Building Key Card Entry Procedure Effective
Monday, October 19, 2020

Your Executive Team is doing its utmost to ensure the health and safety of our staff and customers. As part of that effort, we implemented a paper sign in process that included reviewing COVID-19 symptoms and attesting to be free of symptoms. We established the sign in process in accordance with the COVID-19 Exposure and Workplace Guidelines from Risk Management (August 11, 2020 1400 hours.). These guidelines apply to all staff and visitors to EHSD and other County buildings. We want to thank you for your help in keeping our buildings safe and healthy.

Though progress is being made, we anticipate that the current COVID-19 pandemic will continue for months to come. We have a responsibility to identify staff and visitors in our buildings to facilitate contact tracing in the event we have a positive COVID case.

Our goal has been to seek an efficient process that would not involve a manual sign in process. We believe the process below, using our key cards in lieu of the paper sign in process is more efficient and works as follows:

- A sign with the symptoms identified by Risk Management is posted at each entrance to EHSD buildings.
- Employees must read this sign daily before entering a building.
- Once the employee has read the sign with the symptoms noted, the employee uses their electronic key card to enter the building in the normal way.
- By using their key card, employees attest that they have read the sign listing symptoms and they are symptom free.
- Employees that believe they have the symptoms listed will not enter the building and will notify their supervisor.

- The attestation process is only needed once daily when the employee first enters an EHSD building. After entering a building for the first time on a day, no further action is needed and employees enter and leave as normal.
- If an employee believes they developed symptoms during the day, they notify their supervisor and leave the building.
- Staff must wear a face covering when they are at an entrance and at all other times as directed by Risk Management guidelines and County Health Orders.
- Each employee **MUST** use their own key card to enter a building and staff **MUST NOT** allow anyone to enter without using their key card or if they do not have a key card, signing in through Administration.

All visitors entering an EHSD building that do not have an electronic key card must enter through the main visitor area, read the list of symptoms and attest they are symptom free by signing in on a sign in sheet. For buildings that do not have an electronic key card system on the County network, i.e., 4071 Port Chicago Way and 3105 Willow Pass Road, the physical sign-in process remains in place.

All entrances to EHSD buildings that have electronic key card readers will continue to be available. Bottlenecks or backups at entrances are not anticipated; however, if a backup does occur, staff must maintain at least six feet of social distance. Staff in line to get into a building are considered to have reported for work.

In accordance with the Risk Management Guidelines dated 8/11/2020 1400 hours, employees that refuse to participate in screening protocols will not be admitted to the workplace and may have to use their accruals.