

County Administrator

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County Administrator

Contra Costa County



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March 17, 2021

COVID 19 Update to Department Heads,

As mentioned at yesterday's Department Head meeting, I am providing guidance regarding my expectations and plans to reopen County operations that may not currently be operating at peak performance. The following information is offered to keep you up-to-date and to aid you in answering questions you might receive from our employees on the reopening rollout.

1. The County has come through the last year very positively and we are happy to have exited the purple tier in the State's Blueprint for a Safer Economy. We believe we will move through the red, orange and yellow tiers fairly quickly, especially as more and more vaccine is made available. Therefore, we need to focus our efforts to be ready for fully functioning operations.
2. In reviewing the updates from Departments regarding front facing operations, it appears we are not as far along in all departments as we should be at this point.
3. Our goal is to reopen all of our public facing activities and reach our pre-COVID productivity levels as soon as it is safely possible to do so. Note that most County operations are part of the State's critical infrastructure, and therefore we do not have to clear all of the tiers in order to reopen. To that end, please evaluate your physical facilities and work with your CAO analyst to resolve issues that may hinder reopening.
4. In early 2020, we directed departments to work with the industrial hygienists through Risk Management to make plans for physical changes to our facilities, and to then submit a request for those approved changes to Public Works. By now, all requests for physical changes should have a confirmatory report from the industrial hygienists (IH) confirming that the changes requested are in conformance with the published guidelines and are appropriate to the facility. The County Administrator's Office has been assisting Public Works in prioritizing the resources and scheduling of space modifications. Any questions on this part of the procedures for physical changes can be addressed to Eric Angstadt, Chief Assistant County Administrator at (925) 655-2042 or email at eric.angstadt@cao.cccounty.us
5. Preparing our facilities for public access is a very important step in resuming pre-COVID operations. Proper PPE continues to be important as well. The County Administrator's Office maintains a supply of masks for office use. If departments need additional masks, please contact your CAO analyst for distribution.
6. We continue to support vaccination of all of our employees. Please use payroll code T05 to account for leave time associated with employees receiving their vaccination. Employees must provide verification of vaccination. The leave time is limited to the vaccination, required wait, and reasonable travel time (30 minutes each way). The maximum paid leave for vaccination and use of T05 is two (2) hours.

7. We are currently following two significant bills (AB-84 and SB-95) regarding COVID-19 supplemental paid sick leave. The bills continue to evolve, but generally would provide for up to 80 hours of COVID-19 supplemental paid sick leave for covered employees, as defined, who are unable to work or telework due to certain reasons related to COVID-19. Note that these bills have not passed and may change again. We will send out a notification regarding implementation if they become final.
8. We have or are now offering vaccine to all of our employees age 65 and older and to all in the departments of Animal Services, Agriculture Weights and Measures, Library, and Health Services. We have also offered vaccine to specified employees in the District Attorney, Employment & Human Services, Probation, Public Defender, and Sheriff departments.
9. Remember that supplies will increase over time; however, current available doses continue to be insufficient to meet demand. We expect it may be several more months before vaccine is available to all of our essential public-facing County staff. We appreciate the advocacy of Department Heads and will notify you, our employees, and our labor partners as soon as possible regarding eligibility and specific logistics. If in doubt, please don't hesitate to ask (lisa.driscoll@cao.cccounty.us).
10. Due to the limited doses, and our desire to keep our employees safe, it is important that we encourage our employees as they become eligible to use the State/Federal vaccination sites through myturn.ca.gov and their own healthcare providers should vaccine be available. We will continue to work with providers to expand allocations to County Essential Workers.
11. Vaccination is voluntary, highly recommended, and free. Educational materials are available to inform staff decisions regarding vaccination at: <https://www.coronavirus.cchealth.org/vaccine..>
12. It is important to note that we will continue to mandate all physical distancing, face covering, and hand washing precautions into the foreseeable future. These requirements will include vaccinated staff.

Thank you for all you do, and for continuing to work with us to support our employees and our community through these challenging times.

Sincerely,



Monica Nino
County Administrator

copy: County Labor Partners