

M E M O R A N D U M

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Workforce Services and Aging & Adult Services Staff Date: May 26, 2021

cc: Kathy Gallagher, EHSD Director
Alvan Mangalindan, Labor Relations Analyst II

From: Kelley Curtis, Workforce Services Director *KC*
Tracy Murray, Aging & Adult Services Director *TM*

Subject: Return to Office by June 15, 2021

In March 2020, in response to the COVID-19 pandemic and the subsequent Health Orders to shelter-in-place, Contra Costa County and Employment and Human Services Department (EHSD) closed its buildings to the public and allowed many employees to work remotely. Our actions were consistent with County Health Orders, Risk Management guidance and direction from the County Administrator's Office. At the outset, no one could predict the duration or the impacts of the pandemic. We very much appreciate the adaptability and commitment that all of you have shown in working together to support each other and our customers during the very challenging time.

We are encouraged by the reports from our Public Health Department regarding the high number of vaccinations administered in Contra Costa County, and the continued availability of vaccinations. The local and statewide COVID testing positivity rates have stabilized to very low percentages, and our Governor has announced that California is set to reopen on June 15, 2021. With the reopening the current waiver of face-to-face interviews will expire, and we will once again see clients in our lobbies.

In anticipation of the opening of our lobbies, we have worked closely with Risk Management and have met their guidelines for ensuring our buildings are safe for your return, which includes providing PPE, increased building cleanings, social distance signage, and mask requirements. Our plan for re-opening is as follows:

- All supervisors supporting our public benefit programs will work in the office full-time by no later than June 15, 2021.
- All clerical staff supporting our public benefit programs will work in the office full-time by no later than June 15, 2021 with the exception of some clerical staff in the Stanwell building who will rotate until building modifications are completed.

This work is anticipated to be completed in 6 to 8 weeks. Supervisors will notify these clerical staff members of their rotation schedule.

- All Eligibility Workers, Social Services Program Assistants, and Medi-Cal Program Assistants will work in the office a minimum of 3 days per week to ensure adequate coverage to meet the needs of our customers. Rotation schedules will be determined by supervisors to balance coverage in the buildings. The MCSC telework group, which was an approved pilot project before the pandemic, will continue to work remotely full-time.

We thank you for your commitment to public service and are committed to working with you to ensure a safe and successful re-opening of our lobbies. If you believe you have a medical condition or other protected status preventing you from returning to the workplace, please consult with your medical provider and Personnel regarding a request for accommodation. Our EAP provider, Magellan, is also available to provide assistance.

For those returning to the office full-time, we will provide further instructions on what to do with the equipment that was issued to you in the near future. Please accept our appreciation for your commitment to serving our community throughout the public health emergency.