



M E M O R A N D U M

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To: All Staff - Code 2A

Date: August 6, 2021

From: Tom Ta, Facilities Manager

Subject: Building Entry and Screening

As the Delta variant continues to grow in the United States, EHSD is on alert and doing everything we can to maintain a safe workplace. The most effective way to prevent COVID-19 from coming inside begins at the door leading into your workplace. EHSD would like to remind everyone about building entry and screening protocol per Contra Costa County's COVID-19 Prevention Program (CPP). Please take a moment to read the excerpt from page 15 of the July 7th, 2021 version of the CPP below.

- Employees experiencing symptoms must stay out of the workplace or leave the workplace immediately if they occur during the work shift.
- Screening for symptoms of COVID-19 is an important and required process that prevents sick individuals from entering or remaining in the workplace. To comply with regulatory reporting requirements and to aid Risk Management in calculating facility occupancy numbers, screening will be conducted by all employees and contractors at building or facility entrances.

For those wanting to read further about steps to take if you have symptoms, please click the link below. The CPP provides guidelines for those vaccinated and unvaccinated. Please make sure you take the correct steps based on your vaccination status should you develop symptoms.

[Contra Costa County COVID-19 Prevention Program \(7-7-2021\)](#)