

County Administrator

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David J. Twa
County Administrator

Contra Costa County



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March 26, 2020

COVID 19 Update to Union Leadership

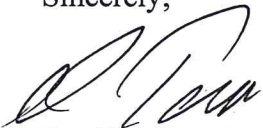
First, thank your leadership during these difficult times. I know there have been difficult conversations around how best to provide for our employees and still provide essential services to the public. In order to keep you up to date and to prepare for our next “virtual” Informational meeting I would like to provide the following information:

1. Much of our energy has been focused on how to obtain Personal Protective Equipment (PPE) for Health Care Workers, First Responders; and Essential employees that might otherwise have direct contact with COVID 19 individuals
2. It is critical that we are able to protect our employees from exposure to COVID 19 while still ensuring Essential employees comply with the requirement that they come to work as required and necessary to provide critical Health and Human Services (Disaster Service Workers – DSW).
3. Health Services is starting to supply masks to all their staff. They are also waiting on DOC to respond to whether their supply chain can support us receiving 15,000 masks weekly.
4. We are expediting purchasing process to acquire critical equipment and supplies for Health Care Workers and first responders Personal Protective Equipment (PPE) and COVID 19 Testing equipment.
5. We have purchased laptops and VPNs to allow as many employees as possible to work from home or other remote locations. We will continue to obtain more equipment so that more employees can work from home or other remote locations.
6. We want to prioritize getting available equipment to allow those employees who may be at High Risk, including those over 65 or pregnant to work from home or other remote location.
7. We are acquiring hotel rooms for health care workers and first responders who may need to isolate or for when they are off duty. This will allow them to rest and recover without the risk of having to go home and possibly expose family members to COVID 19
8. We have provided pay and benefits to all employees starting the week of March 23, so they would have time to adjust schedules for school and Day care closures and will continue to do so through Sunday, April 6, 2020.
9. Just to be clear, we are **not** requiring any employee to use **any** accruals through April 6, 2020.

10. We are currently working to determine how to implement the 80 hours of emergency sick leave to be used to address COVID 19 (includes using sick leave for childcare due to school or Day Care closures) that is available through federal legislation (Families First Act) (pro-rated for part-time).
11. Attached is our current estimate of counts of essential and non-essential employees by department by union. Note that the numbers for EHSD are not confirmed.

We would like to have a conference call with you on Thursday, April 02, 2020 at 10:00 AM to discuss how we can work together to address the continuing response to COVID 19 to best address the needs of our employees and the public. Thanks for all that you do for our employees and for the public we serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Twa', written in a cursive style.

David J. Twa
County Administrator