



July 3, 2020

MEMORANDUM

TO: San Joaquin County Employees
FROM: Brandi Hopkins, Director of Human Resources
SUBJECT: COVID-19 Pandemic Update & Safety Protocol Tips

Brandi Hopkins for D.H.

Good Morning County Team,

Our County family is experiencing impacts whether contracting the virus themselves or through exposures from close contacts.

In the past few weeks, County Administration and Human Resources have issued guidance to Departments on what steps to take if an employee tests positive (https://www.sjgov.org/covid19/hr/ee_health_protocol_update_06-23-20.pdf). As you are aware, the COVID-19 pandemic continues to be a rapidly changing environment. This week the State of California has modified restrictions to assist all Californians to remain safe. HR is in the process of evaluating if any guidelines need to change due to the new restrictions dictated by the State.

Departments who have reported COVID positive staff have worked with Risk Management to provide proper notification to close contacts, disinfect common areas, and other protocols set forth by our Public Health Officer and the CDC. We should be proud of the quick efforts by Department Leadership, HR-Risk Management, General Services Division and others who have worked quickly to ensure employee safety.

It is imperative that we all take precautions at work, and at home. The collective results of the County are reflective of the community. Like many of you, I am concerned that there will be an increase of cases in the community shortly after the holiday weekend due to exposures at family and social gatherings. Consider how you can protect yourself and those you care about, including your co-workers, by diligently following safety protocol including:

- Wearing face coverings. As a reminder, this is mandatory in common work areas and other areas designated by your Department Head. It is also mandatory when entering County facilities. If you have a medical reason that prohibits you from wearing a face covering, please notify your supervisor immediately.
- Wash your hands frequently.
- Disinfect common surfaces at work and at home. Do not forget the phone, computer keyboard, mouse and television remote. Please keep in mind janitorial services may clean areas, but we should all have responsibilities to sanitize high touch areas often.
- Practicing social distancing both at work and at home. If you are attending a family gathering, please remember the six-foot rule.

COVID-19 Pandemic Update & Safety Protocol Tips
Page 2 of 2

Many of you are sharing anxious feelings that this pandemic has lasted longer than we had hoped. Please remember the County's Employee Assistance Program is available to assist you. HR continues to be available to respond to your questions via e-mail: SJCCOVID19employeeinfo@sjgov.org and via our website: <https://www.sjgov.org/covid19/employees>.

Please take care of yourself, your family, and your co-workers. Have a Happy and safe July 4th.

Your Human Resources Team

cc: Kathy Harris, Deputy Director of Human Resources
Human Resources Staff