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**To:** [All Staff](#)  
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**Subject:** Thanksgiving  
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All employees:

As we enter the Holiday Season, I want to first wish you a happy and safe holiday season. Due to this unique time, I want to update you on changes I am making between November 23<sup>rd</sup> and January 1<sup>st</sup>. I realize this has been a difficult time for many people in many respects due to the strain it has put on our lives. I remain optimistic that we are beginning to see a light in 2021 as we hear about the progress on vaccinations and therapeutics.

With Thanksgiving approaching and COVID-19 cases within Alameda and surrounding Counties increasing, and most California Counties moving back into the most restrictive reopening tier, we want to take this opportunity to remind everyone to stay safe this coming Holiday. Though we echo the CDC advice and encourage everyone to stay home and celebrate with those in your own household, we also realize this may not be possible for everyone.

If you are traveling or attending Thanksgiving gatherings with those outside your household and believe you have been exposed to COVID-19 we encourage you to contact your supervisor and work from home, if possible, for the week following Thanksgiving.

Additionally, in order to do everything possible to protect employees and prevent the spread of COVID-19, we encourage employees that are able, and have department approval, to work from home through the end of this year. To reduce the number of employees in the workplace, the City will temporarily suspend the requirement that every employee rotate into the office.

Departments are encouraged to have only employees who are unable to work remotely or want to be in the office report to work. We understand many employees may need to be in the office at times due to varying nature of their jobs and some employees believe they perform their duties better from within the workplace so we are allowing some flexibility. However, employees who can perform a majority of their work remotely will only be required to be in the office when necessary. If you have any questions regarding these requirements please feel free to reach out to Human Resources.

For employees who wish to report to work we are asking departments to make sure to limit the number of employees in the office on any given day to reduce the possibility of exposure.

Please remember that employees working from home are expected to be available during their normal work hours and to be devoting their time to work. Time spent caring for someone in the home or providing support to school age children is not work time; if you need to perform these activities, please work with your supervisor to identify a schedule that works for you and the department. If you have difficulty identify or agreeing on such a schedule please contact Human Resources for assistance.

Finally, we'd like to take this opportunity, during a time that is traditionally about togetherness, to remind you that we are all in this together. We have a responsibility to each other to protect one another. Please take all steps necessary to protect your coworkers and their families during this holiday.

### **Workplace COVID-19 Safety**

- **Wear a Mask!** – You are required to wear a mask at all times while in the workplace unless you are sitting in your cubicle facing your computer or in your office with the door closed. You must wear your mask even if you are 6' from others, especially when talking. Masks are our #1 defense against COVID-19 so please remember to Mask Up!
- **Physically Distance!** Stay a minimum of 6' apart at all times, and remember, even if you are 6' away from someone you should still wear a mask if you are speaking to them. If you are unable to stay 6' apart make for work make sure everyone is wearing mask and if possible take the interaction outside and keep it under 15 minutes.
- **Wash your hands!** Wash hands frequently with soap and water and for a minimum of 20 seconds.
- **Use Hand Sanitizer!** When soap and water aren't available, use hand sanitizer with at least 60% alcohol. Make sure to cover your hold hand, front and back, and don't forget between your fingers!
- **Stay home if Sick!** If you aren't feeling well, stay home. COVID-19 shares many symptoms with the Common Cold and Flu as well as other benign illnesses like allergies, if you are at all feeling ill stay home just in case.

### **Thanksgiving 2020 COVID-19 Safety**

- **Stay home.** Celebrate smaller this year with just those in your household and include others through Zoom or another web based app.
- **Make New Traditions.** Host a virtual thanksgiving meal with family and friends that you don't live with. Watch television and play games with those in your household. Start your Christmas shopping, online, and get it all done. Start a gratitude twitter thread. Collect fallen leaves and make a wreath. Do anything but travel and gather!

#### **But if you must**

- Travel:
  - Check Travel restriction
  - Get a flu shot
  - Always wear your mask in public settings and on public transportation
  - Stay 6' from others
  - Wash your hands or use hand sanitizer
  - Avoid touching your eyes, nose and mouth
- Attend a Gathering:
  - Keep it short.
  - Don't eat or drink if possible
  - Bring your own food, drinks and utensils
  - Wear a mask and safely store your mask while eating and drinking

- Avoid area where food is being prepared
- Stay as far from others as possible while eating
- Host a Gathering
  - Skip it – it's so much work anyway!
  - Take the gathering outside
  - Limit the number of guests
  - Set expectations with guests ahead of time – expectations can include, time limits, mask requirements, health screenings
  - Clean and disinfect
  - Have guests bring their own food

**For more information** on celebrating Thanksgiving safely this year visit the CDC thanksgiving website by clicking [here](#)!