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From: [Human Resources](#)
To: [All Alameda Mailboxes](#)
Subject: Fw: COVID-19 Update
Date: Sunday, June 21, 2020 4:52:25 PM
[Wearing a Mask Best Practices 043020 ADA.PDF](#)
Attachments: [Self-Care Apps.pdf](#)
[HowToManageAnxietyAndStressDuringCoronavirus.pdf](#)
[Coping with Covid-19 Resources.pdf](#)

Hello All,

We hope everyone is doing well as we move into the summer months and as Alameda and its surrounding Counties move further into reopening. Though City facilities remain closed to the public, we have made progress in safely bringing more employees back to their worksites. Prior to reopening to the Public we will schedule a Zoom Town Hall for employees to provide an update and answer any questions. As we continue to bring more of our coworkers back to the office and begin planning to allow the public back into facilities, it is important to remember we must all keep each other safe by completing daily wellness checks, wearing masks, social distancing, washing our hands frequently and staying home when we are sick.

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Wellness Checks

We appreciate that everyone has been participating in the wellness checks that began a few weeks ago; they are an important step in protecting each other during this pandemic. The wellness checks ensure that everyone we come in contact with at work is neither suffering from symptoms nor have they, to their knowledge, been in contact with someone that may result in the spread of COVID-19.

It is important and required that you stop at a wellness check station prior to starting your day when working onsite. Self-certification at home is not permitted at this time, and you are expected to take your temperature and certify by signing the log before proceeding to your work site.

Though you may not self-certify from home, you may bring your own thermometer if you are uncomfortable using the thermometer provided. If you have questions or concerns about the wellness checks, please contact your Safety Committee Representative (listed below) or the Human Resources Department directly at 510-747-4900.

We can only beat COVID-19 by taking steps to protect those with whom we come in contact; thank you for your care and consideration of your coworkers!

Wear Your Mask/Cloth Face Covering

In addition to wellness checks the City also requires employees wear masks or cloth face covering at work while they are in common areas or when within 6 feet of others; the City has provided each

department with reusable cloth masks to be distributed to their staff working on site. If you are returning to work make sure to get your masks from your department. Employees are also welcome to bring and wear their own mask or cloth face covering as long as the mask or cloth face covering fully covers the employee's nose and mouth and is secure under the employee's chin.

Please remember, you must wear your mask or cloth face covering when away from your desk, including while in common areas such as hallways, bathrooms, kitchens, and elevators or when you are within 6 feet of others. The attached flyer demonstrates how to properly wear your mask to protect others. Please make sure that your mask is covering your nose and mouth and is secured under your chin.

We can only beat COVID-19 by taking steps to protect those with whom we come in contact; your face covering protects your coworkers and their face covering protects you. We are all in this together so let's take the steps we need to protect each other.

Safety Committee

The City of Alameda Safety Committee, composed of a representatives from each department began meeting this month. The committee's current focus is on employee's concerns related to COVID-19 and how to mitigate those concerns, as well as planning for when the public is welcomed back in to City facilities. If you have a concern about safety related to COVID-19 or any other safety issue, please contact your department Safety Committee Representative listed below or contact the Human Resources Department directly at 510-747-4900 or hr@alamedaca.gov.

Department	Representative	Email
AMP	Matt Gerry	gerry@alamedamp.com
ARPD	Ed Kallas	ekallas@alamedaca.gov
CDD	Danielle Sullivan	dsullivan@alamedaca.gov
City Attorney	Montague Hung	mhung@alamedacityattorney.org
City Clerk	Irma Glidden	iglidden@alamedaca.gov
City Manager	Jessica Romeo	jromeo@alamedaca.gov
Finance	Charles Ward	cward@alamedaca.gov
Fire	Sharon Oliver	soliver@alamedaca.gov
HR	Jessica Romeo	jromeo@alamedaca.gov
IT	Kirk Franklin	kfranklin@alamedaca.gov
Library	Lori Amaya	lamaya@alamedaca.gov
PBT	Erin Garcia/ Nancy McPeak	egarcia@alamedaca.gov / nmcpeak@alamedaca.gov
Police	Jeff Emmitt	jemmitt@alamedaca.gov
Public Works	Kerry Parker	kparker@alamedaca.gov

Mental Health Recourses

The City's EAP program is available with [phone based counseling](#). You can access services **at 800-242-6220 with group code 002849 or by visiting members.mhn.com, with access code alameda.** *Services are available for everyone in your household and are confidential.*

Other free resources include:

- **Disaster Distress Hotline:** 800-985-5990 (for those in emotional distress related to any disaster)
- **National Suicide Prevention Hotline:** 800-273-8255 or <https://suicidepreventionlifeline.org/>
- **National Domestic Violence Hotline:** 800-799-7233 or <https://www.thehotline.org/>
- **Substance Abuse and Mental Health Disorder Hotline:** 800-662-4357 or <https://www.samhsa.gov/find-help/national-helpline>
- **CDC website on coping with stress:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Stay safe and stay well,

Your HR Team