

**Communication from the Office of the ACBH Director -**

DATE: March 16, 2020  
TO: All ACBH Team Members  
FROM: Karyn L. Tribble, PsyD, LCSW, ACBH Director   
SUBJECT: **Situation Update (COVID-19 Departmental Guidance)**

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Dear ACBH Team Members:

On last Friday, March 13, 2020, Alameda County issued a County-wide announcement on the Coronavirus Disease 2019 (COVID-19). This communication included an attachment entitled "**COVID\_19\_Employee\_Guidance\_FAQs\_Final**" which contained detailed information regarding COVID-19 (general facts, personal protective equipment, and personal employee-related FAQs).

If you have not already reviewed this information, it is important that you **read** the attachments provided by the county. Human Resources and your Manager should be contacted if you have additional questions related to your specific work.

Health Care Services Agency (HCSA) will continue to take the lead on providing timely communications regarding COVID-19 to all HCSA departments (including ACBH) in conjunction with our Health Officer, Public Health colleagues, and County Leadership.

ACBH Administrative & Operational Leaders will continue to provide department-specific guidance related to clinical services, program/provider questions, and maintenance of essential services.

In light of the most recent guidance provided yesterday by the Governor and the Centers for Disease Control (CDC), I am directing all leaders (who have not done so already) to:

- 1) **Postpone or cancel events with more than 50 participants** (*or temporarily suspend meetings that are non-essential*);
- 2) **Use alternative modalities for essential meetings whenever possible** (*teleconference or other video conferencing*); and to
- 3) **Report** any service issues, provider/program questions, or emergent matters to an Executive Leader immediately.

Senior ACBH leaders will continue to meet/consult with our HCSA team members on a daily basis to monitor the and communicate any significant departmental updates as they become available. Thank you for keeping handwashing, increasing personal space and proximity to others, and limiting unnecessary physical contact in mind as you work throughout the day.

