

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting on October 27, 2020**

RESOLUTION NO. _____

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS RELATING TO
UPDATED EMPLOYEE PROCEDURES & POLICIES IN RESPONSE TO COVID-19**

WHEREAS, on March 4, 2020, Governor Gavin Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 11, the Humboldt County Health Officer declared a local emergency as a result of the threat of COVID-19 which the Board of Supervisors ratified on March 17; and

WHEREAS, on March 19, the County Health Officer and the Governor issued shelter in place orders; and

WHEREAS, the County of Humboldt, in collaboration with the State of California and the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS, the County of Humboldt is committed to providing its essential services to the community under all circumstances and hazards; and.

WHEREAS, the U.S. Department of Labor encourages employers to be accommodating and flexible with impacted employees, including offering alternative work arrangements; and

WHEREAS, the Humboldt County Board of Supervisors is committed to ensuring a safe, healthy workforce and community, especially during times of emergency.

WHEREAS, the Humboldt County Board of Supervisors has previously adopted employee COVID-19 guidance through Resolutions No. 20-20, 20-25, 20-27, 20-37, 20-38, and an *Interim Policy for Remote Working*.

WHEREAS, due to the current local and state emergency, these actions are taken in accord with Government Code Section 3504.5 and the County's adopted Employee Employer Relations Policy; and

WHEREAS, pursuant to Government Code sections 24257 and 24260 the Board of Supervisors wishes to establish standardized hours for the transaction of in-person business by county offices during the COVID-19 emergency; and

WHEREAS, the Board of Supervisors now wishes to make the following updates to employee procedures in response to the changing situation surrounding COVID-19.

NOW, THEREFORE, BE IT RESOLVED that:

1. Section 5 of Resolution No. 20-20 is hereby repealed and replaced with the following:

“All County departments shall make available in-person appointments or transactions for members of the public and county staff during the office hours designated by the Board via Resolution No. 15-25. An individual department may consult with the County Administrative Office for alternative in-person hours, which may be implemented upon the written approval of the CAO’s office. In-person hours may be in a designated area within

the office or area outside the office if an in-office area is not available with sufficient safety measures. Alternative procedures, such as telephonic and/or web-based services may continue to be offered, but not insisted on, as an alternative unless the person requesting an in-person interaction is exhibiting symptoms of COVID-19.”

- 2. Section 1 of Resolution No. 20-25 is hereby repealed and replaced with the following:

“All Departments are encouraged to allow employees to utilize remote work, alternative schedules and off-setting shift hours or days to continue providing government services to the community. Each department shall maintain minimum in office staffing to allow for in-person interactions and shall have a supervisory employee with decision making authority in the office during regular office hours as established by Resolution. No. 15-25. The BOS confirms the remote working policy mandate that supervisors and employees are responsible for fulfilling their work assignments and maintaining county operations while remote working.”

- 3. The County Administrative Officer, as authorized in the *Interim Policy*, is directed to develop and implement further interim remote working policies and procedures to provide guidance to departments on issues such as remote schedules and performance tracking during the emergency.
- 4. Except as specifically modified herein, all provisions of Resolution No. 20-20 and 20-25 remain in full force and effect.
- 5. Section 1 shall take effect one week after passage of this Resolution and all other sections shall take effect immediately upon passage by the Board of Supervisors.

Estelle Fennell, Chair of the Board

Adopted on motion by Supervisor _____, Seconded by Supervisor _____, and the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

KATHY HAYES
Clerk of the Board of Supervisors of
the County of Humboldt, State of California