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Attachment 1

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting on March 16, 2020

RESOLUTION NO. _____

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS RELATING TO
EMPLOYEE PROCEDURES, LEAVE ACCRUALS AND TELECOMMUTING 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; 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, County employees exposed to COVID-19 may be temporarily unable to work due to illness caused by COVID-19 or quarantines related to COVID-19; and

WHEREAS, certain county employees may be at higher risk of acquiring COVID-19 due to their high number of interactions with members of the public, their own compromised immune systems or personal vulnerabilities to the effects of COVID-19, and/or exposure to co-workers who may show symptoms of the virus; and

WHEREAS, several day care centers in Humboldt County have closed, and more day care centers, as well as local K-12 schools, have the flexibility to close at some point due to COVID-19 concerns; and

WHEREAS, under the California Occupational Safety and Health Act (Cal-OSHA), employers, including county department, are required to maintain safe and healthy working conditions for employees. Such conditions require departments to require an employee to go home if the employee is showing symptoms of a communicable disease (such as fever, coughing and/or shortness of breath); and

WHEREAS, the County of Humboldt is committed to providing its essential services to the community under all circumstances and hazards and has developed Continuity of Operations Plans that identify essential functions, personnel and mission critical systems, among other aspects, in order to continue carrying out critical functions in all circumstances.

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

NOW, THEREFORE, BE IT RESOLVED that:

1. Effective immediately, all county employees shall receive an advance of 80 hours of sick leave. This sick leave shall be recouped over the next 22 pay periods with no further accruals during that recoupment period.
2. While the local emergency related to COVID-19 is in effect, county employees may use any portion of their benefit time to take off from work for issues related to COVID-19 including, but not limited

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to, school and/or daycare closures, and contracting COVID-19 or caring for loved ones who have contracted the virus.

3. County employees who miss time from work because they have been medically diagnosed with COVID-19 will be placed on paid administrative leave if they have exhausted their benefit time.
4. County departments shall proactively take considerations to remove vulnerable employees from scenarios that put them at higher risk of contracting COVID-19. Such considerations include, but are not limited to, moving vulnerable employees to workstations that do not require them to interact frequently with the public.
5. At Department Head discretion, departments may close and/or limit in-person interactions with members of the public and staff provided that alternative procedures, such as telephonic and/or web-based services are available and accessible during such closures or times of limited service.
6. In order to protect members of the public, staff and the broader community, if members of the public appear at a county facility and present symptoms of COVID-19, county staff may require that they do not enter the facility provided that staff can deliver services through alternative procedures, such as via telephone and/or through web-based means.
7. Department heads shall exercise their Continuity of Operations Plans, and modify them where necessary, to ensure they have appropriate staffing and resources to carry out their essential functions during this local emergency. Essential functions include services necessary to maintain court operations which will continue unless a directive to the contrary is issued by the state.
- 7.8. County employees are designated under Government Code Section 3100 as Disaster Service Workers (DSW) and any time there is a declared local emergency may be required to return to work or remain at work for a disaster or emergency-related assignment. As Disaster Service Workers, employees may be deployed to different work sites than usual or be asked to perform work duties or tasks that are different from their regular work responsibilities. No employee will be assigned duties they are not qualified or trained to perform.
- 8.9. In order to facilitate alternative work arrangements during the current local health emergency, the *Interim Policy for Remote Working*, attached hereto as Exhibit A, is hereby adopted.

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.

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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

COUNTY OF HUMBOLDT**INTERIM POLICY FOR REMOTE WORKING**

The County of Humboldt continues to closely monitor the ongoing Novel Coronavirus 2019 (COVID- 19) outbreak. In response to the COVID-19 outbreak and until further notice the County is enacting the following interim telecommuting policy.

- Employees unable to come to work due to public health or County-required quarantine or self-isolation measures may work remotely if operationally feasible.
- Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible.
- County may designate certain employees to work from home. If employees are designated to work from home, it will be considered paid work status.

These measures are subject to change as the situation evolves and the County Administrative Officer, in consultation with the Human Resources Department and Office of County Counsel is authorized to make administrative changes to this interim policy consistent with these directives and to adopt policies and procedures regarding any necessary expenditures of telecommuting employees.

COVID-19 Interim Telecommuting Policies

Employees can be given flexibility in working remotely for legitimate reasons (for example, self-isolation due to travel, caring for children during school closures, caring for elderly family members or others at risk with weakened immune systems, or for self-care if the employee is at risk, among others). This Interim Telecommuting Policy is only for the duration of the outbreak, as defined and communicated by the County.

Supervisors, at their discretion, may allow members of their staff to telecommute on a short-term basis. Supervisors are responsible to ensure that their departments perform critical work and maintain County operations. They may be flexible in offering telecommuting to non-essential functions.

Eligibility for Short-Term Telecommuting

Supervisors, at their own discretion, may allow members of their staff to telecommute on a short-term basis during a COVID-19 outbreak. Supervisors are responsible to ensure that their departments perform critical work and maintain operations to the appropriate extent communicated by the County and as described in their continuation of operation plan; flexibility may be given to non-essential work. Supervisors should consistently communicate with their staff regarding the fluidity of such situations, as well as changing needs.

Expectations for All Staff

Telecommuting employees are responsible to fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:

- Duties and responsibilities
- Hours of work (rest/meal breaks, overtime, and other wage and hour requirements still apply)
- Hours of availability to communicate regarding County business
- Communication of work assignments, projects and reports
- Communications regarding personal needs, including reporting absences of work due to injury, illness, or caring for a family member
- The use of County equipment and materials.
- Completion of timecard information.
- Maintaining a safe environment in which to work.

Data Security While Telecommuting

County employees are required to protect County and confidential information by following all applicable policies, rules and regulations governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access data, either in print or electronically; and not accessing restricted-level information electronically unless protected through use of County servers and/or appropriate physical controls.

At all times, whether County work is performed at work, at home or through telecommuting, County records, sensitive information, and other private, confidential or proprietary data must be maintained in a secure manner.

Expectations for Supervisors

Supervisors should communicate specific expectations to individual employees based on each person's employment position, the needs of the unit and the employee's personal circumstances. To ensure that any telecommuting assignment is mutually beneficial to both the County and staff members, planning and communicating expectations in advance of the telecommuting is crucial. Ongoing communications and meetings regarding the status of assignments, projects and department initiatives must be part of the routine of telecommuting during this time of urgency.

General Employment Expectations

Staff members must comply with County rules, policies, practices, and instructions and understand that violation of same may result in termination of telecommuting privileges and/or discipline.

Short-term telecommuting in extraordinary circumstances does not change the basic terms and conditions of employment with the County. Telecommuting assignments do not change a staff member's classification, compensation, or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-telecommuting staff members.