

**BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE COUNTY OF LAKE BOARD OF SUPERVISORS RELATING TO  
WORKPLACE SAFETY, EMPLOYEE LEAVE AND REMOTE WORK IN RESPONSE TO  
COVID-19**

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

**WHEREAS**, on March 9, 2020, the Lake County Public Health Officer declared a local emergency due to the threat of COVID-19, and this Board ratified said declaration March 10, 2020; and

**WHEREAS**, on March 13, 2020, the Lake County Sheriff/Coroner/OES Director declared a local emergency, recognizing the imminent threat of COVID-19 and this Board ratified said declaration on March 17, 2020; and

**WHEREAS**, on March 16, 2020, Governor Gavin Newsom began urging adults over age 65, and those at elevated risk of serious illness from COVID-19, take immediate steps to reduce their risk, including staying home as much as possible and practicing social distancing; and

**WHEREAS**, as of March 19, 2020, all Lake County K-12 schools closed and the Lake County Public Health Officer issued a Shelter in Place order to all of Lake County due to the imminent threat of COVID-19; and

**WHEREAS**, County employees exposed to COVID-19 may be or become 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 greater 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 associated with the virus; and

**WHEREAS**, under the California Occupational Safety and Health Act (Cal-OSHA), employers, including County departments, are required to maintain safe and healthy working conditions for employees. Such conditions obligate 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 Lake is committed to providing its essential services to the community under all circumstances and hazards, with each department responsible to develop Continuity of Operations Plans identifying essential functions, personnel and mission critical systems, among other aspects, in order to continue carrying out critical functions; and

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

**NOW, THEREFORE, BE IT RESOLVED that:**

1. After exhausting sick leave accruals, a permanent County employee may request, retroactive to March 16, 2020, an advance of up to 80 hours of sick leave. This sick leave shall be recouped over the next 10 pay periods with no additional sick leave accruals during the recoupment period. Employees requesting sick leave advance must complete and submit an "Advance of Sick Leave COVID-19" form (attached hereto as Exhibit "A", and by this reference, incorporated herein) to the Auditor-Controller's office, after obtaining the approval and signature of their department head.
2. While the local emergency related to COVID-19 is in effect, County employees may use any portion of their benefit time, including vacation, sick leave, comp-time and administrative leave, or may request and be approved for leave without pay, provided they are on paid time at least 50% of each pay period, to take off from work for issues related to COVID-19 including, but not limited to, school and/or daycare closures, contracting COVID-19 or caring for loved ones who have contracted the virus.
3. In order to protect members of the public, staff and the broader community, if any individual appears at a County facility presenting symptoms of COVID-19, County staff may require they do not enter the facility, provided staff can deliver services through alternative procedures, such as via telephone and/or web-based means.
4. 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 DSWs, 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.
5. In order to facilitate alternative work arrangements during the current local health emergency, the Interim Policy for Working Remotely, attached hereto as Exhibit B, is hereby adopted.

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RESOLUTION No. \_\_\_\_\_

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: Carol J. Huchingson  
Clerk of the Board of Supervisors

COUNTY OF LAKE

By: \_\_\_\_\_  
Deputy

\_\_\_\_\_  
Chair, Board of Supervisors

APPROVED AS TO FORM:



Anita L. Grant  
County Counsel

**EXHIBIT A**

Dept # \_\_\_\_\_

**County of Lake  
Office of the Auditor-Controller/County Clerk**

**Advance of Sick Leave  
COVID-19**

To: Payroll

Employee: \_\_\_\_\_

I have exhausted all available leave balances and hereby request an advance of up to 80 hours of my future sick leave accrual. I understand that this advance will be reduced by future accruals and subject to a reduction in any potential termination pay off for balances still owing.

I certify that this request is related to the COVID-19 disaster.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have reviewed this employee request and approve the facts as stated.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

.....  
Payroll Use Only

\_\_\_\_\_  
Date Code Set Up

\_\_\_\_\_  
PR Deputy Initials

## **Exhibit B**

### **COUNTY OF LAKE COVID-19 INTERIM POLICY FOR WORKING REMOTELY**

The County of Lake continues to closely monitor the ongoing Novel Coronavirus 2019 (COVID-19) outbreak. In response to the COVID-19 outbreak and for the next 90 days, unless terminated earlier, the County Board of Supervisors is enacting the following interim policy:

- Employees unable to come to work due to public health or County-required quarantine or self-isolation measures may work remotely if, as determined by the department head, it is operationally feasible to do so.
- Employees unable to come to work due to a COVID-19 school closure that requires them to be home with their child may work remotely if, as determined by the department head, it is operationally feasible.
- The 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 Human Resources and the Office of County Counsel, the Office of the Auditor-Controller and the Office of Information Technology is authorized to make administrative changes to this interim policy consistent with these directives.

#### **Applicability**

This Interim Policy for Working Remotely is applicable only during the COVID-19 outbreak, as defined and communicated by the County.

At the discretion of their Department Head, employees may be granted flexibility to work remotely for legitimate COVID-19-connected reasons, including, but not limited to:

- Self-isolation due to travel;
- Caring for children during school closures;
- Caring for elderly family members or others at risk (for example, those with weakened immune systems);
- Self-care if the employee is at risk.

#### **Eligibility**

Department Heads, at their own discretion, may allow employees to work remotely on a short-term basis during a COVID-19 outbreak, using a County-provided laptop computer or tablet.

Department Heads are responsible to ensure their departments perform critical work and maintain operations to the appropriate extent communicated by the County, and as described in their Continuity of Operations Plan; flexibility may be granted when such an arrangement will not compromise essential functions. Department Heads must consistently communicate with their staff regarding the fluidity of such situations, as well as changing needs.

Employees approved to work remotely must first re-review and sign to affirm their compliance with the County's Information Security Policies and Electronic Information Security Procedures. Employees approved to work remotely must use County-provided laptop computers, only.

## **Requirements for Employees**

An employee approved to work remotely is responsible to fulfill the requirements set by the immediate supervisor regarding the scope of their assignment:

- Duties and responsibilities
- Hours of work (rest and 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 inability or unavailability to work due to injury, illness, or caring for a family member
- The use of County equipment and materials.
- Completion of electronic timecard, including existing clock in/out requirements.
- Maintaining a safe environment in which to work.

## **Data Security**

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 unauthorized individuals do not access data, either in print or electronically;
- Electronically accessing restricted-level information only when protected through use of County servers and/or appropriate physical controls.

At all times, County records, sensitive information, and other private, confidential or proprietary data must be maintained in a secure manner.

## **Requirements for Immediate Supervisors**

Supervisors shall communicate specific requirements to individual employees based on each person's employment position, the needs of the unit and the employee's personal circumstances. To ensure any remote work assignment is mutually beneficial to the County and staff member, planning and communicating expectations in advance is crucial. Ongoing communication and meetings regarding the status of assignments, projects and department initiatives must be part of the routine during this time of emergency.

## **General Requirements**

Employees must comply with County rules, policies, practices and instructions, and understand violation of same may result in termination of remote working privileges and/or discipline.

Short-term remote work in extraordinary circumstances does not change the basic terms and conditions of employment with the County. Remote work 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 employees who are not working remotely.