

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

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

**RESOLUTION AMENDING RESOLUTION NO. 2020-32, REVISING AND EXTENDING THE  
COUNTY OF LAKE COVID-19 INTERIM POLICY FOR WORKING REMOTELY**

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

**WHEREAS**, on March 9, 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;

**WHEREAS**, on March 16, 2020, Governor Gavin Newsom began urging adults over the age of 65, and those at elevated risk of serious illness from COVID-19, to 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**, as of March 24, 2020, the Lake County Board of Supervisors Adopted Resolution No. 2020-32, including the County of Lake COVID-19 Interim Policy for Working Remotely, facilitating telework for a 90-day period, in consideration the COVID-19 Public Health Emergency; 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**, emergency conditions associated with the COVID-19 pandemic persist in Lake County, and, since March 24, remote work has helped departments to continue providing essential services where in-person contact is either not possible or carries unnecessary risk to the public and/or employees; 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, and remote work offers County departments the opportunity to observe social distancing requirements and otherwise mitigate health risks.

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

1. In order to continue to facilitate alternative work arrangements during the current local health emergency, the amended County of Lake COVID-19 Interim Policy for Working Remotely, attached hereto as Exhibit A, is hereby adopted.
2. This policy shall expire as of September 20, 2020, unless emergency conditions persist and additional action is taken to extend it prior to that time.
3. Resolution No. 2020-32 remains in full force and effect, except as amended herein.
4. Exhibit A to this Resolution shall supersede and replace Exhibit A to Resolution No. 2020-32.

PASSED AND ADOPTED this 16<sup>th</sup> day of June, 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:

DocuSigned by:  
  
Anita L. Grant  
County Counsel

**Exhibit A****COUNTY OF LAKE 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 until September 20, 2020, 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 to do so.
- 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 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 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 computers, only.

## **Requirements for Employees**

An employee approved to work remotely are responsible to fulfill the requirements set by their 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;
- 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 Employment Requirements**

Staff members 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.