

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

**RESOLUTION NO: ~~2020-~~ 2021-11**

**AUTHORIZING TEMPORARY REDUCTION OF IN-PERSON DELIVERY OF COUNTY SERVICES TO THE PUBLIC DUE TO COVID-19 PANDEMIC CONDITIONS WHILE INCREASING METHODS FOR PROVIDING SERVICES WITHOUT IN-PERSON CONTACT**

**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; and

**WHEREAS**, on March 27, 2020, this Board closed County offices to the public, gave Department Heads authority to distinguish essential and non-essential workers, directing that non-essential workers shelter in place at their homes while essential workers serve the public without in-person contact; and

**WHEREAS**, on May 19, 2020, your Board adopted, and has amended no less than once every thirty days since, the COVID-19 Worksite Protection Protocol to support department heads in their efforts to keep employees and the public safe during pandemic emergency conditions; and

**WHEREAS**, on June 1, 2020, this Board reopened County offices to the public; and

**WHEREAS**, emergency conditions associated with the COVID-19 pandemic persist and are presently worsening throughout the United States and in Lake County, impacting the County workforce and service delivery to the public.

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

1. Effective immediately, Department Heads shall replicate steps taken during the earlier closure of County offices due to pandemic conditions, by temporarily providing for service delivery to the public without in-person contact except in situations where in-person contact is unavoidable due to court obligations and state law requirements, or where limited in-person contact is necessary for purposes of service of process, recordation of property-related documents, and/or providing fiscal services to public entities and independent special districts.

In all such situations where in-person contact is unavoidable, Department Heads shall ensure full compliance with all provisions of the COVID-19 Worksite Protection Protocol. In those circumstances where limited in-person contact is necessary for the reasons described hereinabove, it shall be the additional responsibility of the department head to determine how best to provide limited access to allow those functions to be performed.

In all cases, Department Heads shall insure the public is notified as to the method in which services will be delivered and the limited circumstances in which in-person contact will be permitted and such notification shall be provided by posting signage with that information at each departmental office.

2. Department Heads shall support remote work assignments for County employees to the greatest extent possible, and according to the following standards, shall retain their authority to define essential and non-essential workers, and may periodically adjust their determinations and statuses given the fluid nature of the emergency:

<b>Position type during COVID-19 Emergency:</b>	<b>Status:</b>
Essential (as defined by sector)	Cannot work remotely due to the nature of the work
Essential (as defined by sector)	Can work remotely with County provided equipment
Non-essential	Can work remotely with County provided equipment as long as work is available
Non-essential	Cannot work remotely due to the nature or availability of work

3. With respect to non-essential workers, Department Heads shall direct said workers to shelter in place during the COVID-19 emergency or, to the extent feasible, shall provide remote work assignments, offer Disaster Service Worker (DSW) assignments, or approve such employees the use of accruals and other leave benefits.
4. It is the expectation and direction of this Board that Department Heads and all County employees comply with all provisions of the COVID-19 Worksite Protection Protocol in all circumstances, including but not limited to employee interactions within their departments and in all common areas.
5. This Board shall review and as necessary, amend this Resolution, no less than once every thirty days until pandemic conditions improve to the extent that regular service delivery can be resumed.

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THIS RESOLUTION was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on the 19th day of January 2021, by the following vote:

AYES: Supervisors Simon, Crandell, Scott, Pyska, and Sabatier

NOES: None

ABSENT OR NOT VOTING: None

COUNTY OF LAKE



Chair, Board of Supervisors

ATTEST: CAROL J. HUCHINGSON  
Clerk of the Board

APPROVED AS TO FORM:  
ANITA L. GRANT  
County Counsel

By: 

Deputy

By: 

