



## Legislation Text

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File #: 20-290, Version: 1

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### Memorandum

**Date:** March 27, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Carol J. Huchingson, County Administrative Officer

**Subject:** (a) Resolution Amending Resolution No. 2020-32 of the County of Lake Board of Supervisors Relating to Workplace Safety, Employee Leave and Remote Work in Response to COVID-19; and (b) Direction to staff

**Executive Summary:** (include fiscal and staffing impact narrative):

Resolution No. 2020-32 was drafted during the week of March 16, 2020 and was adopted by your Board on March 24, 2020. However, as your Board is aware, the COVID-19 disaster is a very fluid situation with plans and protocols in a constant state of change.

Since your Board adopted Resolution No. 2020-32 on March 24, 2020, an ad hoc committee of your Board has worked with department heads on plans for our non-essential workforce to shelter in place and no longer come to County offices. With this in mind, Section 3 of the original resolution no longer applies and may, in fact, promote confusion and potential safety issues in the Lake County Courthouse:

“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 shall require they do not enter the facility, provided staff can deliver services through alternative procedures, such as via telephone and/or web-based means.”

As your Board is well aware, Governor Newsom’s Executive Orders, the directives of the California Department of Public Health, and the order of the Lake County Health Officer, all clearly establish the dangers of having persons with COVID-19 symptoms in County offices.

In light of your Board’s action to define non-essential workers and authorize department heads to direct such workers to shelter in place, staff now recommends Section 3 of the original resolution be deleted entirely because, with the County-wide shelter in place order in effect and all County departments no longer seeing constituents in-person, there is no reason for any member of the public to enter the Lake County Courthouse except in circumstances where department heads have made special arrangements to ensure employee and workplace safety.

The attached amending resolution makes the necessary change.

If not budgeted, fill in the blanks below only:

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety    | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> Not applicable             |
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Disaster Recovery           | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration            | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                  | <input type="checkbox"/> <i>Revenue Generation</i>  |
|   |  |  | <input type="checkbox"/> <i>Cost Savings</i>        |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:**

- (a) Adopt Resolution Amending Resolution No. 2020-32 of the County of Lake Board of Supervisors Relating to Workplace Safety, Employee Leave and Remote Work in Response to COVID-19.
- (b) Direct all department heads to immediately cease business practices which involve bringing the public into the Lake County Courthouse unless they have made special arrangements, subject to the approval of the County Administrative Officer, to ensure employee and workplace safety.