



## Legislation Details (With Text)

**File #:** 20-0821      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 6/15/2020      **In control:** Board of Supervisors

**On agenda:** 6/30/2020      **Final action:** 6/30/2020

**Title:** Director of Human Resources and Chief Administrative Officer recommending the Board:  
 1) Approve and adopt Board of Supervisors Policy E-11 - COVID-19 Workplace Guidelines, with an implementation date of July 6, 2020; and  
 2) Grant the Director of Human Resources the authority to:  
 a) Make any changes necessary to update hyperlinks within the Policy should they change over time;  
 b) As the climate changes, make revisions to memos that are referenced in this Policy; and  
 c) Make minor changes to the Policy that do not change the spirit of such.

**FUNDING:** N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Draft BOS Policy E-11 COVID-19 Workplace Guidelines 6-30-20, 2. E-11 COVID-19 Workplace Guidelines.pdf

Date	Ver.	Action By	Action	Result
6/30/2020	1	Board of Supervisors	Approved	Pass

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 1) Approve and adopt Board of Supervisors Policy E-11 - COVID-19 Workplace Guidelines, with an implementation date of July 6, 2020; and  
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**FUNDING:** N/A

### DISCUSSION / BACKGROUND

Currently, there is no County-wide policy outlining workplace guidelines related to the novel coronavirus (COVID-19). Therefore, the purpose of this policy is to establish workplace standards for mitigating potential exposure to COVID-19 by employees and consumers alike. The COVID-19 pandemic has not ended but conditions have improved so that we can remain focused on our mission to provide efficient, courteous, and effective services and infrastructure for the safety, protection, and well-being of our residents, businesses, and visitors and continue to do so in a cautious and responsible manner. As such, these procedures will assist all County departments in developing a return to work (operations) plan and provide parameters that should be considered in the development of such plans.

The policy covers the following:

- Authority

- Applicability
- Standard for Preparing Workplaces
- Worksite-Specific Protection Plans
- Health Insurance Portability and Accountability Act
- Travel
- Self-Certification/Self-Assessment of Symptoms (including steps for supervisors/managers to take when symptoms are present in employees)
- Cleaning and Disinfecting
- Physical Distancing Standards
- Personal Protective Equipment
- Hand Washing and Hand Sanitizer
- Employee Assistance Program
- Anti-Discrimination

If at any time Human Resources or the Chief Administrative Office wishes to make substantial changes to the Policy itself, minus updating any hyperlinks, memos, or minor changes that do not change the spirit of the policy, Human Resources will return to the Board for approval.

#### **ALTERNATIVES**

The Board may choose not to approve the proposed COVID-19 Workplace Guidelines Policy and direct Human Resources and the Chief Administrative Office to make revisions.

#### **PRIOR BOARD ACTION**

None

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

All Departments Heads  
County Counsel

#### **CAO RECOMMENDATION**

Approve as recommended.

#### **FINANCIAL IMPACT**

There is no direct financial impact to adopting this policy. Indirectly, the County could realize cost savings as the proposed policy is implementing standards to prevent the risk of COVID-19 exposure, thus reducing employee sick time and workers' compensation claims.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will update the online Board Policy Manual with the newly adopted policy; notify all department heads; and notify the Chair or staff for applicable boards, committees, and commissions.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

Tameka Usher, Director of Human Resources  
Don Ashton, Chief Administrative Officer

