

**CITY OF YUCAIPA  
AGENDA REPORT**

TO: Honorable Mayor and City Council

FROM: Raymond A. Casey, City Manager   
Fermin Preciado, Director of Development Services/City Engineer   
Sherrie M. O'Connell, Emergency Services Coordinator/Community Liaison 

FOR: City Council Meeting of March 23, 2020

SUBJECT: COVID- 19 Response

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**RECOMMENDATION:**

That City Council:

1. Receive a status report regarding City response to the COVID-19 Pandemic; and
2. Approve closing fire stations and playgrounds/playground equipment at City parks to the public until further notice; and
3. Review and approve the Telecommuting Under the Pandemic Flu Policy for City employees; and
4. Approve the staggering of shifts for City employees until further notice in an effort to continue to provide essential and enhanced services to the public.

**BACKGROUND:**

After the agenda for this City Council Meeting was posted, additional information regarding the virus named “SARS-CoV-2” and the disease it causes “Coronavirus Disease 2019” (abbreviated “COVID-19”) became available to staff. This report provides an update and the City’s proposed response to the COVID-19 pandemic. The proposed recommendations and City Council action cannot wait until the next regularly scheduled City Council Meeting of April 13, 2020.

According to the Center for Disease Control and Prevention, as of March 23, 2020, there are 41,511 confirmed cases and approximately 499 deaths in the United States. It is important to note that San Bernardino County currently has only 17 reported cases and the City of Yucaipa has no known or suspected cases of COVID-19.

On, March 10, 2020, the San Bernardino County Department of Public Health proclaimed a Public Health Emergency and the Board of Supervisors issued a Proclamation of Local Emergency due to COVID-19. On March 11, 2020, the World Health Organization declared the categorized disease as a global pandemic. On March 17, 2020, San Bernardino County Public Health Officer ordered the cancelation of all public gatherings and the closure of all movie theaters, gyms, health clubs, bars, adult entertainment establishments, and other business

establishments that serve alcohol and do not serve food. This order, however, does not apply to public transportation, airport travel, grocery stores, charitable food distribution, or certain farmers' markets.

On March 20, 2020 the Governor of the State of California issued his latest executive order (N-29-20) related to this pandemic and ordered all individuals living in the State of California to stay at home or at their place of residence except as needed to continue operations of critical federal, state and local essential services. The services offered by the City are considered essential services.

City staff continues to work on a phased COVID-19 Response Plan while monitoring the progress of the virus. Given the County, State and Federal guidelines and best management practices being implemented by others, staff is recommending Council consider several recommendations regarding City facility operations.

On March 20, 2020, staff placed signs at all City parks and outdoor public facilities to remind the public of "social distancing" during their visit. Based on recent information, staff is recommending that Council approve the closure of all public playground areas and playground equipment to the public in an effort to reduce the spread of the virus that causes COVID-19. If approved, staff will delineate the closure of playgrounds at all City parks and install appropriate signage until further notice. In addition, the closure of City fire station facilities to the public further protects fire department personnel from being exposed to the virus that causes COVID-19 allowing them to continue to provide fire protection and paramedic services to the community without interruption.

The ability to telecommute and work from home has become an option for many employees throughout the country during this time. Certain people such as older adults, people with underlying health issues that compromise their immune system or people caring for people that fall under this category are considered "high risk" and are encouraged to take extra precautions against the virus that causes COVID-19. In an effort for City employees to be able to continue to provide essential services to the public and to reduce the risk of spreading COVID-19, staff has prepared a Telecommuting Under the Pandemic Flu Policy for Council consideration.

The proposed policy will only be in effect in conjunction with the pandemic flu. Under this policy, telecommuting will be an arrangement that allows eligible employees to work in a designated area outside City Hall during an emergency. The policy is intended to give the City Manager and applicable department director the authorization to review each telecommuting instance individually and identifies the criteria for eligibility. The policy is intended to be cost neutral and the City is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite and assumes no responsibility for set up or operating costs of an alternate worksite. The policy also requires eligible telecommuting employees to work during their scheduled work hours and keep a daily activity log of work activities and time spent working at an alternate location that will be submitted to their department director each pay period. It is expected that each telecommuting employee will understand and be expected to meet and produce the "measurable outcomes" identified for their specific duties related to their employment.

In an effort to continue service to the community and to reduce the potential spread of COVID-19, staff is recommending that City Council approve a staggered shift for certain City Hall full time employees that allows staff to be divided into two groups until further notice. This concept allows for one group to continue to provide essential services to the public at City Hall in the event that a member of the other group is exposed to the virus that causes COVID-19 and all members of that group need to self-quarantine for a certain amount of time.

If approved, each group would be at City Hall on different days of the week for three consecutive days. For example, one group would work every Monday, Tuesday and Wednesday and the other group would work on Thursday, Friday and Saturday. Each group would work 12-hour days for a total of 36 hours in a work week. In this scenario, City Hall essential services would continue and would be available 6 days a week including Saturdays. The modified public access to City Hall approved by City Council at the March 18, 2020 Emergency City Council Meeting closed City Hall to the public and allowed the public access to City Hall via email, phone and appointment only. The staggered shift proposal would provide services to the public 6 days a week (including Saturdays) improving overall access to essential services at City Hall. This allows the City to provide essential services one additional day per week (two additional days during the week that City Hall is closed on alternating Fridays). This also allows City staff to better support local businesses, residents and builders through this emergency.

The proposed staggered shift schedule provides a 36 hour work week rather than a 40 hour work week for employees. As part of the staggered shift schedule, employees who are part of the group not working at City Hall on certain days are expected to be available via phone and/or email to provide support for the group that is working at City Hall. The time spent by employees to support essential services to the public (and perhaps accomplish additional work from home) when they are away from City Hall will constitute the additional 4 hours of their work week resulting in the standard 40 hour work week (total of 80 hours in a pay period). If approved, staff will separate City employees into two groups that provide equal resources, experience and knowledge in each department allowing staff to continue to provide essential services to the public.

At the federal level, on Monday, March 23, 2020 the Federal Reserve announced extensive new measures to support the economy during the COVID-19 pandemic. This includes the establishment of a Main Street Business Lending Program to support lending to eligible small and medium sized businesses. This program would complement the efforts by the Small Business Administration to expand lending. Details on the new Main Street Business Lending Program are not yet available, but it is anticipated the Federal Reserve will release information soon. Like many of the federal economic relief efforts, the Main Street Business Lending Program aims to provide ample availability of loans to small and large businesses, in addition to Congressional assistance programs. In the City's efforts to support the local businesses community, staff has created a team that includes the City's Housing and Economic Development Analyst to assist local business owners during this time by informing them of the financial opportunities available for their businesses at the local, state and federal level.

In addition, staff will be updating the City Council on other developments since the last City Council Meeting, including the President's national emergency declaration, Presidential Major Disaster Declaration for the State of California and other changes or modifications to standard

practices being implemented locally to address the pandemic, including businesses modifying business hours as a result of the pandemic.

It is also important to note that on March 18, 2020 Governor Newsom signed Executive Order N-32-20 suspending restrictions that local agencies currently have regarding the use of funding allocated to homeless programs (outreach, support programming, etc.) for expanding shelters and housing services. Previously, those funds could only be used for outreach and support programming.

**FISCAL IMPACT:**

There is no fiscal impact at this time.

**Attachments:**

- Email from League of California Cities dated March 18, 2020
- California Major Disaster Declaration (March 22, 2020)
- Email from the Gas Co dated March 23, 2020
- Email from the Small Business Association dated March 23, 2020.
- Telecommuting Under the Pandemic Flu Policy
- Governor's Executive Order N-29-20
- Governor Newsom's National Guard Deployment announcement to help with Food Banks dated March 20, 2020.
- Governor's Executive Order N-35-20
- San Bernardino County Operational Area EOC COVID-19 Briefing dated March 23, 2020.
- San Bernardino Board of Supervisors News Release dated March 21, 2020.
- Governor's Executive Order N-32-20

## Ray Casey

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**From:** City\_managers <city\_managers-bounces@lists.cacities.org> on behalf of Meghan McKelvey <mmckelvey@cacities.org>  
**Sent:** Wednesday, March 18, 2020 8:39 AM  
**To:** city\_managers@lists.cacities.org  
**Subject:** [City\_managers] 3/17: COVID-19 Updated Information  
**Attachments:** League Notes - Coronavirus CalOES Local Elected Official Briefing Call - March 17.docx; League Notes - Governor Press Conference - March 17.docx; CalOES COVID19 Key Messages Mar. 17 2020.docx; ATT00001.txt

City Managers,

Thank you for your patience as the League works to get briefing notes compiled to get to you with robust information! The Governor continues to emphasize that as more is learned, guidance will be updated.

Attached you will find three documents with information from March 17: the League's notes on CalOES local government call briefing notes, Governor Newsom [press conference](#) notes, and CalOES daily briefing document. I strongly encourage you to look at the Q and A from the Governor's press conference.

Additionally, today, the Governor took the following actions:

- [Governor Newsom Signs Executive Order to Allow Timely Delivery of Vital Goods During COVID-19 Outbreak](#)
- [California Releases New COVID-19 Guidance for K-12 Schools](#)
- [Governor Newsom Places National Guard Personnel on Alert to Support COVID-19 Community Readiness](#)
- [Governor Newsom Signs Emergency Legislation to Fight COVID-19](#)
- [California Requests Federal Government Waiver to Cover Medi-Cal Recipients and Expand Tele-Health Options](#)

Other actions today:

- The Small Business Association updated their criteria today for state requesting assistance – the press release is below. This should provide relief to some of the more rural counties that have been seeking guidance about this.

## **SBA Updates Criteria on States for Requesting Disaster Assistance Loans for Small Businesses Impacted by Coronavirus (COVID-19)**

**WASHINGTON** – Today, as part of the Trump Administration's aggressive, whole-of-government efforts to combat the Coronavirus outbreak (COVID-19) and minimize economic disruption to the nation's 30 million small businesses, U.S. Small Business Administration [Administrator Jovita Carranza](#) issued revised criteria for

states or territories seeking an economic injury declaration related to Coronavirus (COVID-19).

The relaxed criteria will have two immediate impacts:

- **Faster, Easier Qualification Process for States Seeking SBA Disaster Assistance.** Historically, the SBA has required that any state or territory impacted by disaster provide documentation certifying that at least five small businesses have suffered substantial economic injury as a result of a disaster, with at least one business located in each declared county/parish. **Under the just-released, revised criteria, states or territories are only required to certify that at least five small businesses within the state/territory have suffered substantial economic injury, regardless of where those businesses are located.**
- **Expanded, Statewide Access to SBA Disaster Assistance Loans for Small Businesses.** SBA disaster assistance loans are typically only available to small businesses within counties identified as disaster areas by a Governor. **Under the revised criteria issued today, disaster assistance loans will be available statewide following an economic injury declaration. This will apply to current and future disaster assistance declarations related to Coronavirus.**

“We’re very encouraged that banks and financial institutions are responding to the President’s efforts to mobilize an unprecedented public-private response to the Coronavirus (COVID-19) outbreak. As a result, most small businesses that need credit during these uncertain times will be able to obtain it. However, our goal is to ensure that credit is available to any and all small businesses that need credit but are unable to access it on reasonable terms through traditional lending channels,” said Administrator Carranza. “To that end, the SBA is relaxing the criteria through which states or territories may formally request an economic injury declaration, effective immediately. Furthermore, once an economic injury declaration has been made in a state or territory, the new rules allow the affected small businesses within the state or territory to apply for a disaster assistance loan.”

SBA’s Economic Injury Disaster Loans offer up to \$2 million in assistance for each affected small business. These loans can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing.

#### Process for Accessing SBA’s Coronavirus (COVID-19) Disaster Relief Lending

- The U.S. Small Business Administration is offering designated states and territories low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19). Upon a request received from a state’s or territory’s Governor, SBA will issue under its own authority, as provided by the Coronavirus Preparedness and Response Supplemental Appropriations Act that was recently signed by the President, an Economic Injury Disaster Loan declaration.
- Any such Economic Injury Disaster Loan assistance declaration issued by the SBA makes loans available **statewide** to small businesses and private, non-profit organizations to help alleviate economic injury caused by the Coronavirus (COVID-19).
- SBA’s Office of Disaster Assistance will coordinate with the state’s or territory’s Governor to submit the request for Economic Injury Disaster Loan assistance.
- Once a declaration is made, the information on the application process for Economic Injury Disaster Loan assistance will be made available to affected small businesses within the state.
- These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can’t be paid because of the disaster’s impact. The interest rate is 3.75% for small businesses. The interest rate for non-profits is 2.75%.

- SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay.
- SBA's Economic Injury Disaster Loans are just one piece of the expanded focus of the federal government's coordinated response, and the SBA is strongly committed to providing the most effective and customer-focused response possible.

For additional information, please visit the SBA disaster assistance website at [SBA.gov/Disaster](https://www.sba.gov/disaster).

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### **About the U.S. Small Business Administration**

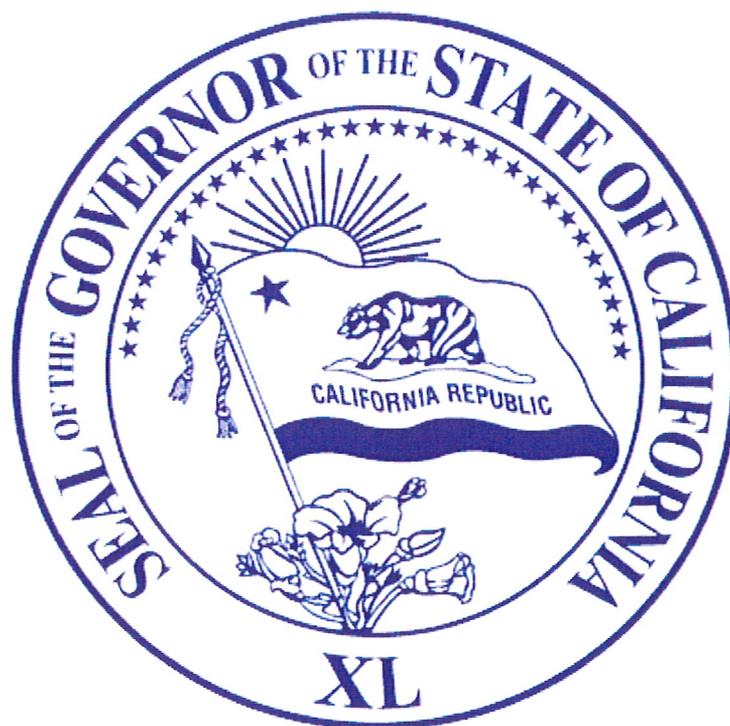
The U.S. Small Business Administration makes the American dream of business ownership a reality. As the only go-to resource and voice for small businesses backed by the strength of the federal government, the SBA empowers entrepreneurs and small business owners with the resources and support they need to start, grow or expand their businesses, or recover from a declared disaster. It delivers services through an extensive network of SBA field offices and partnerships with public and private organizations. To learn more, visit [www.sba.gov](https://www.sba.gov).

# California Secures Presidential Major Disaster Declaration to Support State's COVID-19 Emergency Response

[oesnews.com/california-secures-presidential-major-disaster-declaration-to-support-states-covid-19-emergency-response/](https://oesnews.com/california-secures-presidential-major-disaster-declaration-to-support-states-covid-19-emergency-response/)

Brad Alexander

March 22,  
2020



SACRAMENTO – Governor Gavin Newsom today announced that President Donald Trump has approved California's request, submitted earlier today, for a presidential Major Disaster Declaration to bolster California's COVID-19 emergency response efforts.

"Earlier today we requested a presidential Major Disaster Declaration and this afternoon we got it," said Governor Newsom. "The declaration will supplement our state's comprehensive COVID-19 surge planning and make vital resources available. We appreciate the quick response and partnership from the White House."

The Major Disaster Declaration includes any and all individual assistance programs to assist those affected by the outbreak and lessen the economic impacts of the crisis. It will provide additional assistance, including but not limited to, mass care and emergency assistance, crisis counseling, disaster case management, disaster unemployment assistance, disaster legal services and Disaster Supplemental Nutrition Assistance.

The State of California and local governments have taken extraordinary steps to protect public health in response to the COVID-19 outbreak. Last week, the Governor signed emergency legislation allocating \$1.1 billion toward the state's response, issued a Stay at Home order, deployed the National Guard to help support food banks, and signed an executive order to prepare the health care system for a possible surge in cases. Learn more about the state's ongoing COVID-19 emergency response here.

## Ray Casey

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**From:** Eventov, Adam M <AEventov@socalgas.com>  
**Sent:** Monday, March 23, 2020 8:58 AM  
**To:** Ray Casey; Fermin Preciado; Sherrie O'Connell; Jennifer Crawford  
**Subject:** SoCalGas Service operations changes

Team Yucaipa

Thank you for the incredible work you are doing for your communities during this difficult time.

I want to let you know that SoCalGas is making some temporary changes to some of our customer service operations, consistent with guidance from public health officials.

Rest assured, natural gas service will still be there for your community.

We will continue to make essential and emergency service appointments, including reports of suspected natural gas leaks, carbon monoxide checks, gas meter turn-ons, natural gas outage and pilot re-lights.

For now, some appliance check-ups and non-essential service calls - things like inoperative pool heaters, barbecues, and fire pits are being suspended. Our Branch Payment Offices have also temporarily closed. However, we are offering customers a variety of ways for customers to make a payment. More information is available [here](#).

We are also taking this opportunity to remind our partners that under the Governor's Mar. 19 Executive Order No. 33-20 to 'stay at home', members of the critical infrastructure sector, including natural gas providers, are considered necessary to the security, economic security, public health and safety of California.

The Governor's Order further provides that Californians working in these critical infrastructure sectors may continue their work because of the importance of these sectors to California's health and well-being.

**If your city considers a curfew, shelter-in-place or other ordinance, please be sure utility services are exempted as other jurisdictions have done.**

We can provide sample language if needed.

SoCalGas will also continue construction projects and repair work needed to maintain our infrastructure so we can continue to provide safe and reliable energy service across our service territory.

We need your support in providing access and securing any permits required for our workers to complete these jobs.

As a reminder, we have suspended service disconnections until further notice. This means no customer will have their natural gas turned off due to non-payment.

I also want to assure you that our customer service representatives continue to be available 24-hours a day, 7 days a week to answer customer questions, help customers select a payment option, or determine customers are calling about a service issue that needs our attention right away.

For up to date information on our response to COVID-19, please visit our [website](#).

Lastly, as things change for SoCalGas, I will keep you informed. If you have any questions, please contact me directly. My cell number is (951) 303-5140.

Adam E.

**Adam Eventov**

Public Affairs Manager

Southern California Gas Company

Cell: (951) 303-5140

SC8094

[AEventov@socalgas.com](mailto:AEventov@socalgas.com)



**Ray Casey**

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**From:** Pereira, Cheryl L. <Cheryl.Lawrence@sba.gov>  
**Sent:** Monday, March 23, 2020 8:56 AM  
**Subject:** FW: SBA Press Release - SBA Disaster Loans Deferment  
**Attachments:** 20-27 03.22.20 - SBA Disaster Loans Deferment - Final (002).docx



# NEWS RELEASE

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## PRESS OFFICE

**Release Date:** March 23, 2020  
**Release Number:** 20-27

**Contact:** [Press\\_Office@sba.gov](mailto:Press_Office@sba.gov), (202) 205-7036  
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## Carranza Implements Automatic Deferment on Existing SBA Disaster Loans Through End of 2020

WASHINGTON – Today, U.S. Small Business Administration [Administrator Jovita Carranza](#) announced changes to help borrowers still paying back SBA loans from previous disasters. By making this change, deferments through December 31, 2020, will be automatic. Now, borrowers of home and business disaster loans do not have to contact SBA to request deferment.

“The SBA is looking at every option and taking every action to cut red tape to make it easier for small businesses to stay in business. Automatically deferring existing SBA disaster loans through the end of the year will help borrowers during this unprecedented time,” said Administrator Carranza. “Today’s announcement adds a list of growing actions the SBA is taking to support small businesses. These actions include making it easier for states and territories to request a declaration so small businesses statewide can now apply for economic injury disaster loans, and changing the terms of new economic injury loans to allow for one-year deferments. We are working around the clock to find ways to assist small businesses and today’s action is one step in this process.”

Previous Announcement:

March 17, 2020: [SBA Updates Criteria on States for Requesting Disaster Assistance Loans for Small Businesses Impacted by Coronavirus \(COVID-19\)](#)

Visit [SBA.gov/Coronavirus](https://www.sba.gov/coronavirus) for more information on SBA’s assistance to small businesses.

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### About the U.S. Small Business Administration

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expand their businesses, or recover from a declared disaster. It delivers services through an extensive network of SBA field offices and partnerships with public and private organizations. To learn more, visit [www.sba.gov](http://www.sba.gov).



## Disaster Field Operations Center West

**Release Date:** March 19, 2020

**Contact:** Richard A. Jenkins, (916) 735-1500,  
[Richard.Jenkins@sba.gov](mailto:Richard.Jenkins@sba.gov)

**Release Number:** CA 16332-02

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### **SBA Amends Disaster Declaration** **Disaster Assistance Now Available to all California Small Businesses** **Economically Impacted by the Coronavirus (COVID-19)**

**SACRAMENTO, Calif.** – The U.S. Small Business Administration is offering low-interest federal disaster loans for working capital to all California small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19), SBA Administrator Jovita Carranza announced today.

SBA disaster assistance is now available to all counties within the state of California and the neighboring counties below.

Neighboring Arizona counties: La Paz, Mohave and Yuma;

Neighboring Nevada counties: Clark, Douglas, Esmeralda, Lyon, Mineral, Nye and Washoe;

Neighboring Oregon counties: Curry, Jackson, Josephine, Klamath and Lake

“SBA is strongly committed to providing the most effective and customer-focused response possible to assist California small businesses with federal disaster loans. We will be swift in our efforts to help these small businesses recover from the financial impacts of the Coronavirus (COVID-19),” said Administrator Carranza.

SBA Customer Service Representatives will be available to answer questions about SBA’s Economic Injury Disaster Loan program and explain the application process.

“Small businesses, private non-profit organizations of any size, small agricultural cooperatives and small aquaculture enterprises that have been financially impacted as a direct result of the Coronavirus (COVID-19) since Jan. 31, 2020, may qualify for Economic Injury Disaster Loans of up to \$2 million to help meet financial obligations and operating expenses which could have been met had the disaster not occurred,” said Carranza.

“These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can’t be paid because of the disaster’s impact. Disaster loans can provide vital economic assistance to small businesses to help overcome the temporary loss of revenue they are experiencing,” Carranza added.

Eligibility for Economic Injury Disaster Loans is based on the financial impact of the Coronavirus (COVID-19). The interest rate is 3.75 percent for small businesses. The interest rate for private non-profit organizations is 2.75 percent. SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years and are available to entities without the financial ability to offset the adverse impact without hardship.

**Applicants may apply online, receive additional disaster assistance information and download applications at <https://disasterloan.sba.gov/ela>. Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) for more information on SBA disaster assistance. Individuals who are deaf or hard-of-hearing may call (800) 877-8339. Completed applications should be mailed to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.**

The deadline to apply for an Economic Injury Disaster Loan is Dec. 16, 2020.

For more information about Coronavirus, please visit: [Coronavirus.gov](https://www.coronavirus.gov).

For more information about available SBA resources and services, please visit: [SBA.gov/coronavirus](https://www.sba.gov/coronavirus).

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## **Policy: Telecommuting Under the Pandemic Flu Policy**

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### **POLICY STATEMENT**

This policy is in response to the Pandemic Flu Policy activation. This policy will only be in effect in conjunction with the Pandemic Flu. Under this policy, telecommuting is an arrangement that allows eligible employees to work in a designated area outside the office during an emergency when the regular worksite is inaccessible or to reduce the risk of spreading disease.

### **POLICY**

All City employees who telecommute must have an approved telecommuting agreement under this policy. Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of City employment. Telecommuting employees must comply with all City rules, policies, practices, and instructions.

A telecommuting employee must perform work during schedules telecommuting hours as determined by their department director and approved by the City Manager. Employees may not engage in activities while telecommuting that would not be permitted at a regular worksite, such as child, elder, or other dependent care. Telecommuting employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite.

The City Manager may deny, end, or modify a telecommuting agreement for any reason. Similarly, a telecommuting employee may end or request to change a telecommuting agreement at any time.

This Telecommuting Policy is intended to be cost neutral. The City is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.).

The City Manager in coordination with the IT Division has the sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while telecommuting. Departments providing equipment, software, or other supplies to telecommuting employees must reasonably allocate those resources based on operational and workload needs.

All City rules regarding the use of computers and the internet apply while an employee is telecommuting, regardless of whether the employee is using City-provided or personal equipment.

## **EMPLOYEE ELIGIBILITY**

Eligibility for telecommuting is based on both the position, proven need based on pandemic impact guidelines and the employee. Not every job, or every employee, is well suited for telecommuting. *Employees must meet the requirements listed in A, B and C below to be considered for Telecommuting.*

### **A. Pandemic impact guidelines:**

- Employee is unable to work due to being ill or due to a medical quarantine related to COVID-19.
- Employee is unable to work because he or she must care for an ill or medically quarantined family member related to COVID-19.
- Employee has an immediate family member that has a preexisting condition that is susceptible to COVID-19 and has been alerted by their doctor's office.
- Return from international travel from a level 3 or higher area as defined by the CDC.

### **B. An employee's position may be suitable for telecommuting when the job duties:**

- Are independent in nature
- Are primarily knowledge-based
- Lend themselves to measurable deliverables
- Can achieve tasks that do not require frequent interaction at the regular worksite with supervisors, colleagues, clients, or the public, in person or by phone
- Are not essential to the management of on-site workflow

### **C. Employees may be suitable for telecommuting when their personal characteristics, as determined by the supervisor, include:**

- Demonstrated dependability and responsibility
- Effective communication with supervisors, coworkers and customers.
- Demonstrated motivation
- The ability to work independently
- A consistently high rate of productivity or higher area as defined by the CDC
- A high level of skill and knowledge of the job
- The ability to prioritize work effectively
- Good organizational and time management skills

Employees who are not upholding City obligations, such as meeting performance or conduct expectations, are not/will not continue to be eligible to telecommute.

## **WORK HOURS**

All the rules applicable at the regular worksite are applicable while telecommuting. Which are:

- Employee must perform designated/assigned work during scheduled work hours
- Employee will record and account for all hours worked and meal periods taken

- Employee will communicate regularly with his/her supervisor and co-workers.
- Employee must keep a daily activity log of work activities and time spent for each day of telecommuting and submit with each pay period on the day timesheets are due.
- Employee must obtain approval to use vacation, sick, or other leave in the same manner as departmental employees who do not telecommute.
- Should the employee not be able to work due to non COVID-19 illness or caring for an ill family member, they are to notify their department director and use appropriate leave balances for that time.
- Employee is required to notify the department director if they will be caring for dependents during this agreement and will identify how they will be managing the work and dependent care concurrently.
- Nonexempt employees are not authorized to work overtime hours unless it is approved in advance by the department director.

## **WORKSITE**

Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during regular work hours. Employees who suffer a work-related injury or illness while telecommuting must notify their supervisor and complete any required work forms.

The City is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

## **EQUIPMENT AND SUPPLIES**

A telecommuting employee must identify the equipment, software, supplies, and support required to successfully work at an alternate location and must specify those items in the telecommute application and agreement form. If the City does not/cannot provide the needed equipment, software, supplies, or support and the employee does not have them, the employee will not be eligible to telecommute.

### *City Equipment*

Equipment, software, or supplies provided by the City are for City business only.

A telecommuting employee does not obtain any rights to City equipment, software, or supplies provided in connection with telecommuting. The employee must immediately return all City equipment, software and supplies at the conclusion of the telecommuting arrangement.

A telecommuting employee must protect City equipment, software and supplies from possible theft, loss and damage.

Any equipment, software, files and databases provided by the City shall remain the property of the City. A telecommuting employee must adhere to all software copyright laws and may not make unauthorized copies of any City-owned software. Employees may not add hardware or software to City equipment without prior written approval.

### Personal Equipment

Employees who use their personal equipment for telecommuting are responsible for the installation, repair and maintenance of the equipment.

Employees must contract their supervisors if equipment, connectivity or other supply problems prevent them from working while telecommuting.

### **SECURITY, CONFIDENTIALITY AND PUBLIC RECORDS**

All files, records, papers, or other materials created while telecommuting is City property. Telecommuting employees and their supervisors shall identify confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them including preventing access by other members of the household. A department may require employees to work in private locations when handling confidential or sensitive material. Departments may prohibit employees from printing confidential information in telecommuting locations to avoid breaches of confidentiality.

Employees may not disclose confidential or private files, records, materials or information and may not allow access to City networks or databases to anyone who is not authorized to have access.

The California Public Records Information Act regarding public information and public records apply to telecommuting employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristic. Public information means the contents of a public record. Upon receipt of an appropriate request, and subject to authorized exemptions, a telecommuting employee must permit inspection and examination of any public record or public information in the employee's custody, or any segregable portion of a public record, within required time limits. This requirement exists regardless of where the public record is located (e.g. personal computer or cell phone used for business).

## CITY OF YUCIAP TELECOMMUTING APPLICATION AND AGREEMENT FORM

Employees please complete sections I-III. Sections IV and V are for department heads to review and approve for City Manager consideration.

### I. EMPLOYEE INFORMATION

Name:		Job Title:	
Department:		Division/Unit:	

### II. EMPLOYEE INFORMATION

This agreement will run from:	Date: _____	to Date: _____	
Telecommute schedule:			
Work Hours:			
Designated work location:			

### Telecommuting Equipment

Required equipment:	Indicate if your equipment is City-owned or personal
<input type="checkbox"/> Computer	
<input type="checkbox"/> Printer	
<input type="checkbox"/> Other (please specify)	
Required supplies (please specify below)	Indicate if your supplies are City-owned or personal
•	
•	
•	
Requires software/systems:	
<input type="checkbox"/> City network (VPN access)	
<input type="checkbox"/> Email	
<input type="checkbox"/> List other(s) below:	

### Telecommuting Work Plan

Work you will perform while telecommuting:

Method of communication while telecommuting:		
<input type="checkbox"/> Phone	Phone number:	
<input type="checkbox"/> Email	Email address:	
<input type="checkbox"/> Text	Phone number:	
<input type="checkbox"/> Other (please specify):		
At a minimum, you will be required to check your email every:		per workday
At a minimum, you will be required to check your voicemail every:		per workday
At a minimum, you will be required to check in with your supervisor:		per workday

### III. EMPLOYEE ACKNOWLEDGEMENTS

<input type="checkbox"/>	I have read and will follow the Telecommuting Policy
<input type="checkbox"/>	I understand and agree that I am responsible for maintaining the safety and security of City equipment, supplies, and information while telecommuting.
<input type="checkbox"/>	I understand and agree that I must comply with all procedures designed to protect sensitive City information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.
<input type="checkbox"/>	I understand and agree that telecommuting is not a substitute for dependent care.
<input type="checkbox"/>	I agree to adhere to all City policies and procedures while telecommuting.
<input type="checkbox"/>	I agree to be available to work with colleagues via email, video conferencing, and phone during my established telecommuting hours.
<input type="checkbox"/>	I agree to work productively without onsite supervision and will check and respond to voicemail and email promptly, upholding my regular standards/expectations for responsiveness.
<input type="checkbox"/>	I acknowledge the City's right to modify my schedule and require my attendance at work to accommodate City needs.
<input type="checkbox"/>	I acknowledge that my designated workspace is healthy and safe.
<input type="checkbox"/>	I agree to accurately account, record, and submit the hours I work while telecommuting.
<input type="checkbox"/>	I understand and agree that I must come into the office on a regularly scheduled telecommute day when my department requires me to do so.
<input type="checkbox"/>	I understand and agree that the City is not required to provide me with any equipment or supplies I may need while telecommuting.
<input type="checkbox"/>	I have discussed this application and agreement with my department head. I agree to comply with all terms and conditions in this telecommuting application and agreement.
<input type="checkbox"/>	I understand that this agreement is a matter of management discretion and is not approval of telecommuting as a universal employee benefit during or after a state of emergency.

---

Employee Signature

Date

**IV. DEPARTMENT HEAD REVIEW AND APPROVAL**

Name:	
Title:	
<input type="checkbox"/>	I have reviewed and approved this telecommuting agreement.
<input type="checkbox"/>	I have reviewed and DO NOT approve this telecommuting agreement

---

Department Head Signature

Date

**V. CITY MANAGER REVIEW AND APPROVAL**

Name:	
Title:	
<input type="checkbox"/>	I have reviewed and approved this telecommuting agreement.
<input type="checkbox"/>	I have reviewed and DO NOT approve this telecommuting agreement

---

City Manager Signature

Date

# **UPDATED STORE HOURS**

## **Daily Business Hours**

9:00 a.m. to 7:00 p.m.

## **Vulnerable Shopper Hours**

Tuesdays and Thursdays

8:30 to 9:30 a.m.

(for senior citizens, expectant mothers,  
those with underlying health concerns)

We may limit hours for  
restocking and cleaning.

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-29-20

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

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

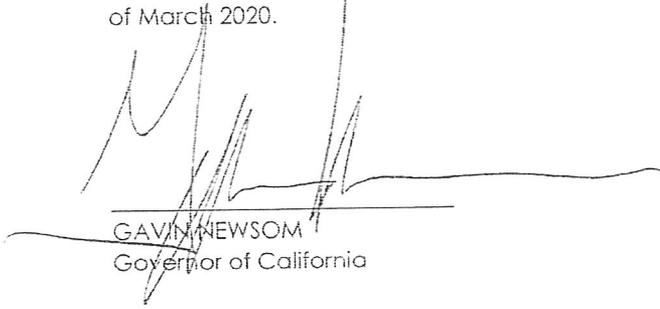
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

ATTEST:

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-33-20

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

**WHEREAS** in a short period of time, COVID-19 has rapidly spread throughout California, necessitating updated and more stringent guidance from federal, state, and local public health officials; and

**WHEREAS** for the preservation of public health and safety throughout the entire State of California, I find it necessary for all Californians to heed the State public health directives from the Department of Public Health.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8627, and 8665 do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

- 1) To preserve the public health and safety, and to ensure the healthcare delivery system is capable of serving all, and prioritizing those at the highest risk and vulnerability, all residents are directed to immediately heed the current State public health directives, which I ordered the Department of Public Health to develop for the current statewide status of COVID-19. Those directives are consistent with the March 19, 2020, Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response, found at: <https://covid19.ca.gov/>. Those directives follow:

ORDER OF THE STATE PUBLIC HEALTH OFFICER  
March 19, 2020

To protect public health, I as State Public Health Officer and Director of the California Department of Public Health order all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/critical-infrastructure-sectors>. In addition, and in consultation with the Director of the Governor's Office of Emergency Services, I may designate additional sectors as critical in order to protect the health and well-being of all Californians.

Pursuant to the authority under the Health and Safety Code 120125, 120140, 131080, 120130(c), 120135, 120145, 120175 and 120150, this order is to go into effect immediately and shall stay in effect until further notice.

The federal government has identified 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or

destruction would have a debilitating effect on security, economic security, public health or safety, or any combination thereof. I order that Californians working in these 16 critical infrastructure sectors may continue their work because of the importance of these sectors to Californians' health and well-being.

This Order is being issued to protect the public health of Californians. The California Department of Public Health looks to establish consistency across the state in order to ensure that we mitigate the impact of COVID-19. Our goal is simple, we want to bend the curve, and disrupt the spread of the virus.

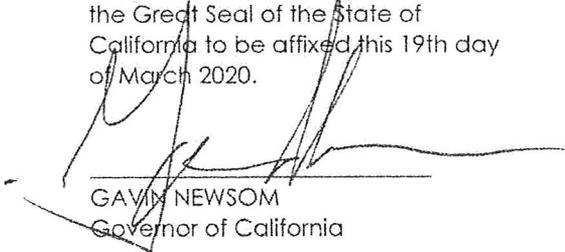
The supply chain must continue, and Californians must have access to such necessities as food, prescriptions, and health care. When people need to leave their homes or places of residence, whether to obtain or perform the functions above, or to otherwise facilitate authorized necessary activities, they should at all times practice social distancing.

- 2) The healthcare delivery system shall prioritize services to serving those who are the sickest and shall prioritize resources, including personal protective equipment, for the providers providing direct care to them.
- 3) The Office of Emergency Services is directed to take necessary steps to ensure compliance with this Order.
- 4) This Order shall be enforceable pursuant to California law, including, but not limited to, Government Code section 8665.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 19th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Californians.

In accordance with this order, the State Public Health Officer has designated the following list of “Essential Critical Infrastructure Workers” to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

## **HEALTHCARE / PUBLIC HEALTH**

### **Sector Profile**

The Healthcare and Public Health (HPH) Sector is large, diverse, and open, spanning both the public and private sectors. It includes publicly accessible healthcare facilities, research centers, suppliers, manufacturers, and other physical assets and vast, complex public-private information technology systems required for care delivery and to support the rapid, secure transmission and storage of large amounts of HPH data.

### **Essential Workforce**

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response.
- Health care providers and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists).
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric, Residential, Rural Health Clinics and Federally Qualified Health Centers, cannabis retailers).
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

- Public health / community health workers, including those who compile, model, analyze and communicate public health information.
- Behavioral health workers (including mental and substance use disorder) responsible for coordination, outreach, engagement, and treatment to individuals in need of mental health and/or substance use disorder services.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers that manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers who provide support to vulnerable populations to ensure their health and well-being including family care providers
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers conducting research critical to COVID-19 response.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Pharmacy employees necessary for filling prescriptions.
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to behavioral health services to the family members, responders, and survivors of an incident.
- Workers supporting veterinary hospitals and clinics

## **EMERGENCY SERVICES SECTOR**

### **Sector Profile**

The Emergency Services Sector (ESS) is a community of highly-skilled, trained personnel, along with the physical and cyber resources, that provide a wide range of prevention, preparedness, response, and recovery services during both day-to-day operations and incident response. The ESS includes geographically distributed facilities and equipment in both paid and volunteer capacities organized primarily at the federal, state, local, tribal, and territorial levels of government, such as city police departments and fire stations, county sheriff's offices, Department of Defense police and fire departments, and town public works departments. The ESS also includes private sector resources, such

as industrial fire departments, private security organizations, and private emergency medical services providers.

### **Essential Workforce - Law Enforcement, Public Safety and First Responders**

- Including front line and management, personnel include emergency management, law enforcement, Emergency Management Systems, fire, and corrections, search and rescue, tactical teams including maritime, aviation, and canine units.
- Emergency Medical Technicians
- Public Safety Answering Points and 911 call center employees
- Fusion Center employees
- Fire Mitigation Activities
- Hazardous material responders and hazardous devices teams, from government and the private sector.
- Workers – including contracted vendors -- who maintain digital systems infrastructure supporting law enforcement and emergency service operations.
- Private security, private fire departments, and private emergency medical services personnel.
- County workers responding to abuse and neglect of children, elders and dependent adults.

### **Essential Workforce - Public Works**

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences.
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste.

## **FOOD AND AGRICULTURE**

### **Sector Profile**

The Food and Agricultural (FA) Sector is composed of complex production, processing, and delivery systems and has the capacity to feed people and animals both within and beyond the boundaries of the

United States. Beyond domestic food production, the FA Sector also imports many ingredients and finished products, leading to a complex web of growers, processors, suppliers, transporters, distributors, and consumers. This sectors is critical to maintaining and securing our food supply.

### Essential Workforce

- Workers supporting groceries, pharmacies, and other retail that sells food and beverage products, including but not limited to Grocery stores, Corner stores and convenience stores, including liquor stores that sell food, Farmers' markets, Food banks, Farm and produce stands, Supermarkets, Similar food retail establishments, Big box stores that sell groceries and essentials
- Restaurant carry-out and quick serve food operations – including food preparation, carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Employees and firms supporting food, feed, and beverage distribution (including curbside distribution and deliveries), including warehouse workers, vendor-managed inventory controllers, blockchain managers, distribution
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Workers supporting cannabis retail and dietary supplement retail
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

## **ENERGY**

### **Sector Profile**

The Energy Sector consists of widely-diverse and geographically-dispersed critical assets and systems that are often interdependent of one another. This critical infrastructure is divided into three interrelated segments or subsectors—electricity, oil, and natural gas—to include the production, refining, storage, and distribution of oil, gas, and electric power, except for hydroelectric and commercial nuclear power facilities and pipelines. The Energy Sector supplies fuels to the transportation industry, electricity to households and businesses, and other sources of energy that are integral to growth and production across the Nation. In turn, it depends on the Nation's transportation, information technology, communications, finance, water, and government infrastructures.

### **Essential Workforce - Electricity industry:**

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission, and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data
- Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

### **Essential Workforce - Petroleum workers:**

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers

- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.

**Essential Workforce - Natural and propane gas workers:**

- Natural gas transmission and distribution pipelines, including compressor stations
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

## **WATER AND WASTEWATER**

### **Sector Profile**

The Water and Wastewater Sector is a complex sector composed of drinking water and wastewater infrastructure of varying sizes and ownership types. Multiple governing authorities pertaining to the Water and Wastewater Sector provide for public health, environmental protection, and security measures, among others.

### **Essential Workforce**

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing

- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

## TRANSPORTATION AND LOGISTICS

### Sector Profile

The Transportation Systems Sector consists of seven key subsectors, or modes:

- Aviation includes aircraft, air traffic control systems, and airports, heliports, and landing strips. Commercial aviation services at civil and joint-use military airports, heliports, and sea plane bases. In addition, the aviation mode includes commercial and recreational aircraft (manned and unmanned) and a wide-variety of support services, such as aircraft repair stations, fueling facilities, navigation aids, and flight schools.
- Highway and Motor Carrier encompasses roadway, bridges, and tunnels. Vehicles include trucks, including those carrying hazardous materials; other commercial vehicles, including commercial motorcoaches and school buses; vehicle and driver licensing systems; taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies; traffic management systems; AND cyber systems used for operational management.
- Maritime Transportation System consists of coastline, ports, waterways, and intermodal landside connections that allow the various modes of transportation to move people and goods to, from, and on the water.
- Mass Transit and Passenger Rail includes terminals, operational systems, and supporting infrastructure for passenger services by transit buses, trolleybuses, monorail, heavy rail—also known as subways or metros—light rail, passenger rail, and vanpool/rideshare.
- Pipeline Systems consist of pipelines carrying natural gas hazardous liquids, as well as various chemicals. Above-ground assets, such as compressor stations and pumping stations, are also included.
- Freight Rail consists of major carriers, smaller railroads, active railroad, freight cars, and locomotives.
- Postal and Shipping includes large integrated carriers, regional and local courier services, mail services, mail management firms, and chartered and delivery services.

### Essential Workforce

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers
- Taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

## **COMMUNICATIONS AND INFORMATION TECHNOLOGY**

### **Sector Profile**

The Communications Sector provides products and services that support the efficient operation of today's global information-based society. Communication networks enable people around the world to contact one another, access information instantly, and communicate from remote areas. This involves creating a link between a sender (including voice signals) and one or more recipients using technology (e.g., a telephone system or the Internet) to transmit information from one location to another. Technologies are changing at a rapid pace, increasing the number of products, services, service providers, and communication options. The national communications architecture is a complex collection of networks that are owned and operated by individual service providers. Many of this sector's products and services are foundational or necessary for the operations and services provided by other critical infrastructure sectors. The nature of communication networks involve both physical infrastructure (buildings, switches, towers, antennas, etc.) and cyber infrastructure (routing and

switching software, operational support systems, user applications, etc.), representing a holistic challenge to address the entire physical-cyber infrastructure.

The IT Sector provides products and services that support the efficient operation of today's global information-based society and are integral to the operations and services provided by other critical infrastructure Sectors. The IT Sector is comprised of small and medium businesses, as well as large multinational companies. Unlike many critical infrastructure Sectors composed of finite and easily identifiable physical assets, the IT Sector is a functions-based Sector that comprises not only physical assets but also virtual systems and networks that enable key capabilities and services in both the public and private sectors.

**Essential Workforce - Communications:**

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

**Essential Workforce - Information Technology:**

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and

information technology equipment (to include microelectronics and semiconductors) for critical infrastructure

- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

## **OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS**

### **Essential Workforce**

- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans and Continuity of Government plans.
- County workers responsible for determining eligibility for safety net benefits
- The Courts, consistent with guidance released by the California Chief Justice
- Workers to ensure continuity of building functions
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers
- Workers who are critical to facilitating trade in support of the national, state, and local emergency response supply chain
- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors

- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures, including measures to protect homeless populations.
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of construction sites and construction projects (including those that support such projects to ensure the availability of needed facilities, transportation, energy and communications; and support to ensure the effective removal, storage, and disposal of solid waste and hazardous waste)
- Commercial Retail Stores, that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Workers supporting the entertainment industries, studios, and other related establishments, provided they follow covid-19 public health guidance around social distancing.
- Workers critical to operating Rental Car companies that facilitate continuity of operations for essential workforces, and other essential travel
- Workers that provide or determine eligibility for food, shelter, in-home supportive services, child welfare, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities and critical sector services
- Faith based services that are provided through streaming or other technology
- Laundromats and laundry services

## **CRITICAL MANUFACTURING**

### **Sector Profile**

The Critical Manufacturing Sector identifies several industries to serve as the core of the sector: Primary Metals Manufacturing, Machinery Manufacturing, Electrical Equipment, Appliance, and Component Manufacturing, Transportation Equipment Manufacturing Products made by these manufacturing industries are essential to many other critical infrastructure sectors.

### **Essential Workforce**

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

## HAZARDOUS MATERIALS

### Essential Workforce

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

## FINANCIAL SERVICES

### Sector Profile

The Financial Services Sector includes thousands of depository institutions, providers of investment products, insurance companies, other credit and financing organizations, and the providers of the critical financial utilities and services that support these functions. Financial institutions vary widely in size and presence, ranging from some of the world's largest global companies with thousands of employees and many billions of dollars in assets, to community banks and credit unions with a small number of employees serving individual communities. Whether an individual savings account, financial derivatives, credit extended to a large organization, or investments made to a foreign country, these products allow customers to: Deposit funds and make payments to other parties; Provide credit and liquidity to customers; Invest funds for both long and short periods; Transfer financial risks between customers.

### Essential Workforce

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

## CHEMICAL

### Sector Profile

The Chemical Sector—composed of a complex, global supply chain—converts various raw materials into diverse products that are essential to modern life. Based on the end product produced, the sector can be divided into five main segments, each of which has distinct characteristics, growth dynamics, markets, new developments, and issues: Basic chemicals; Specialty chemicals; Agricultural chemicals; Pharmaceuticals; Consumer products

### **Essential Workforce**

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/ or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

## **DEFENSE INDUSTRIAL BASE**

### **Sector Profile**

The Defense Industrial Base Sector is the worldwide industrial complex that enables research and development, as well as design, production, delivery, and maintenance of military weapons systems, subsystems, and components or parts, to meet U.S. military requirements. The Defense Industrial Base partnership consists of Department of Defense components, Defense Industrial Base companies and their subcontractors who perform under contract to the Department of Defense, companies providing incidental materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities. Defense Industrial Base companies include domestic and foreign entities, with production assets located in many countries. The sector provides products and services that are essential to mobilize, deploy, and sustain military operations.

### **Essential Workforce**

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

# Governor Newsom Deploys California National Guard to Help Distribute Food at Food Banks & Protect California's Most Vulnerable

Published: Mar 20, 2020

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*Food banks are seeing a shortage in volunteers and experiencing greater need due to COVID-19*

*Governor calls for California food bank volunteers & launches partnership Neighbor-to-Neighbor campaign with Nextdoor.com & California Volunteers to safely deploy volunteers to help the most vulnerable Californians*

*Announcement comes a day after the Governor issued a statewide stay at home order*

*Gov. Newsom: "It's in these times of crisis that Californians are at their best, coming to the aid of those in their community who are most in need. I ask all Californians who are able to join our Neighbor-to-Neighbor campaign to safely assist those in need in your community."*

*Californians can learn about ways to assist their community at [serve.ca.gov](https://serve.ca.gov)*

SACRAMENTO — California Governor Gavin Newsom today announced the deployment of California National Guard members to provide short-term food security to isolated and vulnerable Californians. Building on Governor Newsom's prioritization of protecting the most vulnerable from the COVID-19 pandemic, the short deployment will help to stabilize the immediate need of food banks.

"It's in these times of crisis that Californians are at their best, coming to the aid of those in their community who are most in need. Food banks provide a critical lifeline for families, and are needed now more than ever. Families across our state are suddenly losing work, and millions of Californians most vulnerable to COVID-19 are staying home to protect their health and the health of others. I ask all Californians who are able to join our Neighbor-to-Neighbor campaign to safely assist those in need in your community."

"The Neighbor-to-Neighbor campaign is a testament to the strength of our larger California community," said First Partner Jennifer Siebel Newsom. "Now more than ever we must create a culture of WE over me. I am so proud that Californians across the

state stand ready to meet this moment by embracing our California values of inclusivity, generosity and community.”

Due to COVID-19, many food banks have been affected by a significant decline in volunteerism, impacting logistical and local infrastructure for food distribution. The California Guard will initially deploy personnel and logistical equipment to a food bank distribution warehouse in Sacramento County starting today, and will conduct immediate site assessments statewide for those counties that have requested short-term support and stabilization. This short-term assistance from the California National Guard allows time to mobilize AmeriCorps, California Conservation Corps and Local Conservation Corps members, and other volunteers where counties have identified serious gaps.

The Administration’s food deployment strategy also launches the Neighbor-to-Neighbor campaign, which calls on neighbors to be first line of support for California’s most vulnerable residents who have been advised to stay at home during the COVID-19 pandemic. The Neighbor-to-Neighbor campaign is focused on older adults and promotes ways to safely check on your neighbors, family and friends, and will be run by California Volunteers, the state office tasked with engaging Californians in service, volunteering and civic action.

The Administration is partnering with the social networking service Nextdoor to provide valuable information to California communities about the state’s response to COVID-19. The collaboration will allow the state to reach more than 22,000 neighborhoods using the platform. Neighbors use Nextdoor to exchange helpful information and California Volunteers will use this site to share ways residents can safely check on each other during the COVID-19 outbreak. The platform will also be used to share ways to safely ensure community members have the basic necessities they may need during periods of home isolation.

The State of California has also released information to promote [resources](#) and options for those facing food insecurity. A resource list will be posted to [serve.ca.gov](https://www.serve.ca.gov) on ways Californians can support vulnerable members of our community that may have limited food resources, in ways that are in line with CDPH guidelines.

Californians can learn about ways to assist their community at [serve.ca.gov](https://www.serve.ca.gov).

## Sherry Washburn

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**From:** 9095570994@vzwpix.com  
**Sent:** Monday, March 23, 2020 11:26 AM  
**To:** Sherry Washburn

Good morning Scott, I hope you and your family are in good health and safe. I am reaching out because I am not sure who to speak to about the park a cross from my house. It has been crazy busy the last few days. The parking lot has been at maximum capacity and people are all over the place. No one is obeying the governor's directive reference social distancing. It has been like a circus over there. Just like few years ago when the snow level was low and they closed HWY 38. Can you see about closing the gate to the Eldorado Park or forward this email to the appropriate person.

Many thanks

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-35-20

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

**WHEREAS** despite sustained efforts, COVID-19 continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** it is imperative that clinics, hospice, mobile healthcare units, and adult day health care facilities maximize the number of capable healthcare workers to ensure that Californians impacted by COVID-19 are able to access medical treatment; and

**WHEREAS** governmental entities must have sufficient staffing to adequately address the impacts of COVID-19, and state and local governing bodies must have critical and timely information relating to COVID-19; and

**WHEREAS** given the impacts of COVID-19 on governmental entities, certain statutory deadlines would be impractical or impossible to adhere to; and

**WHEREAS** on March 17, 2020, I issued Executive Order N-31-20, in which I implemented measures to ensure the expeditious restoration of the supply chain, and further action is needed to ensure the purpose of this action is effectuated; and

**WHEREAS** state institutions housing vulnerable populations, such as those operated by the Department of State Hospitals and the Department of Developmental Services, require special measures to protect those populations from COVID-19 and ensure continuity of care; and

**WHEREAS** under the provisions of Government Code sections 8571 and 8627.5, I find that strict compliance with various statutes, regulations, and certain local ordinances specified or referenced herein would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627.5, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

- 1) In order to assist in the care or to protect the health of individuals not in a hospital or health facility, as defined in Health and Safety Code section 1250, and due to the COVID-19 outbreak, the director of the State Department of Public Health may, for the duration of the declared

emergency, waive any of the licensing and staffing requirements of chapters 1, 3.3, 8.5, and 9 of division 2 of the Health and Safety Code and any accompanying regulations with respect to any clinic, adult day health care, hospice, or mobile health care unit. Any waiver shall include alternative measures that, under the circumstances, will allow the clinic, adult day health care, hospice, or mobile health care unit to assist in the care or protect the health of individuals while protecting public health and safety. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

- 2) Notwithstanding Government Code section 54952.2, subdivision (b)(1), or Government Code section 11122.5, subdivision (b)(1), or any other provision of the Brown Act or the Bagley-Keene Act, as applicable, all members of a local legislative body or state body may receive updates (including, but not limited to, simultaneous updates) relevant to the declared emergency (including, but not limited to, updates concerning the impacts of COVID-19, the government response to COVID-19, and other aspects relevant to the declared emergency) from federal, state, and local officials, and may ask questions of those federal, state, and local officials, in order for members of the legislative body to stay apprised of emergency operations and the impact of the emergency on their constituents. Nothing in this Order permits the members of a local legislative body or state body to take action on, or to discuss amongst themselves, any item of business that is within the subject matter jurisdiction of the legislative body without complying with otherwise-applicable requirements of the Brown Act or the Bagley-Keene Act, respectively. Nothing in this section shall impact Paragraph 3 of Executive Order N-29-20.
- 3) The suspension of statutes identified in Paragraph 7 of Executive Order E-25-20, issued on March 12, 2020, shall also apply to local governments, as applicable, to ensure adequate staffing to appropriately respond to the COVID-19 pandemic.
- 4) Any local ordinance, including those relating to noise limitations, is suspended to the extent it restricts, delays, or otherwise inhibits the delivery of food products, pharmaceuticals, and other emergency necessities distributed through grocery stores and other retail or institutional channels, including, but not limited to, hospitals, jails, restaurants, and schools.
- 5) To ensure that patients with mental or behavioral health conditions continue to receive the services and support they need, notwithstanding disruptions caused by COVID-19; and to protect the health, safety and welfare of patients with mental or behavioral health conditions committed to the State Department of State Hospitals facilities, as defined by Welfare and Institutions Code Sections 4100 and 7200; the Director of the State Department of State Hospitals may issue directives waiving any provision or requirement of the Welfare and Institutions Code; any provision or requirement of the Penal Code that affects the execution of laws relating to care, custody, and treatment of persons with mental illness committed to or in the custody of the State Department State Hospitals; and the accompanying regulations of Title 9, Division 1 of the California Code of Regulations. The Director shall describe the need for the waiver

granted in each directive and articulate how the waiver is necessary to protect the public health or safety (including, but not limited to, the health or safety of the individuals served at any Department-operated facility or the staff serving such individuals) from the threat of COVID-19, or how the waiver is necessary to ensure that services to individuals with mental or behavioral health conditions are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance, except that the Director may grant one or more 30-day extensions if the waiver continues to be necessary to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

- 6) As needed to safeguard health of persons already admitted, committed, or ordered to the facilities described in this paragraph and notwithstanding the Penal Code, the Welfare and Institutions Code, or any other statute or regulation, the Director of the Department of Developmental Disabilities is authorized to deny admission or delay discharge of all individuals judicially or otherwise admitted, committed or ordered to the Porterville Developmental Center; the Canyon Springs Community Facility; a Stabilization, Training Assistance, and Reintegration (STAR) home; or any other facility under the jurisdiction or control of the Department for 30 days after the issuance of this Order. The Director may grant one or more 30-day extensions if such action is necessary to protect the public health or safety (including, but not limited to, the health or safety of the individuals served at any Department-operated facility or the staff serving such individuals) from the threat of COVID-19. The Director of the Department shall describe the need justifying the closure of admissions to and delay in discharges from the Department-operated facility. The Director shall authorize admissions and discharges once the actions described in this paragraph are no longer necessary to protect the public health or safety (including, but not limited to, the health or safety of the individuals served at any Department-operated facility or the staff serving such individuals). The Director shall post the notice of closure of admissions and discharges and the extension of closure to the Department facility on the Department's website.
- 7) The deadlines specified in Education Code section 44242.7(a), and California Code of Regulations, title 5, section 80306, related to the presentation of disciplinary cases to the Committee of Credentials for initial review; Education Code section 44244(b)(1), related to the formal review of disciplinary cases and determination of any adverse action by the Committee of Credentials; Education Code section 44343.5, related to the processing of military spouse or partner applications; and Education Code section 44350, related to processing educator applications, are extended for a period of 60 days.
- 8) The deadline specified in Government Code section 11517(c)(2), related to an agency's action on an administrative law judge's proposed decision, is extended for a period of 60 days.
- 9) The deadlines specified in Government Code section 1774(a), related to the Governor's reappointment of an incumbent to an office, and

Government Code section 1774(b), related to transmittal of the required information about reappointment of an incumbent to the Secretary of the Senate, are extended for a period of 60 days.

10) The deadline specified in Government Code section 12011.5(c), related to State Bar's transmittal of its report to the Governor of its evaluation of all judicial candidates referred by the Governor, is extended for a period of 60 days.

11) The time for presenting a claim pursuant to Government Code section 911, et seq., is hereby extended by 60 days. The time within which the Department of General Services may act upon such claim is extended by 60 days.

12) The time limitation set forth in Penal Code section 4750(j) for any jurisdiction submitting a claim for reimbursement is delayed for a period of 60 days. The State Controller shall have the discretion to provide the additional time extension, as appropriate.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 21st day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



**SAN BERNARDINO COUNTY OPERATIONAL AREA EOC  
COVID – 19  
CITY/TOWN DAILY BRIEFING  
March 23, 2020**



# 17

## COVID-19 CASES IN SAN BERNARDINO COUNTY

Residents of San Bernardino County may call the COVID-19 hotline at (909) 387-3911 from Monday through Sunday, from 9 a.m. – 5 p.m. for general information and resources about the virus.

The hotline is **not** for medical calls. If you are feeling sick, please contact your health care provider. Call 9-1-1 **ONLY** if you have a medical emergency. If you have questions about social services, please call 2-1-1.



As with any virus, especially during the flu season, there are a number of steps you can take to protect your health and those around you:

- Avoid close contact with people who are sick. If you are ill, please stay home and avoid going to work, school or crowded areas
- Wash hands with soap and warm water for 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose or mouth, especially with unwashed hands
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray or wipes.
- If someone does become sick with respiratory symptoms like fever and cough, they should stay away from work, school or other people to avoid spreading illness and contact their healthcare provider if symptoms become severe
- N95 masks are **not** recommended outside a healthcare setting. Surgical masks can be worn by sick individuals to reduce the likelihood of spreading germs to others

**Dr. Erin Gustafson**  
San Bernardino County Acting Health Officer

### Situation Report - FOUO

#### Coronavirus Disease 2019 (COVID-19)

Report Date:	3/22/2020	Report Time:	1900
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#### Situation Overview

- **Executive Order N-33-20:** The California State Public Health Officer and Director of the California Department of Public Health is ordering all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operation of the federal critical infrastructure sectors.
- **Global Health Advisory:** The U.S. Department of State issued a Global Health Advisory at Level 4 (Do Not Travel) due to the global impact of COVID-19.

#### Confirmed Global COVID-19 Cases - per Worldometers COVID-19 Live Updates as of 1400 on March 22, 2020:

- o 335,377 (+32,126) confirmed cases in 192 (+5) countries
- o 254,323 (+32,080) confirmed cases outside of China
- 124,611 (+1,648) Deaths
  - o 11,350 (+1,642) outside of China

#### Confirmed United States COVID-19 Cases - per Centers for Disease Control and Prevention (CDC) as of 1400 on March 20, 2020:

Number of Cases	Source
337	Travel Related
321	Close Contact
14,561	Under Investigation
<b>15,219</b>	<b>Total Confirmed Cases</b>
<b>201</b>	<b>Total Deaths</b>

- Data includes both confirmed and presumptive positive cases of COVID-19 reported to CDC or tested at CDC since January 21, 2020, with the exception of testing results for persons repatriated to the United States from Wuhan, China and Japan.

#### Fatalities in California (as reported by Cal OES Law Enforcement Operation Center)

Fatalities	County
1	Contra Costa
2	Los Angeles
1	Placer
5 (+2)	Riverside
5	Sacramento
2	San Benito
2	San Joaquin
1	San Mateo
13 (+6)	Santa Clara
1	Sonoma
<b>33 (+8)</b>	<b>Total</b>

#### EOC/DOC Activation Totals

Level	Number
Federal	1
State	6
Operational Area Public Health	52
Operational Area Emergency Management	52
Tribes	2
Utilities	26
<b>Total</b>	<b>139</b>

**For Official Use Only  
[FOUO]**



**SAN BERNARDINO COUNTY OPERATIONAL AREA EOC  
COVID – 19  
CITY/TOWN DAILY BRIEFING  
March 23, 2020**



2020 COVID-19 Event								
Operational Area Situation Dashboard								
View All Agency Types			Search <input type="text"/> Clear Search	New Entry				
Edit	Agency Type	Agency / Dept Name	Can Be Edited By	Overall Status	Initial Status Report	Initial Damage Estimate (IDE)	SitSum	
			(Select)					
	City and Town	City of Adelanto	CT - ADL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Barstow	CT - BAR - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Big Bear Lake	CT - BBL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Chino	CT - CHO - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Chino Hills	CT - CHS - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Colton	CT - COL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Fontana	CT - FON - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Grand Terrace	CT - GRT - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Hesperia	CT - HES - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Highland	CT - HIL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Loma Linda	CT - LOL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Montclair	CT - MON - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Needles	CT - NED - EOC Management	Green - Little sign of apparent impact	+			
	City and Town	City of Ontario	CT - ONT - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Rancho Cucamonga	CT - RCM - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Redlands	CT - RED - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Rialto	CT - RIA - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of San Bernardino	CT - SBC - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Twentynine Palms	CT - TWP - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Upland	CT - UPL - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Victorville	CT - VIC - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	City of Yucaipa	CT - YUC - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	San Manuel Fire Department	SBCOA - AGENCY - Tribe - San Manuel	Amber - Signs of impact to both people and structures	+			
	City and Town	Town of Apple Valley	CT - APV - EOC Management	Amber - Signs of impact to both people and structures	+			
	City and Town	Town of Yucca Valley	CT - YVY - EOC Management	Amber - Signs of impact to both people and structures	+			

EOC ACTIVATION/EMERGENCY PROCLAMATION STATUS MARCH 23, 2020						
COUNTY/CITY/TOWN/OTHER	EOC ACTIVATED YES/NO	ACTIVATION DATE	LOCAL EMERGENCY PROCLAIMED YES/NO	PROC DATE	PROCLAMATION SUBMITTED YES/NO	
SAN BERNARDINO COUNTY OAEOC	YES	3/12/2020	YES	3/10/2020	YES	
CITY OF ADELANTO	NO		YES	3/12/2020	YES	
TOWN OF APPLE VALLEY	YES	3/21/2020	YES	3/21/2020	YES	
CITY OF BARSTOW	YES	3/15/2020	YES	3/16/2020	YES	
CITY OF BIG BEAR LAKE	NO		YES	3/17/2020	YES	
CITY OF CHINO	YES	3/17/2020	YES	3/16/2020	YES	
CITY OF CHINO HILLS	YES	3/16/2020	YES	3/16/2020	YES	
CITY OF COLTON	YES	3/16/2020	YES	3/17/2020	YES	
CITY OF FONTANA	YES	3/14/2020	YES	3/14/2020	YES	
CITY OF GRAND TERRACE	YES	3/19/2020	YES	3/19/2020	YES	
CITY OF HESPERIA	YES	3/13/2020	NO			
CITY OF HIGHLAND	NO		NO			
CITY OF LOMA LINDA	YES	3/16/2020	YES	3/16/2020	YES	
CITY OF MONTCLAIR	NO		YES	3/16/2020	YES	
CITY OF NEEDLES	NO		NO			
CITY OF ONTARIO	YES	3/14/2020	YES	3/14/2020	YES	
CITY OF RANCHO CUCAMONGA	YES	3/13/2020	YES	3/18/2020	YES	
CITY OF REDLANDS	YES	3/16/2020	YES	3/16/2020	YES	
CITY OF RIALTO	YES	3/12/2020	YES	3/12/2020	YES	
CITY OF SAN BERNARDINO	YES	3/15/2020	YES	3/13/2020	YES	
CITY OF TWENTYNINE PALMS	NO		YES	3/17/2020	YES	
CITY OF UPLAND	YES	3/16/2020	YES	3/13/2020	YES	
CITY OF VICTORVILLE	YES	3/18/2020	YES	3/17/2020	YES	
CITY OF YUCAIPA	YES	3/19/2020	YES	3/18/2020	YES	
TOWN OF YUCCA VALLEY	YES	3/18/2020	YES	3/17/2020	YES	
SAN MANUEL	YES	1/26/2020	YES	3/14/2020	YES	
<b>TOTAL ACTIVATIONS: 20</b>		<b>TOTAL PROCLAMATIONS: 23</b>			<b>TOTAL RECEIVED: 23</b>	

**For Official Use Only  
[FOUO]**



## NEWS RELEASE

### Board of Supervisors

**CONTACT:**  
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[dwert@sbcounty.gov](mailto:dwert@sbcounty.gov)

March 21, 2020

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## Social distancing options created for Supervisors meetings

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Despite the current public health emergency, the Board of Supervisors must conduct official meetings to ensure county government continues to function and adapt to ever-changing challenges. That's why the county has set up ways for the public to easily view and participate in Board of Supervisors meetings while practicing safe social distancing, starting with this Tuesday's meeting.

The county strongly urges the public to not physically attend board meetings while public health orders aimed at controlling the spread of novel coronavirus are in place. But those who want to watch board meetings and even offer comments and participate in public hearings can do so through websites and email from their homes.

The public may view board meetings live by visiting <http://www.sbcounty.gov/Main/Pages/ViewMeetings.aspx>. Video recordings of past meetings are also available on that site.

Those who want to comment on specific agenda items, make general comments, or submit testimony for public hearings and have those comments provided to each board member prior to the meeting can send their comments and testimony to the Clerk of the Board by email at [BoardMeetingComments@cob.sbcounty.gov](mailto:BoardMeetingComments@cob.sbcounty.gov) or online, up to 1,500 characters, at <http://www.sbcounty.gov/cob/publiccomments/default.aspx> prior to 8 a.m. on meeting days.

The public can also submit comments and testimony during meetings through the same email address and website. Comments and testimony submitted after 8 a.m. and during the meeting won't be provided to each board member but will be read aloud by the Clerk of the Board during the meeting, time permitting. All comments and testimony submitted before and during the meeting will be included in their entirety in the official record of the meeting.

Those who choose to physically attend the meeting at the County Government Center in San Bernardino will be required to maintain social distancing and remain at least six feet apart from anyone else. This will greatly reduce capacity in the board chambers and could result in denying entry to members of the public if capacity is reached. A viewing room will be set up near the board chambers if capacity is reached, but social distancing will be enforced in that room as well.

The public can also view and participate in board meetings at the county's videoconferencing sites in Hesperia and Joshua Tree. Those sites are located at the Jerry Lewis High Desert Government Center, 15900 Smoke Tree Street, Hesperia, and the Bob Burke Joshua Tree Government Center, 63665 Twentynine Palms Highway, Joshua Tree. Social distancing protocols will be enforced in all locations.

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-32-20

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

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** in the past two years, the State of California has allocated \$1.15 billion to local partners through the Homeless Emergency Aid Program and the Homeless Housing, Assistance, and Prevention Program, funding intended to provide for a variety of programs and facilities aimed at combatting homelessness; and

**WHEREAS** on March 17, 2020, I signed Senate Bill 89, emergency legislation that authorizes \$500 million in immediately available funding to help California fight COVID-19 for any purpose related to the March 4, 2020 proclamation of a State of Emergency, including to support local governments to protect the health and safety of homeless populations, reduce the spread of COVID-19 in homeless populations, and provide safe beds for people experiencing homelessness; and

**WHEREAS** the emergency of COVID-19 necessitates a more focused approach, including emergency protective measures to bring unsheltered Californians safely indoors, expand shelter capacity, maintain health and sanitation standards and institute medically indicated interventions, and add new isolation and quarantine capacity to California's shelter and housing inventory to slow the spread of the pandemic; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

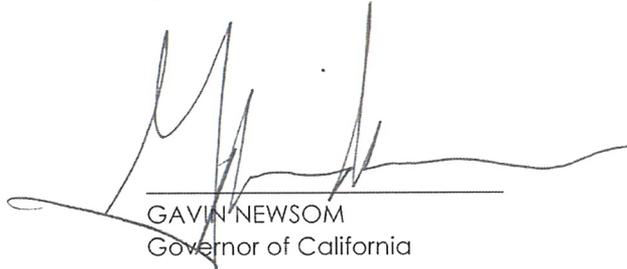
- 1) To the limited extent that any part of Health & Safety Code section 50214, subdivision (a), restricts a local jurisdiction from expending Homeless Emergency Aid Program funds on preparing for and addressing the impacts of the COVID-19 pandemic on homeless individuals, including through implementing guidance from the Department of Public Health on hand and respiratory hygiene and protective congregate living protocols, and providing isolation and quarantine capacity, that part is suspended.

- 2) To the limited extent that any part of Health & Safety Code section 50219, subdivision (c), restricts a local jurisdiction from expending Homeless Housing, Assistance, and Prevention Program funds on preparing for and addressing the impacts of the COVID-19 pandemic on homeless individuals, including through expanding shelter and housing services and capacity, that part is suspended.
- 3) Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are suspended for any project using Homeless Emergency Aid Program funds, Homeless Housing, Assistance, and Prevention Program funds, or funds appropriated in Senate Bill 89, signed on March 17, 2020.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 18th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State