

MEMO

To: Board of Directors
From: District Manager and District Counsel
Subject: Supplement Re: Novel Coronavirus (COVID-19) Response,
Board Meeting Agenda Item 6b
Date: March 19, 2020

Summary:

This memorandum supplements the San Lorenzo Valley Water District's previously published backup materials for agenda item 6b. The previous materials summarize State and local COVID-19 response efforts, including the District's efforts, as of late last week. Since then the situation has continued to rapidly evolve.

Importantly, on March 16 public health officials of the Bay Area counties and cities issued coordinated orders directing non-essential business activities to cease and requiring residents to shelter in their place of residence. The orders provide that violations may be prosecuted as criminal misdemeanors.

The District is subject to the County of Santa Cruz's shelter-in-place order ("Order") (Attachment A). Individuals affiliated with the District are subject to the Order and similar orders of jurisdictions where they reside or travel.

The District qualifies as an "Essential Business" and a provider of "Essential Infrastructure" involving "Essential Government Functions," as those terms are defined in the Order. Accordingly, the District remains open as strongly encouraged by the Order.

Recommendation:

Review this memorandum and its attachments, which outline emergency measures taken by the District, and provide direction as to whether the Board wants to agendaize any of these items for future discussion and possible action.

Background:

This memorandum outlines the steps SLVWD has promptly taken to maintain its essential activities and services consistent with the Order, and related measures taken over the past week.

For example:

1. Administrative suspension of customer shutoffs, March 18, 2020
(Attachment B)
2. Workplace hygiene and social distancing posters in District workcenters
(Attachment C)
3. District's Temporary Remote Work and Business Travel Policy
(Attachment D)
 - Attaches a copy of the Order and explains the District's status under the Order as an Essential Business and a provider of Essential Infrastructure involving Essential Government Functions
 - Clarifies that employees in positions that require physical presence are expected to report to work as scheduled
 - Clarifies that employees temporarily can be approved to work remotely to the extent feasible, on a case-by-case basis; the District may require employees to return to in-office work at any time; employees are responsible for ensuring the District has current personal contact information
 - Cancels all non-essential meetings, trainings and travel; asks employees to seek refunds to the maximum extent possible
 - Employees and supervisors are to work together to identify what travel is necessary to maintain essential functions
 - Directs personnel to comply with social distancing requirements to the extent possible when engaged in any essential travel
 - Asks employees to conduct business electronically or by phone whenever possible
4. District's preliminary continuity of business plan (Attachment E)
 - Designates positions that carry out "Essential Activities" or "Essential Government Functions" and/or "Minimum Basis Operations" for the District, consistent with the Order
 - Identifies the positions temporarily approved to work from home
 - The plan is evolving to anticipate further reductions in staffing capabilities that could occur as a result of possible illness, etc.

5. Temporary restriction of public access to the District's front office (Attachment F)
 - The District's front counter area is temporarily closed to public access until further notice
 - Front office is open during normal business hours for telephone communications and electronic transactions
 - Customer service hours are extended to include telephone answering during the lunch hour
6. District Human Resources Memorandum, dated March 11, 2020 (Attachment G)
 - Encourages sick employees to stay home and utilize paid time off (PTO), if available, or employee assistance programs
 - Outlines workplace hygiene and environmental cleaning measures
 - Clarifies that the District can require employees showing signs of contagious illness to leave the workplace
 - Attaches a Benefits Fact Sheet for Coronavirus outlining potentially applicable employee benefits including wage replacement, job protection and medical insurance

Board Meetings:

Meetings of the District's Board of Directors qualify as Essential Government Functions under the Order. Board Meetings should continue to be held to the extent necessary to support the District's ongoing essential services and infrastructure. Changes to the District's regular meeting schedule (other than cancellations due to lack of quorum, etc.) can be made only by Board action.

Over the past week, the Governor has issued two Executive Orders suspending Brown Act requirements to help make it possible for local government agencies such as the District to conduct public meetings in a manner consistent with public health directives and guidelines. As of March 12, Executive Order N-25-20 allows meetings by to be conducted by teleconference or videoconference so long as one physical location is accessible to members of the public (Attachment H). As of March 17, Executive Order N-29-20 allows meetings by to be conducted by teleconference or videoconference without any physical location accessible to the public for areas, such as Santa Cruz County where social distancing requirements have been imposed by public health officials (Attachment I).

Accordingly the following options are available to the Board for the conduct of its meetings during this public health emergency:

1. Conduct meetings by video or teleconference with one physical location accessible to the public to the extent possible subject to social distancing requirements, like today's meeting;
2. Conduct meetings by video or teleconference only, with no physical location accessible to the public; or
3. Cancel meetings upon a determination that a meeting is not necessary to support the District's ongoing essential services and infrastructure. (Also, the District Manager and Board President could cancel individual meetings for this reason without obtaining prior Board approval.)

Committee meetings are important but less essential for the District's ability to function. Accordingly, we recommend cancelling committee meetings until after the Order's shelter-in-place requirements are lifted.

Attachments:

Attachment A - March 16, 2020 - County of Santa Cruz Shelter-in-Place Order

Attachment B - SLVWD informal suspension of customer shutoffs

Attachment C - Workplace hygiene and social distancing posters on display in SLVWD workcenters

Attachment D - SLVWD Temporary Remote Work and Business Travel Policy

Attachment E - SLVWD preliminary continuity of business plan

Attachment F - Temporary restriction of public access to SLVWD front office

Attachment G - SLVWD Human Resources Memorandum, dated March 11, 2020

Attachment H - March 12, 2020 - Governor's Executive Order N-25-20

Attachment I - March 17, 2020 - Governor's Executive Order N-29-20

Attachment A



County of Santa Cruz

HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 Emeline Ave., SANTA CRUZ, CA 95061-0962

TELEPHONE: (831) 454-4000 FAX: (831) 454-4488 TDD: Call 711

Public Health Division

**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF SANTA CRUZ DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO PROVIDE
OR RECEIVE CERTAIN ESSENTIAL SERVICES OR ENGAGE IN
CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR ESSENTIAL
BUSINESSES AND GOVERNMENTAL SERVICES; EXEMPTING
INDIVIDUALS EXPERIENCING HOMELESSNESS FROM THE SHELTER
IN PLACE ORDER BUT URGING THEM TO FIND SHELTER AND
GOVERNMENT AGENCIES TO PROVIDE IT; DIRECTING ALL
BUSINESSES AND GOVERNMENTAL AGENCIES TO CEASE NON-
ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN THE COUNTY;
PROHIBITING ALL NON-ESSENTIAL GATHERINGS OF ANY NUMBER
OF INDIVIDUALS; AND ORDERING CESSATION OF ALL NON-
ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF SANTA CRUZ ("HEALTH OFFICER") ORDERS:

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
2. All individuals currently living within Santa Cruz County (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals

experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are hereby required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.
7. This Order is issued in light of the existence of 11 cases of COVID-19 in the County, as well at least 258 cases of confirmed cases and at least three deaths in adjacent Bay Area counties as of 5:00 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order also is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 4, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County of Santa Cruz Ratifying the

Order of the County Health Officer
to Shelter in Place

Declaration of a Local Health Emergency, and the March 10, 2020 Resolution of the Board of Supervisors of the County of Santa Cruz Proclaiming a Local Emergency.

9. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the California Department of Public Health, the County Health Officer and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.

10. Definitions and Exemptions.

- a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
- i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.
 - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
 - i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating remote learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;
 - xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other essential businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;

- xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined in this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
- h. For the purposes of this Order, "Essential Travel" includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
- i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for remote learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
- i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
- j. For purposes of this Order, "Social Distancing Requirements" includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.

Order of the County Health Officer
to Shelter in Place

12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
13. Copies of this Order shall promptly be: (1) made available outside the offices of the County of Santa Cruz at 701 Ocean Street, Santa Cruz, CA 95060; (2) posted on the County Health Services Agency website (www.santacruzhealth.org); and (3) provided to any member of the public requesting a copy of this Order.
14. If any provision of this Order or the application thereof to any person or circumstance is held to be invalid, the reminder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:


Gail Newel, MD

Health Officer of the County of Santa Cruz

Dated: March 16, 2020

APPROVED AS TO FORM:


Office of the County Counsel

Attachment B

Lars Fabiunke
, Quail Hollow



Petition to SLVWD

I have taken the liberty to write up a petition to SLVWD. No idea if this will sway anyone, but I thought I would give it a try. I tried to model this after PG&E's announcement of similar measures. ---

----- PROPOSAL TO SLVWD The State of California has called upon our communities to mobilize and slow the spread of novel coronavirus (COVID-19). Santa Cruz County, among others, has issued a Shelter in Place order, effective March 17th We would like to ask SLVWD to show their support to their community and all those affected by this pandemic. Many of your customers will be most certainly adversely affected by this health crisis and the County Health orders put in place to safeguard the public. Individual households and businesses will be severely impacted and may experience major financial distress during this difficult time. Some of your customers may be forcible furloughed without pay or laid off due to the immediate and drastic downturn in the economy. We are proposing the following:
Suspension of account disconnects: We are calling upon SLVWD to announce suspension of any water disconnections for nonpayment during this health crisis. Access to safe drinking water is crucial, especially now as Shelter in Place orders are issued. Suspension of late payment or interest charges: We are calling upon SLVWD to suspend any late payment or interest charges during this health crisis. Suspension of Debt collection: We are calling upon SLVWD to suspend any debt collection during this health crisis. Payment options : Economic recovery from this health crisis will be very slow and challenging. Not every family or business is going to instantly financially rebound. We are asking SLVWD to announce and implement a payback program to allow customers to make gradual repayments for water use charges accumulated during this health crisis. Thank you for considering these suggestions and helping (y)our community safely cope with these extraordinary times. ----- Shelter in place order Santa Cruz:

<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf> Corona Virus - CDC https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html

[SANTACRUZHEALTH.ORG](https://www.santacruzhealth.org)

1 day ago · 27 neighborhoods in General

Thank



Comment



24



See 2 previous comments

Barbara Nahrwold

,
Glen Arbor/Newell Creek



Hello Lars, I think your ideas are good for the betterment of the community. However, before you started this "last resort" petition, did you call the water district and plead your case before this action? During these stressful times, I think you should give them the opportunity to do the right thing before an action such as this. You'll find that most people are more than reasonable during this health situation. The folks that work at the water district live in our community as well. Please approach them as neighbors.

1 day ago

[Thank](#)

Reply

Lars Fabiunke

,
Quail Hollow



Good point. Note that I did not make this a Nextdoor petition or one on change-dot-org. Part of the reason for me posting this is to gauge what the community thinks. I will be certainly calling in tomorrow to hopefully get a turn to say a few things in favor of this. This was not my intent to call out anybody or shame them. It was an idea I could not let go off and so I posted here to see what everyone else thought.

1 day ago

[Thank](#)

Reply

Leo Gómez

,
Lompico Canyon



Do the right thing ! ☐☐☐

1 day ago

[Thank](#)

[Reply](#)

Glenn Glazer

,

San Lorenzo Valley



I'm totally down with this.

1 day ago

[Thank](#)

[Reply](#)

Lorna Metzger

,

Southwest Ben Lomond



<https://calmatters.org/california-divide/2020/03/utilities-wont-shut-off-power-coronavirus/>

1 day ago

[Thank](#)

[Reply](#)

Lorna Metzger

,

Southwest Ben Lomond



<https://thehill.com/homenews/state-watch/487945-newsom-signs-executive-order-halting-foreclosures-utility-shutoffs>

1 day ago

[Thank](#)

[Reply](#)

Barbara Nahrwold

,

Glen Arbor/Newell Creek



Good luck Lars. You'll find that the SLVWD will be more than happy to work with you on this community effort.

1 day ago

[Thank](#)

[Reply](#)

Rick Rogers

,

San Lorenzo Valley



To all- GREAT POST, the District has already moved forward with temporary suspending turn offs for Non Payments. This has been done administratively, with the Shelter in Place order, as the District shares the same concerns. There will be more to follow on this issue shortly at Board level, and I recommend viewing the Districts website at www.slvwd.com to stay informed. Please be patient this is a very unique time, and challenges are evolving daily. We have been currently implementing an operational plan to ensure staff safety and adequate staffing to distribute water to our customers. Rick Rogers, District Manager, SLV Water.

1 day ago

[Thank](#)

[Reply](#)

Steve Swan

,

San Lorenzo Valley

[New](#)



Thank you Rick, I think SLVWD's response to this very real financial concern on behalf of our customers shows tremendous foresight and empathy. Another great example of leadership.

15 hr ago

[Thank](#)

[Reply](#)

Lea Watson

,

Big Foot Hill

[New](#)



Thank you, Rick!

10 hr ago

Attachment C

STOP THE SPREAD OF GERMS AT WORK



- **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

- **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



- **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

- **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



- **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

Attachment D



In connection with the March 16, 2020 shelter-in-place order of the Health Officer of the County of Santa Cruz (Order), to help reduce the potential for exposure to the COVID-19 (coronavirus) and in compliance with the Order and related declarations of a local emergency, San Lorenzo Valley Water District (SLVWD) is implementing this Temporary Remote Work and Business Travel Policy (Policy) by direction of the District Manager, beginning Tuesday March 17, 2020 and until further notice.

A copy of the Order is attached and available online at

<http://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf>.

Temporary Remote Work and Business Travel Policy

SLVWD is an Essential Business and a provider of Essential Infrastructure that involves Essential Government Functions, as those terms are defined in the Order. Accordingly, SLVWD will remain open as is strongly encouraged by the Order.

SLVWD is committed to proactively taking steps to protect its employees, Board Members and the community while continuing to provide essential services. This includes promoting compliance with the Order's Social Distancing Requirements to the maximum extent possible; limiting non-Essential Travel and non-Essential Activities; and maximizing remote work opportunities to the extent feasible. This Policy addresses in particular the need to minimize travel and maximize remote work opportunities.

Temporary Remote Work

Employees in positions that require physical presence are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for those who are unable to report to work.

There are some positions at the District that require employees to be physically present in the workplace. These positions may have partial duties that can be performed remotely and may be considered on a case-by-case basis. Employees are encouraged to discuss the feasibility of working remote with your supervisor.

Positions whose job duties are reasonably conducive to working from home will be approved to work from home temporarily to the extent feasible. Speak with your supervisor to discuss functions and possible arrangements.

Employees should be proactive with department managers in identifying the resources necessary to work remotely where feasible.

These arrangements are expected to be short term, and SLVWD will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for working remotely, and the District may require employees approved for working remotely to return to regular, in-office work at any time. Employees are responsible for ensuring SLVWD including the immediate supervisors have current personal contact information for the employee, such as address, email address, and phone number.

Travel, Training and Meetings

In compliance with the Order and in support of directives from CDC and California Public Health Department, all non-essential meetings, trainings or travel are cancelled. Many transportation providers have established flexible cancellation and rebooking policies out of consideration for this public health emergency. Employees are asked to seek refunds for cancelled travel to the maximum extent possible.

Essential Travel will be authorized only to the minimum extent necessary to maintain essential functions. Employees and supervisors should work together to identify what constitutes Essential Travel. All personnel should comply with Social Distancing Requirements to the extent possible when engaged in any Essential Travel.

Employees are asked to conduct business electronically or by phone whenever possible.

Attachment E

San Lorenzo Valley Water District

COVID-19 Shelter in Place

Staff Designation

Administration

District Manager	Essential Activities	Approved Working From Home
Admin Asst District Secretary	Essential Activities	Approved Working From Home

Finance & Business Services

Dir. Of Finance & Business Services	Essential Activities	Approved Working From Home
Accountant	Essential Activities	Approved Working From Home
Accounting Clerk	Essential Activities	
Customer Service Rep I	Essential Activities	
Customer Service Rep I	Essential Activities	
Customer Service Rep II	Essential Activities	
Field Cust. Serv. Representative II	Essential Activities	
Field Cust. Serv. Representative II	Essential Activities	
Human Resource Specialist	Min Basic Operations	Approved Working From Home

Operations

Director of Operations	Essential Activities	Approved Working From Home
Network Specialist	Essential Activities	
Field System Coordinator	Essential Activities	

Water Quality

Water Treatment & System Supervisor	Essential Activities	Approved Working From Home
Senior Water Treatment Operator	Essential Activities	
Water Treatment Operator	Essential Activities	
Water Treatment Operator	Essential Activities	
Water Treatment Operator	Essential Activities	
Electrician	Essential Activities	
Electrician	Essential Activities	
Water Treatment & System Operator	Essential Activities	
Water Treatment & System Operator	Essential Activities	

Field Services

Field Services Supervisor	Essential Activities
Lead Field Service Worker	Essential Activities
Lead Field Service Worker	Essential Activities
Field Service Worker	Essential Activities
Field Service Worker	Essential Activities
Field Service Worker	Essential Activities
Field Service Worker	Essential Activities
Field Service Worker	Essential Activities

Engineering

Engineering Manager	Essential Activities	Approved Working From Home
Assistant Engineer	Essential Activities	
GIS/CAD Specialist	Essential Activities	

Environmental Planner

Min Basic Operations	Approved Working From Home
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Legal Counsel

Essential Activities

Board of Directors

Essential Activities

Essential Activities

Essential Activities

Essential Activities

Essential Activities

Attachment F



In connection with the Order of the Health Officer of the County of Santa Cruz, to help reduce the potential for exposure to the COVID-19 (coronavirus) SLVWD front counter area to public access, has been CLOSED beginning Tuesday March 17, 2020 and until further notice.

The District remains accessible to the public only through telephone, email, and internet contact, or other electronic bill pay. The District remains available during regular business hours as an essential business function of the District. Customers can contact the District by telephone or email during regular business hours between 8:00 AM and 5:00 PM.

Click here to see the full order:

<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf>

Service continues to be available by telephone at 831-338-2153 during normal business hours

Please read the below for alternative means for service:

TO PAY YOUR BILL:

Online or over the phone payments are the preferred method to limit potential exposure.

- **ONLINE** - Visit www.slvwd.com and click Login/Pay My Bill or go directly to <https://slvwd.merchantransact.com/> to pay your bill or to register your account. Online Bill Pay is free and makes it easy for you to manage your SLVWD account(s) 24/7 from home or work. No more check writing, no more stamps!
- **PHONE** - You can pay a bill using a credit card or checking account via the telephone - 24 hours a day, 7 days a week. To make a payment, have your 9-digit account number ready, payment information and call 831-337-4128.
 - If you would like to pay while speaking to a live customer service representative, you can call during business hours 831-338-2153
- **AUTOPAY** – visit the website <https://www.slvwd.com/your-account/pages/payment-options> to find out how to sign up for autopay. Autopay will process your account balance on the bill due date.
- **DROP BOX** - The District also offers two drop box locations for checks (no cash):
 - One at our main office located at 13060 Hwy 9, Boulder Creek near the front door
 - One near our Felton treatment plant at 195 Kirby Street, Felton, CA. The Felton drop box payments are only picked up once in the early morning Monday – Friday.

START/STOP SERVICE

Visit the District's website to Start/Stop service. You can call 831-338-2153 during business hours if you need further assistance

REPORT NON-EMERGENCY PROBLEM

Visit the District's website to report a non-emergency problem.

13060 Highway 9 Boulder Creek, CA 95006

www.SLVWD.com

(831) 338-2153

Office hours 8:00 am to 5:00 pm Monday – Friday (temporarily open during lunch)



WATER EMERGENCY

Call 831-338-2153. If it is during business hours our staff will be here to answer the phone. If it is after hours the call will transfer to our on-call service.

ALL OTHER CALLS

831-338-2153 Please contact the District during regular business hours.

13060 Highway 9 Boulder Creek, CA 95006

www.SLVWD.com

(831) 338-2153

Office hours 8:00 am to 5:00 pm Monday – Friday (temporarily open during lunch)

Attachment G



Memo

From: Dawn Stiles, HR Specialist

To: All Staff

Date: March 11, 2020

Santa Cruz County declared a local health emergency, and the Governor of California declared an official State of Emergency over the COVID-19 (coronavirus) outbreak. The declaration is intended to focus attention and deploy all necessary resources and efforts to identify cases, slow the spread, and prepare communities and health care systems in the event COVID-19 spreads more broadly.

In response to the State of Emergency and in keeping with our obligation to act as a Disaster Service Worker (see pg. 3) we need to consider our role in reducing transmission of the virus by:

- Maintaining business operations
- Protecting people who are at higher risk for adverse health complications
- Minimizing adverse effects in our community

Please carefully review the details below:

Recommendations:

Sick employees are encouraged to stay home:

- Employees with symptoms of acute respiratory illness are recommended to stay home. Employees should not return to work until they are free of fever (see CDC Guidelines below), signs of a fever, and any other symptoms for at least 24 hours, without the aid of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Fever - 100.4° F [37.8° C] or greater using an oral thermometer

Employees should follow regular attendance notification procedures if staying home sick.

Sick employees at work:

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately (see below for more information).
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available), and immediately discard the tissue in a garbage can.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Follow respiratory etiquette and hand hygiene:

- Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or

wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

- Review with coughing and sneezing etiquette and clean hands webpage on CDC's website.

Planning Considerations:

Managers and supervisors have been asked to prepare for possible increased numbers of employee absences due to illness in employees, family members, and dismissals of schools. The District is actively working on a Continuity of Business Plan, to help define the details below.

- Preparation: continuing essential business functions in case of higher than usual absenteeism
- Preparation: cross-training personnel to perform mission essential functions
- Preparation: identify a possible alternative work site and work schedule plan for employees in case of a work site closure

HUMAN RESOURCES POLICIES & PROCEDURES

PTO Usage

- In general, if an employee feels sick, they will be encouraged to stay home.
- A healthcare provider's note will not be required for employees who are sick with acute respiratory illness to validate their illness or to return to work. Healthcare provider offices and medical facilities are extremely busy and not able to provide timely documentation.
- If an employee does not have PTO available or exhausts their PTO, they may take unpaid leave.
- For the duration of the State of Emergency declaration, the District's Catastrophic Leave Donation program will be eligible for PTO donations to affected employees. Please contact Human Resources for further information.
- If an employee is home for their own illness or to care for a family member for more than three (3) days, please contact Human Resources immediately. This may constitute an FMLA/CFRA eligibility notification.

Working from home

- If the situation warrants and it is operationally effective, as determined by Management, the District may consider, on a case by case basis, requests from employees to work from home. While not all positions are conducive to Remote Work Agreements, those positions with primary job duties that can be effectively performed remotely may be given consideration.

What if I want to stay home to avoid getting sick?

- Vacation and/or Comp Time request procedures outlined in employee MOU's must be considered for this type of request.
- Leave taken for the purpose of avoiding exposure to the virus is not protected under the FMLA/CFRA.

Can I be sent home from work by my supervisor?

- Yes, if an employee is visibly sick the District may require an employee to go home if showing signs of a contagious illness (such as sneezing, runny nose, coughing, and/or vomiting). This applies even if the employee does not want to leave work. Employees will use paid leave accruals or take unpaid leave if no leave is available.

What happens if an employee tests positive for COVID-19?

- The District would be notified by the Santa Cruz County Health Services Agency (HSA). The District would follow protocols and direction as determined by the County Health Officer.
- If employees are formally ordered by the HSA to be quarantined for a period of time, they will not have to use PTO accruals for that period and will be compensated at their normal rate of pay. HSA verification must be provided to the District.

What if I believe I was exposed to COVID-19 at work?

- o If someone believes they were exposed to the virus at work, seek medical attention immediately and contact Human Resources or your manager. Workplace-caused illness could qualify as a Workers Compensation claim and appropriate procedures must be followed.

What if I have a sick family member?

- o Employees to utilize appropriate accruals (or unpaid leave if none available) to address their family's needs.

What if my child's school closes, but my child isn't sick?

- o PTO request procedures outlined in employee MOU's will be considered for this type of request.

What if most of my coworkers in my department stay home to care for their own illness, family member illness, and/or school closures?

- o The District would deploy an action plan to ensure mission essential functions can continue.

State of California - Declared Emergency

As stated at the beginning of this memo, the Governor has declared a statewide emergency. Please be reminded, by law District employees all have an obligation to act as a Disaster Service Worker if called upon. Disaster service is designed to aid in the response and recovery phases of a disaster or emergency. District employees are considered to be acting within the scope of disaster service duties when performing any act contributing to the protection of life or property or mitigating the effects of an emergency or potential emergency while under the supervision of Soquel Creek Water District.

California Government Code Section 3100-3109 states in part:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

Thank you and Stay Healthy!

Please stay tuned - if you have any questions, do not hesitate to contact Rick Rogers, James Furtado, Stephanie Hill or Dawn Stiles. We all play important roles in our workplace, in our families and in our communities. Please take precautions to stay healthy.



BENEFITS FACT SHEET FOR CORONAVIRUS – Wage Replacement, Job Protection and Medical Insurance

CalPERS Medical Insurance – Employees do not pay anything out of pocket for screening and testing of COVID-19. Please note: If you have symptoms of acute respiratory illness, you are recommended to stay home and you do not need to provide your manager a doctor's note.

Health Premiums for Authorized Leave Without Pay – Per the MOUs the District will maintain and pay all premiums for group vision, group dental and group life insurance for three months and six months for disability insurance.

We are waiting to hear from CalPERS as to their policy for payment of medical premium payment while employees are unable to work, have exhausted PTO and are on leave without pay. Our MOUs state the employee pays CalPERS directly using a Direct Payment Authorization Form, then the District reimburses the employee for the actual cost of group medical insurance premium payments.

Catastrophic Leave Program - Employees who have exhausted all paid leave due to their own serious illness or injury or due to a natural disaster can request a PTO donation. With the approval of District Manager any regular status employees may contribute prior accumulated PTO time in hourly units to any other employee for use in a catastrophic situation. The annual maximum donation during any calendar year period (January 1-December 31) shall be 50% of the donor's PTO balance at the time of transfer.

Federal and State Benefits:

EDD office https://www.edd.ca.gov/about_edd/coronavirus-2019/faqs.htm

The EDD provides a variety of support services to individuals affected by COVID-19 in California.

COVID-19 Exposure:

If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can file for SDI - CA Disability Insurance: [file a Disability Insurance \(DI\) claim](#). DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week. The one week wait period is waived by Governor's Executive Order.

Quarantined:

if your quarantine is certified by a medical professional or a state or local health officer. If you are not found eligible for DI, you are encouraged to apply for an Unemployment Insurance (UI) claim: [file an Unemployment Insurance \(UI\) claim](#).

Reduced Work Hours

If your employer has reduced your hours or shut down operations due to COVID-19, you can [file an Unemployment Insurance \(UI\) claim](#). UI provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Eligible individuals can receive benefits that range from \$40-\$450 per week.

Caregiving:

If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), you can [file a Paid Family Leave \(PFL\) claim](#). PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

Medical documentation required to support a claim for Disability (exposure/quarantine) Insurance benefits?

To be eligible for Disability Insurance (DI) benefits, you must submit certain medical documentation. This requirement can be met by a medical certification signed by a treating physician or a practitioner that includes a diagnosis and ICD-10 code, or if no diagnosis has been obtained, a statement of symptoms; the start date of the condition; its probable duration; and the treating physician's or practitioner's license number or facility information. This requirement can also be met by a written order from a state or local health officer that is specific to you.

Medical documentation required to support a claim for PFL (Caregiver) benefits?

To be eligible for PFL benefits, you must submit certain medical documentation regarding the family member in your care who is either ill or quarantined due to COVID-19. This requirement can be met by a medical certification for that person from a treating physician or a practitioner that includes a diagnosis and ICD-10 code, or if no diagnosis has been obtained, a statement of symptoms; the start date of the condition; its probable duration; and the treating physician's or practitioner's license number or facility information. This requirement can also be met by a written order from a state or local health officer that is specific to your family member's situation. Absent those documents from a physician or health officer, you may be eligible for an Unemployment Insurance (UI) claim instead. See question #9.

Further questions can be directed to HR – call my cell 925 642-6515 or email dstiles@slvwd.com - Dawn

Attachment H

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

EXECUTIVE ORDER N-25-20

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 remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; 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, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. 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.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, 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 attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. 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, on the conditions that:

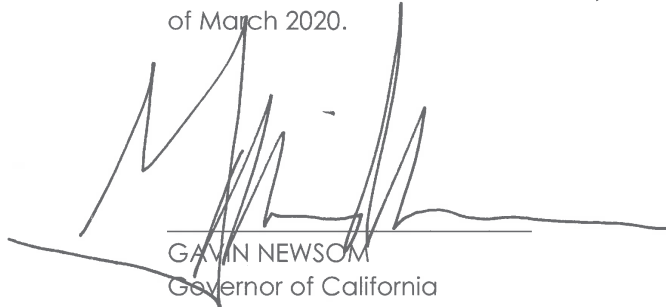
- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, 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 12th day
of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Attachment I

**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, a 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