

County Administrator

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David J. Twa
County Administrator

Contra Costa County



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June 5, 2020

COVID 19 Update to Union Leadership

The following information is provided as an update since our virtual meeting of May 28th:

1. We took an action to the Board of Supervisors on Tuesday, June 2, authorizing the Human Resources Department to implement the Tactical Employment Team Program (TETP), and authorizing the Human Resources Department to activate the program to mitigate possible layoff impacts due to financial impacts of COVID-19.
2. Due to known budget reductions for FY 2020/21 from cities and the state, we will take an action to the Board of Supervisors on Tuesday, June 16, authorizing position eliminations and layoffs effective July 1, 2020, for the Library and the Department of Child Support. Human Resources has begun the TETP process to mitigate possible layoffs.
3. We sent several updates this week due to emergency closures of buildings due to civil disorder. Beginning this week, numerous cities within the County have instituted curfews with varying start and end times. Effective as of 1:00 PM yesterday, we have rescinded the Countywide curfew. Where a library is located in an area covered by an existing curfew, the County will continue its practice of closing the library thirty (30) minutes prior to the start of the curfew.
4. We continue to work with our departments to modify facilities to provide a safe environment for our employees and to provide public access during the pandemic. Attached is a memo that was sent to Department Heads this week to provide additional direction regarding the process to be followed for modification.
5. We continue to follow the existing health order that indicates face coverings can be anything made of cloth, fabric or other permeable material that covers the nose and mouth and the lower part of the face. Medical-grade masks are not required – and a T-shirt or bandana works fine. Masks with one-way valves for easy breathing do not qualify as face coverings under the order because they can release respiratory droplets into the surrounding air.
6. We value our employees and respect their rights. Face covering is for the safety of all employees. Should employees have a documented medical condition that restricts them from wearing a face covering all day, we will work with departments to engage in the interactive process to determine reasonable accommodations, which may include teleworking or a private workspace. Even so, those employees will be required to cover their nose and mouth while in open office spaces. If the doctors order restricts the wearing of face coverings for any length of time, we will determine individual accommodations.
7. We distributed the Notice of Non-compliance with Health & Safety Orders form last week to enable supervisors to adequately and uniformly notify employees when they are non-compliant, offer them the opportunity to immediately correct their practices or be sent home. This form will continue to be used.

8. The County partnered with the City of Concord to pursue legislation to allow for a sales tax measure to be placed on a future ballot. Currently, the County is unable to list a countywide sales tax measure on the ballot because six cities within the County are at, or above, the local sales tax cap authorized in statute. Senator Steve Glazer sponsored Senate Bill 1349 to assist the City and the County and present the bill to the Senate Governance and Finance Committee. Due to a procedural error, the bill had to be brought back to the Committee for a motion to reconsider, which was unanimously granted. The bill passed in the Senate Governance and Finance Committee with a 4-2 (Moorlach and Nielsen) vote. The bill now moves to the Senate Floor for a vote. It is important to reiterate that a sales tax measure cannot be placed on a future ballot without this legislation. The Board of Supervisors supports the legislation and would appreciate assistance from all stakeholders in seeing its successful passage in the Legislature and final enactment by the Governor.

Our next conference call will be scheduled for Thursday, June 18th from 2:00 to 4:00, after the State Budget is released. Thank you for all you do, and I look forward to what we can do together for the communities we serve.

Sincerely,



David J. Twa
County Administrator

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: June 4, 2020

TO: All Department Heads

FROM: Eric Angstadt, Chief Assistant County Administrator

SUBJECT: Facility Modification Request Process in Response to COVID-19

As a follow-up to the direction provided in the May 15, 2020 email from the County Administrators Office and discussed during the Virtual Department Head meeting on May 21, 2020, we want to reiterate the directions provided should your department want to undertake any potential modifications to the buildings and facilities in which County staff or the public will occupy as our County moves towards re-opening various operations. These protocols were developed to ensure orderly approval, prioritization and implementation of any modifications to County facilities. It is imperative that departments follow these directions prior to any work proceeding.

Departments shall consult with Risk Management to begin the process. Risk Management has contracted with an industrial hygienist (IH) to assess facilities based on the guidelines developed to respond to social distancing recommendations. Once a facility has been assessed and a confirmatory report from the IH is provided to Risk Management the County Administrators Office will approve and prioritize the requests before submitting a Work Order (WO) request for proposed changes to Public Works. Public Works will complete the approved modifications using Facilities Services staff and on-call contractors.

Departments shall not hire or employ outside vendors to complete this work outside of these protocols. Any modifications shall go through the process described above. These procedures were established for a number of reasons:

1. The County will be able to track costs associated with any modifications.
2. We will be able to approve and prioritize work in a centralized fashion to ensure work is done appropriately and minimize unintended impacts to our facilities.
3. Work will be done in a manner consistent with guidelines established to address requirements for social distancing as recommended by the IH.

4. The IH, in consultation with CAO and the department, can recommend details of any modifications (for instance, temporary vs. permanent, based on long term needs of the facility).
5. As Public Works is responsible for the long term operation and maintenance of these facilities it is imperative that Facilities Services staff are aware of any modifications to facilities.

In addition, it should be noted that departments should not be requesting Public Works to modify HVAC operations without consultation with CAO or through the IH assessment as described above. Public Works will coordinate these efforts with the CAO as many of the systems will become overtaxed quickly, especially with anticipated summer conditions, possible wildfire conditions, etc. Staff should not open windows or doors as this not only causes potential problems with the HVAC systems but also could create additional public safety and security issues.

Any questions on this part of the procedures for physical changes can be addressed to Eric Angstadt, Chief Assistant County Administrator at (925) 335-1009 or email at eric.angstadt@cao.cccounty.us