March 20, 2020

County Operations During Statewide “Stay At Home” Order

Dear County Employees:

Last night, Governor Newsom issued a “stay at home” executive order which requires residents statewide to remain at home except as needed. As a result, many County employees are requesting guidance regarding their workplace arrangements while maintaining the continued delivery of County services.

First and foremost, keeping employees safe as we deliver essential government services is our top priority. At the same time, as a government agency in a “stay at home” order, it is crucial that we still provide essential services to our customers during these difficult times.

Many County departments and associated facilities necessary for the delivery of essential services must remain open to the public, unless the Board of Supervisors has approved closure. As we navigate how to provide essential public services while protecting the health and well-being of our staff, we are working closely with your Department Heads on how to move forward based on guidance from the national Department of Homeland Security.

For some of you who are “non-essential employees”, that may mean telecommuting from home. Others who are defined as “essential employees” might be asked to participate in non-traditional work schedules or other workplace options that will foster social distancing. “At risk” individuals over the age of 65 and/or those who have a compromised immune system should discuss telecommuting options with their supervisor.

What Should County Employees Do Moving Forward?

- **All Employees:**
  If you haven’t heard from your supervisor, contact them immediately to discuss your workplace arrangements. It is important to note that even if your position is considered “non-essential”, all County employees are defined as “Disaster Workers” and may be called back to work at any time. Your supervisor will keep you updated if that is required.

- **Essential Employees:**
  If it has been determined that your position is considered “essential”, you are encouraged to implement social distancing practices and remain six feet away from other people. In addition, we urge you to use other prevention measures such as:
  - Regularly disinfecting your workspace and high-touch surfaces in public areas.
  - Washing your hands frequently.
  - Avoiding social contacts in the workplace.
- Calling your supervisor before the start of your assigned work schedule if you are experiencing an illness or COVID-19 symptoms. **Stay home if you are sick.**

The Board of Supervisors will be approving the proclamation of a local emergency for COVID19 on Tuesday, March 24, 2020. The County Administrator’s Office will continue to monitor this rapidly evolving situation and communicate vital information to County Department Heads as quickly as possible.

Thank you for your patience and dedication to the services we provide to the community during this difficult time. Please know that we are using the most up-to-date information from State and Federal Government officials as well as our local Chief Medical Officer, Dr. Maggie Park, to inform our every decision we make for our employees, our residents and the overall community. By working together and protecting each other, we will certainly overcome this challenging time.

For more information about COVID-19 in San Joaquin County, visit [www.sjgov.org](http://www.sjgov.org). If you have any general questions, please contact your supervisor and/or Department Head.

Sincerely,

Monica Nino
County Administrator