

**AUBURN AREA RECREATION AND PARK DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS AGENDA**

2:30PM

MONDAY, APRIL 13, 2020

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/250844327>. The public can use this link and/or call 1 (669) 900 6833 to participate.

People using the Zoom website will be able to see and hear the ARD Board, and the ARD Board will be able to hear the public. The Board will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than 1:30pm. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

The Auburn Area Recreation and Park District appreciates your patience and understanding as we work through this new method of holding a public meeting.

1.0 CALL TO ORDER

Roll Call

Ferris ____ Ainsleigh ____ Gray ____ Holbrook ____ Lynch ____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ferris ____ Ainsleigh ____ Gray ____ Holbrook ____ Lynch ____

Roll Call Vote

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

4.0 NEW BUSINESS

4.1 Closure of Park Facilities

Shall the Auburn Area Recreation and Park District (ARD) close park facilities and amenities during the COVID-19 situation? If not, what triggers should be in place to close the facilities?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

4.2 Requiring Face Coverings for All Park Users

Shall the Auburn Area Recreation and Park District (ARD) require all that all users of ARD parks and amenities wear face coverings?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

4.3 ARD Meeting Protocols During the COVID-19 Crisis

Shall the Auburn Area Recreation and Park District (ARD) adopt meeting protocols during the COVID-19 crisis?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

5.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. An update of what ARD is doing for employees during the COVID-19 closures and restrictions.
2. Update on current State and County directives

6.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

4/10/2020
Date

3:00pm
Time

Karl S. W...
District Administrator

Item 4.1 Cover sheet – ARD Park Facility Closures During the COVID-19 Situation

Auburn Area Recreation and Park District (ARD) Special Meeting April 13, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) close park facilities during the COVID-19 situation? If not, what triggers should be in place to close the facilities?

Background

The COVID-19 situation has resulted in the closure of park facilities and amenities at many recreation and park agencies (State, County, City and Special District). Discussions have been on-going at ARD about when we should close facilities, and what situations/statements/orders should trigger these closures.

At this point, ARD has closed all buildings, playgrounds, the skate park, outdoor basketball courts and drinking fountains. The Overlook Park parking lot is also closed on the weekends.

Park facility and amenities still available at ARD include, but are not limited to, the following:

- Parking lots
- Walking pathways
- Open grass areas
- Picnic units
- Bathrooms
- Ball fields
- Bocce courts
- Batting cages
- Dog Park
- Bike Park (ready to open, however we have held off due to rain and COVID)
- Pickleball courts
- Tennis courts
- Ponds for fishing
- Disc Golf

Recommendation for the Board of Directors

Absent a directive or an order from the Federal, State or local (Placer County, City of Auburn) governments, the ARD Board should provide direction on when and what park facilities should be closed. This direction could be similar to the following:

“ARD park facilities will remain open for public use during the COVID-19 crisis until any of the following occurs:

- A federal, state, county or city order or directive mandates the closure
- ARD staff observe continued lack of social distancing or other actions not consistent with COVID-19 mitigations. Should this occur, staff will notify the Board about the closure as soon as possible.

ARD understands and values the ability of the public to act in a responsible manner during this crisis, and wants to keep as many facilities and amenities available to the public as possible. It is ARD's expectation that the public will obey all social distancing and other health directives"

Fiscal Impact

Unknown at this time.

Attachments

None

Item 4.2 Cover sheet – Requiring All Park Users to Wear Face Coverings

Auburn Area Recreation and Park District (ARD) Special Meeting April 13, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) require all that all users of ARD parks and amenities wear face coverings?

Background

Evidence has shown that wearing face coverings/masks can help stop the spread of COVID-19. Beginning Friday, April 10, residents of the city of Los Angeles will have to wear face coverings if they venture out to grocery stores, pharmacies or other essential businesses allowed to serve the public.

CA Public Resource Code 5786.1 states: A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, the following powers:

(j) To adopt and enforce rules and regulations for the administration, operation, use, and maintenance of the recreation facilities, programs, and services listed in Section 5786 .

Section 5786 states:

A district may:

(a) Organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life.

(b) Establish systems of recreation and recreation facilities, including, but not limited to, parks and open space.

(c) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries.

Recommendation for the Board of Directors

Staff recommends that the Board make a strong recommendation that park users wear face coverings. The issue with a mandate is the inability to enforce such a policy. Absent a state or county mandate, it is doubtful that law enforcement will enforce this policy.

Fiscal Impact

Unknown at this time.

Attachments

None

Item 4.3 Cover sheet – ARD Meeting Protocols

Auburn Area Recreation and Park District (ARD) Special Board meeting April 13, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) adopt meeting protocols during the COVID-19 crisis?

Background

There have been some discussions about meeting protocols as we progress through the COVID-19 crisis. Staff found a sample meeting protocols from the San Mateo County Mosquito and Vector Control District and modified them to fit for ARD.

Recommendation for the Board of Directors

Review, suggest changes (if any) and approve the COVID-19 Crisis Teleconference / Electronic Meeting Protocols

Fiscal Impact

N/A

Attachments

Proposed COVID-19 Crisis Teleconference / Electronic Meeting Protocols

Auburn Area Recreation and Park District (ARD)
COVID-19 Crisis Teleconference / Electronic Meeting Protocols
(Drafted April 9, 2020)

The guidance below provides useful information for accessing ARD meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** In person meetings will be available for Board Members and staff. All meetings will take place in the Sierra Room at the Canyon View Community Center, as this large room provides sufficient social distancing space. Board and Committee Members are recommended to attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District's website. They will also be sent by email to all Board members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board Member Participation.** Meeting Chair(s) will recognize individual Board Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District's office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer or smart device. Information about how to observe the meeting is listed on the agenda of each meeting and is also available on the ARD website.
- **Agendas.** Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can also submit public comments before the meeting.

HOW TO SUBMIT PUBLIC COMMENTS:

- **Before the Meeting:** Please email your comments to kmuscott@auburnrec.com at least one hour before the meeting. Write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well

as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received at least an hour before the meeting will be held will be provided to the Board Members at the meeting. Comments received after this time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 5 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to kmuscott@auburnrec.com, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.

Discussion Item 5.1 Cover sheet – Update on ARD Employees and During COVID-19

Auburn Area Recreation and Park District (ARD) Special Board meeting April 13, 2020

The Issue

An update of what ARD is doing for employees during the COVID-19 closures and restrictions.

Background

The following actions have occurred in regards to the 75 employees currently on staff during the COVID-19 situation:

Safety

- All ARD employees are mandated to follow social distancing guidelines
- ARD employees are reminded about washing hands and cleaning equipment
- ARD employees may not share vehicles
- All equipment and vehicles are being cleaned and disinfected.
- Plenty of hand sanitizers and wipes have been made available.
- Tools are not being shared without interim sanitizing.
- Anyone who is ill, has symptoms, or has other apparent grounds to self-isolate is immediately sent home.
- As of 4/8/20, all ARD employees are required to wear a face covering when out in public (some exceptions apply)
- All ARD employees over age 65 or with pre-existing medical conditions that may make them more susceptible to COVID have been ordered to stay at home.
- More information on safety at ARD, specific to OSHA regulations, can be seen in the attached email communication between District Administrator Kahl Muscott and Facilities and Grounds (F&G) Manager Jesse Williams

Essential employees

- In general, there is a Senior Park Worker/ Park Worker at Recreation Park, Regional Park and Meadow Vista Park every day. The number of these employees will be increased as ARD rolls in to heavy spring maintenance issues such as fuel breaks and field agronomics. The F& G staff members that work each day are in charge of several daily tasks, including, but not limited to:
 - Daily park clean-up, including emptying trash cans
 - Basic repairs to any broken infrastructure. This may include simply caution-taping off a section of the park that is unsafe until it is able to be repaired.
 - Checking all community center buildings in their “section”. This entails an outside inspection checking to make sure the building is secured.
 - Mowing and weed-eating as weather permits.
 - Responding to park user questions (while maintaining a minimum of 6’ social distancing).
 - Reporting any illegal or unsafe activities to local law enforcement.
 - Checking in daily with F&G Manager or F & G Supervisor.

We are endeavoring to rotate this work as much as possible, however certain tasks require that specific employees work more than others.

- There is one ARD employee in each day to clean outside restrooms
- Either the F&G Manager (Jesse) or the F&G Supervisor work each day
- Kahl and Veona are in each day
- ARD's accounting clerk is in each day to pay bills and get payroll completed
- ARD's Customer Service Representative has been in a few days to help process refunds through Rec Trac

ARD employees working from home

- ARD Managers (Debbie, Manouch, Mark) are working from home. Manouch and Mark come in to the office 1 – 2 times a week to retrieve messages and check-in.
- Michael Scheele is working on projects from home, including the ADA Transition Plan update and Bike Park signage, as well as other intermittent tasks
- Youth Services staff have been getting some work done from home and have gone to after-school sites to closed down the buildings. Hours for Youth Services staff will be cut off beginning 4/17

All other ARD employees

- The ARD Board adopted a policy on March 17th that allows ARD employees to receive an advance on their PTO hours
- Some managers have already donated PTO to employees in need, as per ARD policy.
- Five employees have utilized the Advanced PTO; more may in the near future.
- Twenty-seven employees have filed for Unemployment (7 F/T, 19 P/T & 1 seasonal)
- Five F/T employees have elected to use less PTO and be paid 30-33 hours weekly, to sustain themselves by keeping their PTO bank longer. Four P/T 30+ employees have elected to do the same and be paid 20 hours as well.
- One F/T Employee is being paid 80 hours "Admin time" due to the extended FMLA requirements, then 2/3 pay until the extended limit is reached.
- Three F/T Employees and Two P/T Employees are deemed HIGH RISK by the CDC and are being paid "Admin time" because they are either in a category of 65 or older, or have an underlying pre-existing medical health condition.

(The last two bullet points - expenses are supposed to be reimbursed to us through IRS deductions in payroll tax deposits.)

Recommendation for the Board of Directors

Review and provide direction.

Fiscal Impact

Unknown at this time. Some expenses are supposed to be reimbursable.

Attachments

March 26th email between Kahl Muscott and Jesse Williams re: OSHA

Kahl Muscott

From: Jesse Williams
Sent: Thursday, March 26, 2020 2:22 PM
To: Kahl Muscott; David Madruga
Cc: Veona Galbraith
Subject: Re: COVID info and work place safety

I have reviewed the discussions of workplace safety and health, beginning specifically on page 44 and the OSHA guidance beginning on page 48.

Items we are currently adhering to:

- Avoid close contact with others.
- Requiring sick workers to stay home.
- Enforcing social distancing in all spaces.
- Staggering employee starting and departing times, to minimize overcrowding in common areas such as, break rooms.
- Establishing alternating days and extra shifts to reduce the total number of employees at any one time.
- Providing workers with up to date education and training on COVID-19 risk factors and protective behaviors. (I reached out to Kirk Andre at CAPRI on Saturday to get setup in Target Solutions so I can assign the [Coronavirus 101 - What You Need to Know](#) course to the employees who are still working. I have not received access yet).
- Providing resources and a work environment that promotes personal hygiene. For example, we provide, no-touch trash cans, hand soap and disposable towels for workers to clean their work surfaces.
- We provide our workers with the PPE, per manufacturer's recommendations and/or best management practices to keep them safe while they perform their jobs. This includes access to gloves, goggles, face shields and face masks.
- Train workers who need to use protecting clothing and equipment, regarding how to put it on, how to use and wear it, and take it off correctly in the context of their duties.

Items we may want to look into to since "the best way to control a hazard is to systematically remove it from the workplace":

- Installing high efficiency air filters (we currently use standard air filters).
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues and alcohol-based hand rubs containing at least 60 percent alcohol. (I will get staff working on this one right away).

Jesse Williams

Manager, Facilities and Grounds

Auburn Area Recreation and Park District
123 Recreation Drive, Auburn, CA 95603

Cell: (530) 308-6105
Office: (530) 885-4722
Fax: (530) 885-1499

From: Kahl Muscott <kmuscott@auburnrec.com>
Sent: Tuesday, March 24, 2020 4:47 PM
To: Jesse Williams <jwilliams@auburnrec.com>; David Madruga <dmadruga@auburnrec.com>
Cc: Veona Galbraith <vgalbraith@auburnrec.com>
Subject: COVID info and work place safety

J/D –

Please find attached a long and in-depth document discussing ramifications from COVID. There is A LOT to read here.

I am asking you both to skip to the discussions of workplace safety and health, beginning specifically on page 44 and the OSHA guidance beginning on page 48. Please review these and make sure that we are adhering where appropriate. I have not had a chance to get to that section yet. I am still working through the leave section and communicating with our attorney. Any assistance you can give on the work place safety and OSHA items is appreciated.

Thank you,

Kahl Muscott, District Administrator
Auburn Area Recreation and Park District
(530) 537-2186 direct
(530) 885-8461 ext. 102
www.auburnrec.com



Discussion Item 5.2 Cover sheet – Update on Current State and County Directives and Orders

Auburn Area Recreation and Park District (ARD) Special Board meeting April 13, 2020

The Issue

An update on current State and Placer County directives and orders

Background

Staff has attached the latest orders and directives from the State of California and Placer County, as of 4/9/2020. Much more information can be found by [visiting covid19.ca.gov](https://www.visitingscovid19.ca.gov) and [placer.ca.gov/coronavirus](https://www.placer.ca.gov/coronavirus)

Basics of the Placer County Directive

1. All individuals currently living within Placer County, including its incorporated cities and town, and the entire unincorporated area, are directed to shelter at their place of residence. This means stay home.
 - In addition to homes and apartments, residences include hotels, motels, shared rental units, and similar facilities.
 - If a residence includes spaces shared with other households, such as a common patio, laundry room, or lobby, persons should stay at least six feet from any other person when using these spaces.
 - Individuals experiencing homelessness are exempt from this section of the Directive, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available while maintaining six feet of spacing between persons.
2. All persons may leave their residences only to perform Essential Activities as defined in the county Directive, or to receive or perform Essential Governmental Functions or operate Essential Businesses as defined as Essential Critical Infrastructure by the state Executive Order.
3. People at high risk of severe illness from COVID-19 and people who are sick should stay in their residence and limit their activity to seeking medical care.
4. All public and private gatherings of any number of people who are not part of a single household or living unit should be avoided unless essential for the health, safety, or welfare of those present.
5. All businesses with a facility in the County, except Essential Businesses defined as Essential Critical Infrastructure by the state Executive Order, are required to cease activities at facilities located within the County except Minimum Basic Operations, as defined below. Businesses may continue operations consisting exclusively of employees or contractors working from home. All Essential Businesses/Essential Critical Infrastructure are strongly encouraged to remain open. Essential Businesses/Essential Critical Infrastructure shall comply with the requirement for six-foot spacing between persons, including, but not limited to, when any customers are standing in line.
6. 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, is prohibited. People may use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses/ Essential Critical Infrastructure or maintain Essential

Governmental Functions defined as Essential Critical Infrastructure by the state Executive Order. People riding on public transit must maintain six feet of space between persons, to the greatest extent feasible. This Directive allows travel into or out of the County to perform Essential Activities, operate Essential Businesses/Essential Critical Infrastructure or maintain Essential Governmental Functions defined as Essential Critical Infrastructure by the state Executive Order.

Recommendation for the Board of Directors

Review and provide direction.

Fiscal Impact

Unknown at this time

Attachments

Placer County Directive and Information
State of California Executive Order N-33-20



DIRECTIVE OF THE PLACER COUNTY HEALTH OFFICER INSTRUCTING INDIVIDUALS TO SHELTER AT THEIR PLACE OF RESIDENCE AND RESTRICTING NON-ESSENTIAL ACTIVITIES IN RESPONSE TO COVID-19 OUTBREAK

DATE OF DIRECTIVE: March 19, 2020

Please read this Directive carefully. Your compliance with this Directive is necessary to slow the spread of Coronavirus Disease (COVID-19).

Purpose of Directive:

The intent of this Directive is to slow the spread of COVID-19 in Placer County by having people shelter in place (another way of saying stay home) at their residence, while enabling essential services to continue. When people need to leave their place of residence to obtain or perform vital services or to conduct activities necessary for continuity of social and commercial life, they should maintain a distance of six feet from other persons. Failure to comply with the provisions of this Directive constitutes a threat to public health.

Reasons for Directive:

This Directive is issued based on increasing occurrence of cases of COVID-19 within Placer County, scientific evidence regarding COVID-19, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally, and COVID-19 specifically. There is also evidence that the older age and health conditions of many Placer County residents places them at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the virus that causes COVID-19, there is a public health emergency throughout the United States, California, and Placer County.

COVID-19 is difficult to contain because some individuals who contract the virus have mild symptoms (or possibly even no symptoms), which means they may not be aware they carry the virus. 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 as much as possible. By reducing the spread of the COVID-19 virus, this Directive helps preserve critical and limited health care capacity in Placer County.

As of 2 p.m. on March 19, 2020, there are 9 confirmed cases of COVID-19 in Placer County, including one individual who died of the disease. There are significant numbers of confirmed cases and deaths in surrounding counties, including 47 cases in Sacramento County. At least 11 of the confirmed cases in Sacramento County are directly linked to cases in Placer County. Widespread testing for COVID-19 is not yet available, but is expected to increase in the coming days. As more people are tested, more cases will certainly be identified. This Directive is necessary to slow the rate of spread and the Health Officer will re-evaluate the Directive as further data becomes available.

This Directive comes after the release of substantial guidance from the Placer County Health Officer, the Centers for Disease Control and Prevention (CDC), the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior guidance and 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 Directive, or issue additional Directives, related to COVID-19.

Authority for Directive:

The Health Officer of Placer County is issuing this Directive under the authority granted by the California Health and Safety Code, Sections 101040, 101085, and 120175.

Details of Directive:

1. All individuals currently living within Placer County, including its incorporated cities and town, and the entire unincorporated area, are directed to shelter at their place of residence. This means stay home.
 - a. In addition to homes and apartments, residences include hotels, motels, shared rental units, and similar facilities.
 - b. If a residence includes spaces shared with other households, such as a common patio, laundry room, or lobby, persons should stay at least six feet from any other person when using these spaces.
 - c. Individuals experiencing homelessness are exempt from this section of the Directive, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available while maintaining six feet of spacing between persons.
2. All persons may leave their residences only to perform Essential Activities, to receive or perform Essential Governmental Functions, or to operate Essential Businesses, as defined below.
3. People at high risk of severe illness from COVID-19 and people who are sick should stay in their residence and limit their activity to seeking medical care.

4. All public and private gatherings of any number of people who are not part of a single household or living unit should be avoided unless essential for the health, safety, or welfare of those present.
5. All businesses with a facility in the County, except Essential Businesses as defined below, are required to cease activities at facilities located within the County except Minimum Basic Operations, as defined below. Businesses may continue operations consisting exclusively of employees or contractors working from home. All Essential Businesses are strongly encouraged to remain open. Essential Businesses shall comply with the requirement for six-foot spacing between persons, including, but not limited to, when any customers are standing in line.
6. 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, is prohibited. People may 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 maintain six feet of space between persons, to the greatest extent feasible. This Directive allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.

Definition of Essential Activities:

Essential Activities include:

1. Maintaining the **health and safety** of oneself and their family or household members (including pets). This includes, but is not limited to, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies needed to work from home.
2. Obtaining **necessary services or supplies** for oneself and their family or household members, or delivering those services or supplies to others. This includes, but is not limited to, obtaining canned food, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
3. Engaging in **outdoor activity**, such as walking, hiking, or running, provided six feet of spacing is maintained between people who are not members of the same household.
4. Performing **work providing essential products and services at an Essential Business** or to otherwise carry out activities specifically permitted in this Directive, including Minimum Basic Operations.
5. **Caring for a family member** or pet in another household.

Definition of Essential Businesses:

Essential Businesses include:

1. Health Care Operations and Essential Infrastructure, as defined below;
2. Blood donation and related activities;
3. 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 supplies, 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 maintain the safety, sanitation, and essential operation of residences;
4. Any form of agricultural production and processing, including the cultivation of products for personal consumption or use through farming, ranching, livestock, and fishing, as well as business activities that support production and processing by providing essential agricultural supplies and services, including but not limited to, transportation, manufacturing, chemicals, equipment, and services such as cooling, storing, packaging, and distribution of such products for wholesale or retail sale.
5. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
6. Newspapers, television, radio, and other media services;
7. Gas stations and auto-supply, auto-repair, and related facilities;
8. Banks and related financial institutions;
9. Hardware stores;
10. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
11. Businesses providing mailing and shipping services, including post office boxes;
12. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six feet per person is maintained;
13. Laundromats, dry cleaners, and laundry service providers;
14. 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 Directive 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;
15. Businesses that supply products needed for people to work from home;

16. Businesses that supply other essential businesses with the support or supplies necessary to operate;
17. Businesses that ship or deliver groceries, food, goods or services directly to residences;
18. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Directive;
19. Home-based care for seniors, adults, or children;
20. Residential facilities and shelters for seniors, adults, and children;
21. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
22. Childcare facilities providing services that enable employees exempted in this Directive to work in Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations as permitted. Childcare facilities must operate under the following mandatory conditions:
 - a. Childcare must be carried out in stable groups of 12 or fewer (stable means that the same children are in the same group each day).
 - b. Children shall not change from one group to another.
 - c. 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.
 - d. Childcare providers shall remain solely with one group of children.
 - e. Persons should remain six feet apart whenever feasible.

For the purposes of this Directive, businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service they provide, the function they perform, or their corporate or entity structure.

Definition of Minimum Basic Operations:

Minimum Basic Operations include the following, provided that employees comply with six-foot spacing between persons while carrying out such operations:

1. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
2. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

Definition of Health Care Operations:

Health Care Operations include hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other health care facilities, health care suppliers, home health care services providers, mental health providers, public health, or any related and/or ancillary health care services. Health Care Operations also includes veterinary care and all health care services provided to animals. Health Care Operations do not include fitness and exercise gyms and similar facilities.

Definition of Essential Infrastructure:

Essential Infrastructure includes, but is 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 while maintaining six feet of distance between persons whenever feasible.

Definition of Essential Governmental Functions:

Essential Government Functions are defined 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 six-foot social distancing requirements whenever feasible. 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 Directive. In addition, all Brown Act meetings of the governing body of all public agencies within Placer County are deemed Essential Government Functions and are categorically exempt from this Directive. Governing bodies should consider implementation of remote attendance measures when feasible in light of waived Brown Act requirements as a result of the Governor's Executive Order.

Definition of Essential Travel:

Essential Travel includes travel for any of the following purposes, and must comply with six-foot spacing between persons:

1. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
2. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
3. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
4. Travel to return to a place of residence from outside the jurisdiction.
5. Travel required by law enforcement or court order.
6. 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.

This Directive goes into effect at 12:01 a.m. on March 20, 2020 and will continue to be in effect until 11:59 p.m. on April 10, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

Copies of this Directive shall promptly be: (1) posted at the County Administrative Center located at 175 Fulweiler Avenue, Auburn, CA 95603; (2) posted on the County's website (www.placer.ca.gov/coronavirus/Guidance); and (3) provided to any member of the public requesting a copy of this Directive by calling Placer County Public Health at (530) 886-5310.

IT IS SO DIRECTED:

Aimee Sisson, MD, MPH Dated: March 19, 2020
Placer County Health Officer

Placer County Health Officer: Face coverings now recommended for public on top of social distancing

04:13



Cloth face coverings - such as a bandana, scarf or homemade cloth cover – are now recommended when leaving the house for essential activities, announced Placer County Health Officer Dr. Aimee Sisson, to further slow the spread of COVID-19.

The new recommendation comes after increasing evidence that transmission of the virus can occur as early as three days before people develop symptoms. But health officials stress that face coverings should be used in tandem with, not in place of, other strategies.

“While we recognize the potential for face coverings to help reduce the spread of germs, we want to stress that people should be staying home first and foremost. And when you must go out for essential needs like groceries or medication, you still need to stay at least six feet away from others,” said Sisson. “We do not want people to get a false sense of security from wearing a face covering and gather in close proximity, which is not allowed. Physical distancing remains our primary tool in battling this pandemic.”

Face coverings can help prevent transmission of COVID-19 by catching respiratory droplets that can be expelled not just in coughs or sneezes but also through activities like talking or singing.

“Because people may be infected but not know it yet, the basic concept is that my face covering protects you and your face covering protects me,” Sisson said. “I also want to be clear that we are recommending the public wear face coverings like scarves or bandanas – NOT surgical masks or N95 respirators, which are in short supply and we need to reserve for our health care workers and first responders.”

Face coverings should always cover the nose and mouth. But those who wear them should also take steps to ensure that the covering is secure and will not require frequent adjustment, as touching one’s face with unwashed hands would contribute to the spread of germs. Wash hands before and after putting on, taking off or adjusting a face covering.

Cloth face coverings should be washed frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. Discard cloth face coverings that no longer cover the nose and mouth; have stretch out or damaged ties or straps; cannot stay on the face; or have holes or tears in the fabric.

“Stay in place, maintain your space and cover your face,” Sisson said.

Media Assets

Tips for safe FACE COVERING USE

Clean hands before and after touching the face covering

Remove and store face covering before eating or drinking.

Wash used face coverings with detergent and hot water, then dry on the hot cycle

Use a securely-placed bandana, scarf, or homemade cloth cover

Always cover your external mouth.

Avoid touching the face covering. It should not hang on one ear, around the neck or be pushed to the forehead

Store used face coverings in a bag or bin until they can be laundered

placer.ca.gov/coronavirus



STAY IN YOUR PLACE



Stay home. Avoid non-essential travel

MAINTAIN YOUR SPACE



Adhere to social distancing guidelines. Keep six feet of distance between non-family members.

COVER YOUR FACE



Cover your nose and mouth with a bandana, scarf or homemade fabric cover when leaving home for essential activities such as doctor appointments, grocery shopping or pharmacy visits. These can be used again if washed regularly.



**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

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.

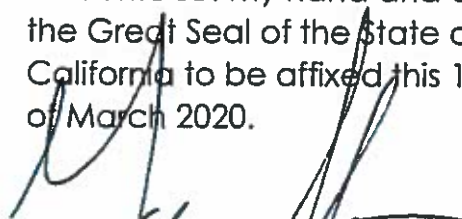
The supply chain must continue, and Californians must have access to such necessities as food, prescriptions, and health care. When people need to leave their homes or places of residence, whether to obtain or perform the functions above, or to otherwise facilitate authorized necessary activities, they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





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/identifying-critical-infrastructure-during-covid-19>. 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.


SONIA Y. ANGELL, MD, MPH

3/19/2020
DATE