



MEMORANDUM

Date: December 21, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors
Supervisors-elect
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CH Huckelberry", is written over the printed name of the County Administrator.

Re: **COVID-19 Positive Cases Among Employees**

Please see the attached data from the Human Resources Department regarding the number of COVID-19 positive cases that have occurred in employees within your department in the last two weeks. As you can see, there has been a significant increase in the infections among employees.

COVID-19 Positive Reporting and Cooperation

Departments are required to report all known COVID-19 positive employees to Human Resources. Please indicate to all employees that if they are COVID-19 positive they are required to notify Human Resources and to fully disclose all of their contacts to the Health Department's contact tracers. Failure to answer a contact tracer's request or failure to cooperate in the contact tracing process may lead to disciplinary actions, including dismissal.

Mitigation Measures Required

Employees are required to wear masks in common building areas, lobbies, stairwells, and elevators. Any employee not abiding to the mask mandate in the workplace may be terminated from employment because of their noncompliance. Masks must be worn in all County buildings and work areas. Masks must be worn while outside working, if social distancing cannot be maintained. Consistent and proper masking—covering your nose and your mouth – must also be followed. Masks are not required in an employee's individual office or cubicle, while working if they are socially distanced at least six feet (or more, if possible) from others. Failure to abide by this masking guidance may result in termination from employment.

Distribution
Re: **COVID-19 Positive Cases Among Employees**
December 21, 2020
Page 2

Outside Employment

Any employee who works outside employment must follow Personnel Policy 8-111, *Outside Employment*, and obtain Appointing Authority approval. During the COVID-19 pandemic, employees who have authorized outside employment should continue to observe the same stringent mitigation behaviors that they practice at our worksite:

- Get your temperature taken daily
- Practice social distancing at all times
- Wear a mask
- Wash your hands frequently

Employees who are unable to perform these mitigation behaviors should not continue to work outside employment during the COVID-19 pandemic, so as to avoid bringing the virus into our workplace.

Please inform all employees within your organization or department of these requirements.

CHH/anc

Attachment

New for Week of 12/14/2020	Positive Test Results
DOT	1
LIBRARY	4
CWD	1
Assessor	1
Finance	1
PACC	3
CAO	5
Facilities	2
PDS	1
RWRD	1
School Superintendent	1
Flood Control	1
ITD	1
Health Department	6
Justice Court	2
NRPR	3
BOS	1
Sheriff (Corrections only)	10
Sheriff's Department	15
Total	60

New for Week of 12/07/2020	Positive Test Results
DOT	4
Recorder	2
CWD	1
Library	5
Finance	1
PACC	1
CAO	6
NRPR	3
PDS	1
RWRD	2
Communications	2
Kino	2
ITD	1
Flood Control	1
Facilities	1
Fleet	1
Health Department	3
Assessor	1
Sheriff (Corrections only)	12
Sheriff Department	10
Total	60