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# MEMORANDUM

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Date: December 18, 2020

To: The Honorable Chairman and Members  
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 be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Stay at Home Plan Guidance and Telecommuting Guidelines and Best Practices**

In my December 14, 2020 memorandum, I shared with you Pima County's strategies for a Stay at Home Plan to protect the health and safety of both our employees and the residents of Pima County while ensuring that essential services are not diminished or interrupted. As noted in the memorandum, I have asked all Department Directors and Elected Officials to develop an appropriate plan to delineate those employees who are necessary for the provision of mandatory services, the operation and maintenance of critical infrastructure, or the COVID-19 pandemic response efforts and which functions must remain open and to what degree.

Pima County's Human Resources Department has developed the attached documents, which respond to Frequently Asked Questions, provide information to employees who are sent home, and provide guidelines and best practices to assist with telecommuting.

Please feel free to share with your employees.

Attachments

## EMPLOYEES SENT HOME DUE TO STAY AT HOME PLAN

Internet Access to COVID-19 Employee Resource Page: <http://www.pima.gov/covid19employees/>

### How Do I Continue to Receive County Information?

- The COVID-19 Employee Page is updated regularly with relevant information that can assist employees and answer questions. **This site should be reviewed prior to calling for assistance.**

### What Dates is the Stay at Home Plan in Effect?

- December 21, 2020, at 12:01 a.m. through January 10, 2021, at 11:59 p.m. If any changes are made to this return date, notification will be provided on the Employee Resource Page.

### What Will Prevent an Employee from Returning to Work in January?

- You had an exposure to a known positive COVID-19 case, within 10 days of return.
- You had a positive test for COVID-19, within 10 days of return.
- You had an onset of COVID-like symptoms, within 14 days of return, with or without a test.
- You engaged in high risk travel and/or high risk activities, within 10 days of return.

If any of these apply to you, you must notify your Department or supervisor.

### What Types of Leave Can I Use?

- You may use compensatory time, County Pandemic Leave, sick leave, and vacation leave. All compensatory time must be used first.

### Could I Be Called Back to Work?

- Your Appointing Authority may call you into work during the Stay at Home Plan to perform mandatory services, the operation and maintenance of critical infrastructure, or for COVID-19 pandemic response efforts. Your Appointing Authority will provide you as much notice as practicable, but no less than 24 hours-notice of the need to return, unless there is an emergency staffing need.

### If I Test Positive for COVID-19 While I Am on the Stay at Home Plan, What Do I Do?

- You should follow the guidance provided to you by the Public Health Department regarding isolation, monitoring, and safety precautions. Due to the fluid situation of the Stay at Home Plan and the potential of being called back to work, you must report your own positive test result to your Department and Human Resources. For medical guidance, contact your medical provider.

### Will I Be Permitted to Use the Families First Coronavirus Response Act (FFCRA) Leave or or Family Medical Leave Act (FMLA) Leave During the Stay at Home Plan?

- If you are sent home under the Stay at Home Plan, there is no work available for you to perform. According to Federal guidelines, you will not be permitted to use Federal Emergency Paid Sick Time (FEPST), Emergency Family and Medical Leave Expansion Act (E-FMLA) leave, or FMLA.

### Can Employees Be Furloughed During the Stay at Home Plan?

- Employees must be placed in a leave status at all times when going unpaid. For employees who exhaust all leave accruals, Human Resources will issue Furlough Notices to employees during this time period. A furlough permits the employee to file for unemployment benefits, while remaining a County employee. For employees that do not want to be furloughed, they may request a temporary assignment, if qualified, to another essential position in the County.

### Where Can I Get Tested for COVID-19?

- Free testing is available throughout the County:  
<https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=575060>

## **County Stay At Home Plan FAQs**

1. Why is the County implementing its own Stay at Home Plan for County employees?

**Over the recent weeks there has been a steady rise in the number of COVID-19 cases in Pima County. The County also issued a voluntary, and now mandatory, curfew to ensure all necessary and appropriate steps taken to protect the health and safety of area residents. As part of the effort to address the unprecedented spread of the virus within the community, Pima County is enacting a Stay at Home Plan for County employees.**

2. Is this a Local Order?

**No. This is a Stay at Home Plan created by Pima County as an employer and does not affect Pima County residents as a whole. Therefore, the Families First Coronavirus Response Act, to include Federal Emergency Paid Sick Time (FEPST) and Emergency Family and Medical Leave Expansion Act (E-FMLA) leave, are not available for use during this time.**

3. When does the Stay at Home Plan go into effect?

**Monday, December 21, 2020, at 12:01 a.m.**

4. When can employees return to the workplace?

**Currently, the plan is to have employees return to the workplace on Monday, January 11, 2021.**

5. What services will the County continue to provide during the Stay at Home Plan?

**The County will provide mandatory services, critical infrastructure services, and continued COVID-19 pandemic response efforts.**

6. What employees will be required to work?

**Employees who perform mandatory services, the operation and maintenance of critical infrastructure, or COVID-19 pandemic response efforts will be required to work.**

7. How will I know if I am one of these employees that provides such services?

**Your Appointing Authority will make the determination of which employees will be required to perform mandatory services, the operation and maintenance of critical infrastructure, or for COVID-19 pandemic response efforts.**

8. If I am sent home, will I be paid?

**For an employee who has outstanding compensatory time, that leave must be used first. Upon usage of that leave or for employees that do not have compensatory time, they may use accrued leave to include available, County Pandemic Leave, Sick Leave, or Vacation Leave, in any order they wish; however, they must advise their supervisor of what they intend to use. If the employee fails to inform the supervisor of the leave they prefer to use, the leave will be applied in the following order:**

- **Compensatory Leave**
- **County Pandemic Leave**
- **Sick Leave**
- **Vacation Leave.**

**Employees who run out of available leave during the Stay at Home Plan will be furloughed or may request a temporary assignment, if qualified, to another essential position in the County.**

9. Who is permitted to use Pandemic Leave?

**Those employees who are directed to stay at home are permitted to use Pandemic Leave, provided that they have not exhausted the balance in their pandemic leave account.**

10. Can I use Pandemic Leave if I was already scheduled to take annual leave during the Stay at Home Plan?

**If you had previously chosen to take vacation leave around the holidays you are not permitted to use Pandemic Leave in lieu of the scheduled annual leave. For those days that previously were scheduled as vacation days, annual leave must be used. For additional days out of the office due to being directed to stay home, Pandemic Leave may be utilized.**

11. Why can't I use the Families First Coronavirus Response Act (FFCRA) leave if I am sent home on the Stay at Home Plan?

**Per Department of Labor guidance, FFCRA leave is not available when there is insufficient work to perform. If you were sent home, this means that there is insufficient work for you to perform. FFCRA includes both Federal Emergency Paid Sick Time (FEPST) and Emergency Family and Medical Leave Expansion Act (E-FMLA) leave.**

12. Will I receive Holiday Benefit?

**Employees who are sent home, will be paid the benefit for the Christmas and New Year's holiday, to include furloughed employees. However, for employees in a no pay status who receive only the holiday benefit pay for pay period ending January 2, 2021, they will not receive sick and vacation accruals on that benefit.**

13. If I have a new employee, are they permitted to use the County's Pandemic Leave?

**Yes. New employees are permitted to use the County's Pandemic Leave, regardless of whether they are on probation or not. If the supervisor is unable to see the Pandemic Leave option on the employee's time card, they should notify Payroll for it to be placed on the timecard. This is coded in ADP as "Pandemic-Sick."**

14. Are employees who are on probation that are sent home on the Stay at Home Plan permitted to use sick and vacation accruals?

**Yes. If the supervisor is unable to see available sick or vacation leave on the employee's timecard, they should notify Payroll for it to be placed on the timecard.**

15. For employees that do not work their regular weekly schedule, what is the Supervisor required to do?

**Supervisors are required to ensure that their employee's timecard is accurate. Because an exempt employee's timecard automatically populates with a regular 40-hour week schedule (or a schedule based on their reduced FTE level), the supervisor is responsible to ensure that the proper leave is put on the employee's timecard in lieu of the pay code "hours worked," and that the timecard is approved by the supervisor.**

16. If I am sent home, how can I keep up to date with County information?

**Employees should ensure that their personal email address in ADP is accurate, as well as ensure that their supervisor has their personal e-mail and phone number. All employees should regularly access the COVID-19 Employee Resource Page on the internet at:**

**<http://www.pima.gov/covid19employees/>**

**The COVID-19 Employee Page is updated regularly with relevant information that can assist employees and answer questions. This site should be reviewed prior to calling for assistance.**

17. Am I permitted to obtain and work a temporary job during the Stay at Home Plan?

**An employee who seeks and obtains a temporary job during the Stay at Home Plan, must follow Personnel Policy 8-111, *Outside Employment*, and obtain Appointing Authority approval. Please be reminded, however, that your Appointing Authority may call you back into work (see next question).**

18. Could I Be Called Back to Work?

**Your Appointing Authority may call you into work during the Stay at Home Plan to perform mandatory services, the operation and maintenance of critical infrastructure, or for COVID-19 pandemic response efforts. Your Appointing Authority will provide you as much notice as practicable, but no less than 24 hours-notice (one day) of the need to return, unless there is an emergency staffing need.**

**If you are called back to work and are experiencing symptoms, have had a contact exposure, tested positive, or engaged in high risk travel/events, you must notify your supervisor, and you will not be permitted to be called back to work.**

19. What would prevent me from returning to work in January if I am sent home?

- **You had an exposure to a known positive COVID-19 case, within 10 days of return.**
- **You had a positive test for COVID-19, within 10 days of return.**
- **You had an onset of COVID-like symptoms, within 14 days of return, with or without a test.**
- **You engaged in high risk travel and/or high risk activities, within 10 days of return.**

**If any of these apply to you, you must notify your Department or supervisor.**

20. If I test positive for COVID-19 while I am on the Stay at Home Plan, what do I do?

**You should follow the guidance provided to you by the Public Health Department regarding isolation, monitoring, and safety precautions. Due to the fluid situation of the Stay at Home Plan and the potential of being called back to work, you must report your own positive test result to your**

**Department and Human Resources. For medical guidance, contact your medical provider.**

21. Am I required to notify my Department or County Human Resources if I am exposed to a COVID-19 positive case or my household members test positive while I am on the Stay at Home Plan?

**No. You are not required to report this information to your Department or Human Resources. You would, however, report this to your supervisor if you are called back to work.**

22. Can Employees Be Furloughed During the Stay at Home Plan?

**Employees must be placed in a leave status at all times when going unpaid. For employees who exhaust all leave accruals, Human Resources will issue Furlough Notices to employees during this time period. A furlough permits the employee to file for unemployment benefits, while remaining a County employee. For employees that do not want to be furloughed, they may request a temporary assignment, if qualified, to another essential position in the County.**

23. If I am furloughed, am I required to apply for unemployment benefits?

**No. Filing for unemployment benefits is optional.**

24. If I am furloughed, will I receive County Health Benefits?

**You will continue to receive health benefits during the Stay at Home Plan and are still required to pay the employee portion of the premium.**

25. If I am directed to stay at home, will I be permitted to work in another temporary assignment with the County?

**If a temporary assignment is available for which you qualify, you will be permitted to work it. Human Resources will identify temporary**

**assignments and employees who want to work a temporary assignment must submit their name to [HR.Reception@Pima.gov](mailto:HR.Reception@Pima.gov).**

26. Does the Stay at Home effect my approved continuous FMLA leave?

**The start and end times of your FMLA leave remain the same. However, the three weeks that you are not required to be in the office will not be counted toward your annual allotment of 480 hours of FMLA leave.**

27. Where can I get tested for COVID-19?

**Free testing is available throughout the County. Go to [pima.gov/covid19testing](http://pima.gov/covid19testing)**

28. Is the public permitted in County buildings during the Stay at Home Plan?

**The public is permitted in County buildings, by appointment only, with the exception of the Library District.**

29. If I am required to work, may I telecommute?

**If you are required to work and your duties may be conducted remotely, you are permitted to telecommute, with the approval of your Appointing Authority. All telecommuting decisions are determined by the Appointing Authority.**

30. Are supervisors or managers required to be at the worksite?

**If you are directed to work and have staff on-site, a supervisor or manager must be on-site as well. Final decisions concerning who works on-site and who can telecommute, are made by the Appointing Authority.**

31. What if I have been telecommuting and am not directed to continue working during the Stay at Home Plan?

**You may retain your County equipment at home; however, you are not permitted to work, unless called back into work by your supervisor or Appointing Authority.**

32.If I am required to work, must I still obtain my temperature at the worksite?

**Yes, you must still obtain your temperature at the worksite. You can get your temperature taken at the self-service thermometer, or at your department level.**

33.What can I do to keep safe if I am required to be at the worksite?

- **Do not attend work if you feel ill**
- **If you begin experiencing symptoms during the work day, immediately notify your supervisor and leave work**
- **Get your temperature taken daily**
- **Practice social distancing at all times**
- **Wear a mask anytime you are outside of your office or workspace**
- **Avoid in-person meetings where social distancing cannot be maintained**
- **Do not congregate in cubicles, common areas, work areas, or kitchens**
- **Do not have contact with others that is within 6 feet. If your particular work situation does not permit this, discuss with your supervisor to see if precautions can be put in place such as adding a barrier, change in work practices, or addition of other personal protective equipment.**

34.Do the provisions for critical infrastructure employees remain in place?

**Yes.**

35.What is a critical infrastructure employee?

**Critical infrastructure employees are those employees in classifications identified by their Appointing Authority and approved by County Administration as classifications that conduct a range of operations and services that are typically essential to continued critical infrastructure viability.**

36. Are return to work guidelines different for critical infrastructure employees who have had close contact with a known positive COVID-19 case?

**Yes, they are different. If you have had close contact (within 6 feet for a cumulative 15 minutes or more throughout the course of a 24-hour period) with a known positive COVID-19 case and are asymptomatic, you may return to work, so long as you follow all safety protocols and remain asymptomatic.**

37. How are the guidelines different for critical infrastructure employees?

**If you are asymptomatic, you may return to work as long as you continue to follow these safety guidelines:**

- **Take temperature before work**
- **Wear a face mask at all times**
- **Practice social distance in the workplace**
- **Increase the frequency of cleaning commonly touched surfaces**

38. As an asymptomatic critical infrastructure employee, am I required to test negative before I can return to work?

**No, you are not required to test negative in order to return to work. You may return to work if you are asymptomatic and follow safety guidelines. NOTE: Testing is recommended for critical infrastructure employees who have had a close contact exposure, with the testing recommended 4 to 6 days after the date of close contact. If the test is positive, the critical infrastructure employee is required to stay home and isolate and is not permitted to return to work until the end of the quarantine period.**

39. What happens if I am a critical infrastructure employee who has had a close contact exposure and I begin having symptoms?

**Any employee that experiences symptoms is required to go home and isolate for 14 days, unless the employee provides a letter from their health care provider that their condition does not pose a threat to themselves or others in the workplace, during the COVID-19 pandemic.**

40. Why are critical infrastructure employees treated differently regarding a return to work after a close contact exposure?

**The CDC has different guidelines for these workers in order to ensure continuity of operations of essential functions.**

41. Is a return to work always necessary for critical infrastructure employees after a close contact exposure if they are not experiencing symptoms?

**The determination of whether a classification of employees who are asymptomatic must return to work after a close contact exposure is made by the Appointing Authority and County Administration. A determination of the County's vital services and the business needs of the Department will be evaluated. The County will work to limit, to the extent possible, the reintegration of exposed employees who remain symptom-free. All efforts should be made to continue cross-training on critical job functions when key employees are absent, as well as matching critical job functions with other equally skilled and available employees.**

42. What if I work with other employees who are deemed critical infrastructure employees and they have had a close contact exposure, should I be worried?

**Where safety protocols are routinely practiced, this should substantially limit the spread of the virus in the workplace. Employees are not deemed at a higher risk if they have contact with another employee who had a**

**close contact and are asymptomatic and consistently practicing all safety precautions.**

43. What occurs with pending recruitments during the Stay at Home Plan?

**Recruitments are on hold until further notice. This includes any positions where an offer has not already been accepted or where interviews have been scheduled and not occurred yet. For offers that have been accepted, the hiring will be delayed until the return to work on January 11, 2021, unless the position is deemed necessary to complete the work outlined in a Department's Stay at Home Plan and with County Administration approval.**

44. What if I have a question that are not answered in these FAQs?

**For additional information not provided in this FAQ, please contact your supervisor or email [HR.Reception@Pima.gov](mailto:HR.Reception@Pima.gov).**

# TELECOMMUTING GUIDELINES & BEST PRACTICES

## EMPLOYEES

- Determine and establish your **Work Schedule** with the assistance of your Supervisor.
  - Do not deviate from your established work schedule without prior permission.
  - Non-exempt employees are not permitted to work overtime, unless directed by their Supervisor.
  - Start and end your work day promptly and take a lunch away from your desk.
  - While the temptation may exist to work “after hours” to catch up on work – if you are non-exempt, this is not permitted.
- Determine an appropriate **Work Space** in your home, at your home address.
  - Create a separate work station free from clutter, cords, trip hazards, and other hazardous materials/content.
  - Ensure the workspace is ergonomically sound, using an appropriate table/desk and chair to optimize your posture.
  - Locate a space that is private, separate from group gatherings, and free from distractions and noises.
  - Provide adequate lighting for yourself and ventilation for equipment.
  - Keep computer components out of direct sunlight and away from heaters.
  - Maintain security of the information you access at all times and do not communicate this information with those living in your home.
  - Do not permit others to use County equipment or share your passwords.
  - Forward your County work phone to your personal residence or mobile phone.

## SUPERVISORS

- **Communication** is key to successful telecommuting.
  - Check in at the start of the day on MS chats or over email.
  - Maintain regular communications with team members throughout the day, via meetings, huddles, and/or touch-points to discuss progress or roadblocks.
  - Require team members to use their camera so you can see how they are doing.
  - Discuss work expectations with each team member.
  - Relay critical information to appropriate team members.
  - Ensure each team member has adequate work and monitor quality of work.
  - Have each team member submit a weekly Work Plan containing tasks completed.
  - Obtain each team member’s home address and personal telephone number.

## POINTERS

- In the event of **Technical Issues** preventing the employee from logging into the network, the employee must contact their supervisor immediately. The employee may be required to come to the worksite to plug into the network.
- **Balance Work and Personal Life** by setting clear boundaries.
  - Maintain a daily routine.
  - Avoid distractions by refraining from household chores, errands, and use of personal devices.
  - Write down your daily accomplishments.