



MEMORANDUM

Date: December 14, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry 
County Administrator

Re: **Stay at Home Plan for Employees**

Our Human Resources Department has been monitoring the weekly COVID-19 infections of County employees by department (with exception of the Superior Court and Clerk of the Court) since (March, 2020). Attached are the weekly summaries since June 29, 2020. (Attachment 1)

In total, we have had 323 COVID-19 infections among employees, with the highest weekly total being the week of December 7, 2020 through December 11, 2020 with 60 employees identified with COVID-19. (Attachment 2) Therefore, we have drafted an Employee Stay at Home Plan for your consideration. The Plan would curtail nonessential services for the period beginning December 21, 2020 ending Sunday, January 10, 2021.

It should be noted there are essential services that cannot be diminished or interrupted; hence, some employees will still be needed at their workplace.

In examining the 60 COVID-19 infections that occurred last week, 22 occurred in the Sheriff's Department, with the next highest number of employees infected in the week occurring in the County Attorney's Office followed by the Library District.

I have asked all Department Directors and Elected Officials to develop an appropriate plan identifying employees who will provide services that must continue, as well as if there are employees that could remain at home and be placed on available leave during this period.

The department or agency plans are 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.

CHH/anc

Attachment

c: Presiding Judge of the Superior Court
Elected Officials
Appointing Authorities

ATTACHMENT 1

**EMPLOYEE COVID -19
INFECTIONS
WEEKLY SUMMARY**

Week Date	Weekly Total
6/29/2020	6
7/6/2020	8
7/13/2020	18
7/20/2020	7
7/27/2020	9
8/3/2020	6
8/10/2020	4
8/17/2020	7
8/24/2020	3
8/31/2020	4
9/7/2020	2
9/14/2020	3
9/21/2020	2
9/28/2020	4
10/5/2020	10
10/12/2020	1
10/19/2020	7
10/26/2020	11
11/2/2020	20
11/9/2020	16
11/16/2020	29
11/23/2020	18
11/30/2020	38
12/7/2020	60

ATTACHMENT 2

**COVID POSITIVE UPDATE
BY DEPARTMENT FOR WEEK ENDING
12-11-2020**

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