



MEMORANDUM

Date: March 17, 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 read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Continuity of Operation Plans and Assignment of Personnel who may be Affected by Departmental or Program Closures**

As you know, the attempt to contain COVID-19 (Coronavirus) is fluid. Guidance from the Centers for Disease Control tends to change on a daily basis. We will do our best to keep everyone apprised of the latest available information. It is possible that a number of our public facing departments will see significant curtailment or closure of their operations, leaving employees to contemplate their future with Pima County. Please assure these employees that in the event there are major closures of departmental activities, they will be reassigned to provide essential public services.

For example, senior centers have been closed leaving concern in the delivery of meals to seniors within our community. A simple reassignment could be for employees who may be without assignment due to departmental operational shutdowns, but could be reassigned to delivery of meals for seniors. As another example, if our Animal Care volunteers decrease their participation, additional staff will be needed at the Pima Animal Care Center. There are a myriad of additional duties that will need to be completed professionally and competently by staff during this crisis.

No County employee will be left without a paycheck due to department shutdowns or reduction in service. We can use all of our employees to provide services even though they may be different from their normal duties during this pandemic crisis.

Please be assured our employees will continue to be employed and will continue to be valued as an integral, necessary response to this health crisis.

CHH/anc

c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services