



MEMORANDUM

Date: March 16, 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: **Standard Procedures Related to COVID-19 (Coronavirus) Pandemic**

Please take the following actions:

- for those employees who are ill or exhibit any symptoms of COVID-19, they should stay home;
- for employees are in the compromised group, over 65 years of age or have any underlying medical condition, they should, if possible, telecommute;
- for employees and parents who are affected by school closures, they should telecommute, if possible;
- for employees who have any medically compromised family member(s) in their household, they should telecommute, if possible.

This is the most current guidance. As conditions change, such guidance may also change.

CHH/anc

c: Jan Leshar, Chief Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services