



MEMORANDUM

Date: May 26, 2020

To: Jan Leshner
Chief Deputy County Administrator

From: C.H. Huckelberry
County Administrator

Carmine DeBonis Jr.
Deputy County Administrator for Public Works

Francisco García, MD, MPH
Deputy County Administrator and Chief Medical Officer
for Health and Community Services

Re: **COVID-19 Federal Reimbursable Expenses - Draft of Actions Taken by the County in Response to the Current Public Health Emergency**

Please review the 15 general areas where the County has taken action in response to the COVID-19 public health emergency.

Feel free to add other general areas or actions that could be reimbursable from the CARES Act legislation as this document is intended to be general guidance on various areas of fund expenditure reimbursement the County is eligible to receive from the federal Coronavirus Relief Fund.

CHH/anc

Attachment

c: The Honorable Chairman and Members, Pima County Board of Supervisors
Wendy Petersen, Assistant County Administrator
John Voorhees, Assistant County Administrator

COVID-19 Reimbursable Expenses

I. Federal Legislation

The Coronavirus Relief Fund is authorized by Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

In the guidance released on April 22, 2020, Treasury stated three major conditions for the allowable use of Coronavirus Relief Fund awards to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

II. Summary of Extraordinary County Actions in Response to COVID-19 During Initial Phases of Public Health Emergency

1. Families First Coronavirus Response Act HR 6201 – This Act substantially expands upon employee leaves, particularly when there has been a shelter-in-place Order by a State or local government. The Shelter in Place Order from the City of Tucson and the State of Arizona should qualify eligible employees to take advantage of the leave provided in the Act effective April 1, 2020 or before. Federal Emergency paid sick time for self at 80 hours, 100 percent paid (prorated for part-time employees) is provided. Employees are permitted to use this leave while the Governor’s Executive Order to stay-at-home is in effect. This leave is used after the Pandemic Leave offered by Pima County has been exhausted.

In addition, Federal Emergency paid sick time-caregiving provides up to 80 hours of additional pay at not less than two-thirds of regular pay for qualifying conditions. The Families First Act also provides emergency family and medical leave expansion for up to an anticipated 8 to 10 weeks for caring for school-aged children who are affected by school closures.

2. Procurement of public health related supplies, including personal protective equipment, medical supplies and other essential supplies necessary to respond to the COVID-19 pandemic. A large number of supplies have been ordered through the Logistics Section of the Emergency Operations Center (EOC). Most of these supply

orders have not been received or partial receipt of shipments have occurred. A detailed list of all pandemic related procurement actions will be provided by the Procurement Director, including the order number, the specific product ordered and the monetary value of the order.

3. Sheriff's Department law enforcement and support costs

a) Early in the process, homeless shelters were overwhelmed with increasing amounts of individuals requiring meals. The Sheriff's Department, through the Pima County Adult Detention Complex kitchen, has been providing 300 sack meals per day since March 30, 2020 and will continue to do so into the future. These meal are provided to the Casa Maria Soup Kitchen and distributed to homeless individuals and/or shelters. The meals are transported by Library staff who otherwise would be on leave. These specific Library staff are operating trucks now used to distribute the meals produced by the Sheriff's Department. The aggregate cost of meal production and distribution is approximately \$3.00 per meal.

b) The Sheriff continues to house inmates who have been convicted of a crime and sentenced to the Department of Corrections in the Pima County Adult Detention Complex. The Department of Corrections has placed a longer transfer hold on these inmates due to the COVID-19 infection threat within the State Department of Corrections. Therefore, there is a cost to hold these inmates who would have normally been transferred to the Arizona Department of Corrections. This cost is approximately \$154 per day and the Sheriff has been keeping records of the timeframe between when the convicted inmate should have been transferred and actually transferred. Those additional days are a cost to the County as a result of the COVID-19 pandemic.

c) COVID-19 individual field responses. The Sheriff produces a Daily Situational Awareness Report on COVID-19 where all specific law enforcement responses related to COVID-19 calls are characterized. These calls can then be categorized and identified for possible specific case cost billing or specific caseload increase as a result of the COVID-19 pandemic.

4. COVID-19 Premium Pay – The Board of Supervisors has approved premium pay for all essential employees who remain at their specific duty/assignment. This is for employees who cannot meet necessary social distancing requirements or have access to personal protective equipment and must directly interact with various members of the public in a direct manner. These employees are afforded an additional COVID-19 Premium Pay at \$2.00 per hour for their work period.

5. Facilities Management Janitorial Services – Public buildings that have high volume access and utilization have been provided with additional janitorial services, including disinfection. This has resulted in increased cleaning frequency for facilities that were open until the shelter-in-place order was issued or that continue to be open today for essential service delivery. These locations will continue to receive more frequent and intense janitorial services for the purpose of preventing the spread of COVID-19.
6. Wellness Check for a Safe Workplace - A number of essential County personnel are required to work during the Executive Order to stay-in-place. In order to secure a safe workplace to the extent possible, wellness checks are being implemented for all employees as well as any public persons entering the building. These are body temperature checks that require staffing at each worksite/location. The processes and staff are an additional expense to County operations based on the COVID-19 pandemic.
7. Food Security and Accessibility - A number of County staff are being reassigned who have specialized experience in large vehicle and/or forklift operations, generally, these are employees with Commercial Drivers Licenses. They are being deployed to assist the Community Food Bank of Southern Arizona to ensure food accessibility and security for individuals seeking food assistance from nonprofit community food bank organizations as well as food pantries in smaller rural communities. The assistance provided by assigning staff to food accessibility and security operations is also an added expense to the County as a result of COVID-19.
8. Protecting the Most At-risk Population - Through a combination of efforts including the public health agency and County Administration, steps were taken early to protect the most at-risk populations. These included individuals over the age of 65 and/or individuals with serious chronic health conditions. These actions include:
 - a) **Retirement community awareness** – early in the process, the County identified all organized retirement communities and/or homeowners associations through our Geographic Information System to communicate risk associated with COVID-19 to elderly populations and to population with chronic health conditions. These actions included notification to leadership of these communities and the issuance of appropriate guidance, including shelter-in-place with minimal contact recommendation. These actions created issues associated with individuals being able to meet medical appointments and to receive food and other supplies. Early coordination efforts with retirement community leadership resulted in the coordination of food delivery supplies and other supplies such as medication. In addition, many of the better-organized retirement communities and/or homeowner associations undertook wellness checks on the population within their communities who were most vulnerable to COVID-19.
 - b) **Active Viral Testing** – The County’s public health agency initiated significant additional testing capacity improvements so the locations where COVID-19 infections could easily spread was detected early through active viral testing and isolation of patients contracting COVID-19 as well as staff and clinicians

providing services to skilled nursing facilities, assisted living facilities and other congregate living centers. These activities continue and are being accelerated to significantly lower the risk of infections in these facilities from staff, vendors or clinicians who access these facilities on a regular basis.

- c) **Contact Tracing** – The County has and will continue to significantly expand and reinforce our contact tracing function so we are able to actively monitor new cases of infection, detect infections and isolate infected individuals to monitor them for health concern and inform others who may have been in contact with an infected individual. These individuals are asked to report symptoms and self-isolate for the prescribed period.

9. Securing Housing and Shelters for Homeless Populations and Specifically for Homeless Populations that have been Released from County Detention Centers – County Housing and Health staff have secured agreements with hotel/motels to provide housing to homeless individuals during the shelter-in-place Order. This shelter is also provided to homeless individuals who have been held in a detention facility for non-violent crimes, but then released by a Court to reduce jail/adult detention center population. This will cause the County to incur increased housing costs for homeless individuals as a result of COVID-19.

10. County Employment and Training Staff – Job matching and placement services by County staff has significantly increased to provide assistance to individuals who will become unemployed due to furloughs, layoffs or business closings associated with the COVID-19 pandemic, specifically the Order to close certain businesses such as restaurants, bars and other facilities to reduce the spread of COVID-19. This unemployment assistance has accelerated significantly and caused significant additional workloads, processing and levels of assistance to those seeking alternative employment. This has significantly increased re-employment activities as a direct result of COVID-19.

11. The County Stood Up a Volunteer Program – for both volunteering of specific services that require skill levels associated with medical or health professionals, faith-based organizations and others, including the donation of materials and supplies associated with requested resupply activities of the Emergency Operations Center. These donations require collection and redistribution efforts. Collection occurs at 19 different fire stations throughout Pima County. Standing up this volunteer effort as well as the collection and distribution of supplies by County staff should be a reimbursable expense due to the necessity for volunteer services and donation of supplies as a result of COVID-19.

12. Superior Court, Prosecution and Defense Services Needed to Reduce the Pima County Adult Detention Complex Population – Pre- COVID-19, the average population of the Pima County Adult Detention Complex was 2,000 inmates on any given day. To reduce the need to house two inmates per cell and in order to have

specific isolation cells associated with any inmate brought into the facility or housed in the facility who may have or contract COVID-19, the population needed to be substantially reduced. The Superior Court Criminal Bench along with County Attorney Prosecutors and Public Defenders worked to significantly reduce jail population, which is now less than 1,500. These activities should be a reimbursable expense associated with the COVID-19 pandemic.

13. Virtual Health Emergency Operations Center and Emergency Operations Center Operated by the Office of Emergency Management and Homeland Security – The Health Department stood up a Virtual Health Emergency Operations Center on January 31, 2020 and staffed it with health employees assigned to the specific task of monitoring the incidents and occurrences of COVID-19 throughout the State of Arizona, including Pima County. This activity transitioned to an Emergency Operations Center activation by the Office of Emergency Management on March 13, 2020. This full activation has been primarily staffed with County Health Department staff and Office of Emergency Management staff. In addition, as the pandemic continues, we are adding additional staff to provide relief to staff who have been working continuously in the Emergency Operations Center. The full staffing associated with standing up the Virtual Health Emergency Operations Center and the Emergency Operations Center is an action directly related to COVID-19 and should be fully reimbursable.
14. Pima County Back to Business Taskforce – The County convened a large group of private sector individuals, 128 in total, to guide business reopening after stay-in-place and/or quarantine orders were lifted by the State government. This taskforce and its various subcommittees were assembled from the entire cross section of business impacted by isolation orders. In Arizona, the isolation order occurred on March 30, 2020 and was lifted on May 15, 2020. The processes for implementing physical distancing, sanitation and disinfection, notices and education will require additional resources such that small businesses and others can have access to certain essential public health supplies such as cloth masks, non-medical gloves, sanitation and disinfection supplies and hand sanitizers.
15. Public Awareness Campaign – To incentivize compliance with recommended public health practices to reduce the risk of spreading COVID-19, the County will embark on a public education awareness campaign concentrating on public health recommendations to avoid infection from the COVID-19 and how best to protect the community during the ongoing pandemic.