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# MEMORANDUM

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Date: May 18, 2020

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

From: C.H. Huckelberry   
County Administrator

Re: **Return to Work Plans**

Enclosed is the Return Work Plans received as of today.

CHH/mp

#### Attachments

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



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# MEMORANDUM

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Date: May 15, 2020

To: C.H. Huckelberry  
County Administrator

From: Monica Perez  
Chief Administrative Assistant

Re: **Return to work Plan**

The County Administration Office will observe the following:

1. Use of Virtual Meetings when possible – All employees in our office have TEAMS available on their computers.
2. Routinely disinfect work surfaces.
3. Limits on breakroom/kitchen area capacity.
4. Use of Cloth Masks – employees at public counters and interacting with the public will wear masks. All staff have been provided a cloth mask.
5. Encourage good hygiene – Hand soap and sanitizer provided throughout the office and in restrooms.
6. Safety measures have been posted throughout the office.
7. Prohibition of Visitors in the workplace – Visit to employee's work space by non-employees is prohibited.

I request your consideration and support.

 Approved

Not Approved

  
C.H. Huckelberry  
County Administrator

  
Date



# MEMORANDUM

Criminal Justice Reform Unit

To: C.H. Huckelberry  
Pima County Administrator

Date: May 18, 2020

From: W.A. Petersen  
Assistant County Administrator for  
Justice and Law

Re: **Revised Return to Work Plan - Criminal Justice Reform Unit**

The Criminal Justice Reform Unit ("CJRU") staff is greatly reduced at this point. Seven employees (and one independent contractor) still work in the unit. From April 1, 2020 through April 20, 2020, the CJRU employees were on Pandemic Leave. One employee was telecommuting.

The week preceding April 20, 2020, I asked four employees to return from Pandemic Leave. The independent contractor works from home (and is paid from MacArthur funds). The Jail Population Coordinator is currently telecommuting but ordinarily works out of the Jail.

Prior to the 4 employees returning to the office, by email, I asked everyone to observe the following:

1. Wear a cloth mask when they were not in their offices – I offered to provide masks to the employees if they did not possess one. Each employees working in the CJRU office has a cloth mask;
2. Observe social distancing. Each of the 4 employees is working in an office with a door and I've requested that they stay in their offices with the doors closed;
3. Do not socialize. I request that the employee refrain from socializing with their co-workers and/or the employees from GMI (with whom we share the floor) except by telephone or Microsoft Teams;
4. Bring Lunches. I suggested that they bring their lunches to cut down on the amount of time they are exposed to other persons; and
5. Hand sanitizer and hand washing. I asked each person if they had hand sanitizer in their offices and to let me know if they did not and I would provide a bottle for each person. I asked that each employee continue to wash their hands as recommended by the Health Department.

One employee made a formal request to intermittently continue telecommuting while she secures childcare; however, she is currently working in the office.



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# MEMORANDUM

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Date: May 15, 2020

To: C.H. Huckelberry  
County Administrator

From: John Moffatt, Director  
Economic Development Office

Re: Economic Development Department Return to Work Plan

As identified in the Business Continuity Plan for the Economic Development Department, as long as we have access to email and servers with our departmental electronic data, our department has been, and is, capable of operating remotely. While some things might be more convenient to be in-house, we have been fully functional during this period of telecommuting.

Two of our employees continue to meet the criteria of having a vulnerable member of their household be at risk and one meets the age related criteria. The age related individual has no health issues that would prevent them from being present in the office.

Our plan is to have the two with vulnerable family members continue to telecommute until there is a clear reduction of risk for them to take an illness home from the office. The age related person will work from their office in the County Administration Building so there is an Economic Development Office presence to deal with day to day issues.

Approved:

C.H. Huckelberry

5/15/20

Date

## Return to Work Plan

### 1. Return To Work

- ADG has 16 employees. Currently, 13 employees are working on site. The three telecommuters will return to the work place on Monday, May 18, 2020.
- ADG already has staggered work schedules with employees starting between 7:00 am and 9:00 am. This provides sufficient 8 – 5 coverage. There is no plan to change this.
- All employees have been informed of their rights to request E-FLMA as well as telecommuting during multiple staff meetings.

### 2. Safety

- 33 North Stone has temperature takers. Every employee in ADG submits to this process on a daily basis.
- The use of virtual meetings is already in place. Employees are encouraged to use TEAMS if they prefer not to meet with individual employees face-to-face.
- The commonly touched areas are disinfected on a daily basis. Disinfectant wipes are available for all employees to use in their cubicles. Hand sanitizer is also available at several locations within the department.
- All employees have been told that wearing masks is at their discretion.
- Masks provided by Pima County have been distributed to all employees.
- Signs related to hand washing are posted within the department and at all exits.
- The COVID-19 Employee Resource page is referred to during the weekly staffing meetings.

### 3. Telecommuting

- ADG has two employees with compromising health conditions and one employee who has a family member with a compromised health condition. These three employees have been telecommuting for several weeks. As of now, all three employees are planning to return to work on Monday, May 18<sup>th</sup>.

- All employees know that should their health conditions change, there are avenues open to them: Pandemic Leave, Emergency Sick Leave, and E-FMLA in addition to telecommuting with a completed doctor's attestation.

#### **4. Prohibition of Visitors in the Workplace**

- All staff have been advised that visits by non-employees are prohibited. This includes family members, friends, children, and any other persons that do not have work-related or legitimate business reasons to be in the workplace.

Approved  
C. Rubenberry  
5/15/20

Jan 5/14/2020

# PANDEMIC WORKPLACE RE-ENTRY PLAN



Barbara LaWall, Pima County Attorney

Pima County Attorney's Office

*May 18, 2020*

*Approved*  
*C. Dulakovic*  
*5/15/20*

## PCAO Office Protocol and Procedures

The following are the Pima County Attorney's operational procedures identified in order to facilitate a safe return to the workplace in a manner that addresses the public health risks and strives to keep all our employees healthy and safe during the continuation of the COVID-19 pandemic. I urge you to check regularly for information regarding the pandemic on Pima County's employee resource page on the intranet at:

<https://intranettest.pima.gov/covid-19-employee-resources> and the website of the Pima County Health Department and that of the CDC.

### **Employees return to the workplace:**

Consistent with the Governor's recommendations and Pima County administrative direction, employees will return to the office in stages. Movement from one stage to the next will depend on a variety of public health and safety factors and be determined by the County Attorney.

The following employees are authorized to continue telecommuting, full time or intermittently, until further notice:

- (a) Employees with a compromising medical condition as identified by the CDC;
- (b) Employees with a household member with a compromising medical condition as identified by the CDC;
- (c) Those older employees 65 and older;
- (d) Those employees lacking child care for minor children.

*\*Medical Provider Attestation Forms are required for employees telecommuting for reasons (a) and (b) above. Employees are permitted to telecommute while waiting for the Medical Attestation form; however, the employee must obtain a signed form within 15 days, not later than June 5, 2020.*

*Telecommuting Attestation Forms* are required for employees teleworking for reasons © and (d) above. The employee must attest that they are able to provide oversight to others in their care and fully complete their regular work while working from home. Compliance is as simple as the employee confirming they are able to perform their regular duties while also providing oversight to others in their care.

**Stage 1: Monday, June 1, 2020**

Employees telecommuting or on leave because of the Governor’s stay-at-home order and request for social distancing will return to the workplace on **Monday, June 1**. Any employee who desires to return to the workplace may do so at any time with notice to your immediate supervisor/lead of your planned return.

**Stage 2: Date to be determined**

Employees continuing to telecommute caring for minor children at home will return to the workplace.

**Stage 3: Date to be determined**

All remaining employees on leave or telecommuting will return to the office.

**Basic Prevention Measures:**

\*Stay home if you are sick or if exhibiting any symptoms of COVID19, including cough, fever, or shortness of breath (this website distinguishes COVID 19 symptoms from a cold or the flu); <https://www.webmd.com/lung/news/20200310/know-the-symptoms-of-covid19>

\*An employee who is sick or exhibiting COVID-19 like symptoms, or has a person living with them who is sick with COVID-19 like symptoms, or a person who has tested positive for COVID-19, must remain at home for 14 days after the ill person resumes health.

\*Frequently wash your hands with soap and warm water for 20 seconds, and use hand sanitizer when hand washing is not possible;

\*Wipe door handles, work surfaces, and equipment with disinfectant wipes;

\*Cover coughs and sneezes;

- \*Do not use other employees' phones, desks, offices, or other work tools and equipment;
- \*Practice social distancing by maintaining a distance of approximately six feet whenever possible; refrain from handshakes and hugs; and avoid large meetings and mass gatherings.

**Attendance:**

- Employees who are ill or who have symptoms consistent with COVID-19 must stay home. Consult your Lead or Division Chief to utilize the appropriate leave (compensatory, sick or vacation, EMFLA, etc.) policy.
- Employees who are authorized by the Division Chief to work remotely may continue to do so.
- Daily time/work logs and summaries must continue to be maintained by all employees working remotely and a daily supervisor "check-in" is required.
- Attorney Supervisor weekly logs of court activity must be maintained.

**Scheduling:**

- Flex schedules are encouraged, but continue to need Supervisor/Lead approval.
- Work hours will range from 6:00 a.m. to 7:00 p.m., Monday through Saturday, in order to successfully limit the number of persons in the office and to adhere to social distancing.
- Employee start and stop times should be staggered in order to avoid lines and crowding at temperature checks and elevators.
- Alternative work schedules are encouraged for workplace employees (eg: 4/10's)

**Restricted Building Access:**

- Until further notice, no victims, law enforcement defense attorneys or members of the public will be permitted access to the interior of the Pima County Attorney's Office.
- Visits to the office or an employee's work space by non-employees is strictly prohibited. This includes family members, friends, children and other persons.

- All employees and visitors entering the Office must have an approved body temperature reading per County guidelines.
- All employees and visitors are required to wear a mask, bandana or other type of face covering over their noses and mouths when entering/leaving the building, when in the halls and common areas, and when they are not working in isolation in a personal space or office.
- A maximum of two people are allowed in one elevator at one time.
- When practicable and possible, please use the stairs, maintaining social distancing.

### **Health & Safety:**

- It is the responsibility of each employee to wipe down and disinfect all shared equipment after each use (bathroom faucets, doorknobs, light switches, copiers, fax, microwaves, etc.) See a Lead or Emergency Floor Coordinators for cleaning supplies.
- All employees are expected to continue cleaning and disinfecting personal office and work stations daily.

### **Strict physical-distancing measures:**

- Maintain a six-foot physical distance from other individuals at all times, including offices and meeting rooms.
- Upon entering the building for temperature checks, employees must adhere to spacers on the floor throughout the lobby and entrance to maintain the required six-foot distance from others.
- Signs will be posted on conference room doors, indicating how many employees may be physically present in each room.
- No more than 1-4 employees at a time may gather in breakrooms, depending on the room's ability to maintain an appropriate 6' physical distance.
- Employees should minimize the number of people in a restroom at the same time. While entering, exiting and using sinks in a restroom, social distancing measures must be used.
- Parties, potlucks and shared food are prohibited until further notice.

**Communication:**

- All internal meetings should be conducted by videoconference or teleconference.
- Continue to limit personal contact by using telephone and videoconferencing for interviews.
- Documents should be transmitted and signed electronically whenever possible.
- Inner office doors should remain open during business hours, with exceptions for phone calls, interviews and other tasks requiring privacy.

**Relocation:**

- Employees should remain inside their personal work spaces as much as possible. When necessary and when available, an employee will be temporarily relocated to a more enclosed and less crowded area.
- Employees who share an office/office space are required to wear a mask when inside the office/office space with another person. We will make every attempt possible to relocate employees sharing a space to a separate area when practicable.
- Employees will be informed and temporarily relocated when outside repair or maintenance visitors will work close to or in one's area.

**Travel:**

*Travel outside your home, regardless of whether it is locally to a restaurant, bar or to Lowe's, Home Depot, Target, or within Arizona to Phoenix, Flagstaff, or out-of-state, increases your chances of getting and/or spreading COVID-19. The CDC recommends you stay home as much as possible and practice social distancing. Traveling to visit friends and family increases your chances of getting and spreading COVID-19. It is possible for you, or someone, else to be infected with the COVID-19 virus and spread it to others, even if you, or they, have no symptoms.*

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

- Only essential business travel will be permitted.
- Employees needing to travel outside Pima County on office business should submit a written request first to their Supervisor for approval and then to their Division Chief for authorization.

### **Temporary PCAO Annual Leave (Vacation) Policy:**

- Annual leave requests must be submitted a minimum of two weeks in advance for approval by a Supervisor, and subsequently be authorized by the Division Chief.
- Requests for annual leave for travel within or outside the state will be carefully scrutinized balancing the request to travel with considerations for what's best for the protection of the health and safety of all PCAO employees.
- Employees are *strongly urged* to not take annual leave to travel within or outside the State, but use of leave time is permissible for a "stay-at-home" vacation period.
- Annual leave will be granted only if the essential functions of the office will not be disrupted by an employee's leave.

### **Training:**

- All CLE, seminars, conferences and multi-agency meetings may be attended only by webinar, videoconferencing or telephone, and not in person.

### **Miscellaneous**

- Dress code will remain Business Casual and must be professional and appropriate for the workplace.

## **Criminal Division**

### **Court Proceedings and Meetings:**

- Continue to conduct court proceedings by videoconference or teleconference when permitted by the Court.
- Continue to conduct Victim and Rule 15 meetings by videoconference or teleconference, unless under special circumstances with approval by a Bureau Chief.
- Seek continuances on trials and in-person hearings whenever client representatives will agree.
- Conduct depositions by videoconference or teleconference when practicable.
- Visiting victims at their homes and other offices is prohibited. Communication should be maintained electronically by telephone, video and/or email.
- Crime scene visitations are permitted provided masks are worn and appropriate social distancing is maintained.
- Victim/witness transports by Detectives will be strictly limited to exceptional occasions. Prior authorization for transport by the Chief of Detectives is required.
- Victims and witnesses should arrange for their own transportation to their hotel or to Court utilizing public transportation such as taxis, Uber or Lyft. Receipts should be retained for reimbursement.

### **Communication:**

- Division Baskets will be temporarily relocated to the 1<sup>st</sup> Floor Conference Room to relieve elevator traffic.
- All Law Enforcement Agency (LEA) Issuing appointments will continue to be conducted through video and or teleconference.
- LEA reports and disclosure should continue to be submitted electronically.
- LEA disclosure that cannot be submitted electronically can be dropped off on the 11<sup>th</sup> Floor at the outside window.

## Civil Division

### Court Proceedings & Meetings:

- Continue to conduct court proceedings, including Mental Health hearings, by videoconference or teleconference with court permission.
- Seek continuances on trials and in-person hearings whenever client representatives will agree.
- Conduct depositions by videoconference or teleconference when practicable.
- Site visits in property-tax cases can resume provided masks are worn and social distancing.

## Detective Division

### Scheduling:

- Maintain a minimum of one daily Duty Officer at the Legal Services Building at all times for security and temperature-check assistance when needed.
- One Supervisor will remain at the Legal Services Building at all times to assist with security and unforeseen assignments.

### Health & Safety:

- Transports will be limited to only those approved by the Chief of Detectives.
- Clean and disinfect vehicles daily, in addition to personal work stations.

### Communication:

- Meet other agency's law enforcement officers on the 1<sup>st</sup> Floor lobby, if necessary and when practicable (e.g., evidence issues).
- Remain available for assignments and maintain officer safety by frequently communicating with your Supervisor.
- Continue checking-in on duty in the morning from home to limit personnel at the office.

## **Victim Services Division**

### **Crisis Response:**

- Continue crisis response telephonically, except in extenuating circumstances that are discussed with a Lead, Supervisor or the Director.
- The wearing of masks and physical distancing requirements must be maintained and followed for any in-person crisis response.
- Sanitize all equipment utilized during a crisis call after each call.

### **Court Advocacy:**

- Continue to encourage victims to attend court telephonically as allowed by the court.
- Continue to participate in court hearings and victim meetings telephonically as practicable.
- In addition to court procedures, masks must be worn and physical distancing requirements must be followed if victims or advocates attend court in person.
- Victim Services will may provide masks to victims who otherwise cannot obtain a mask.

### **Courthouse Dogs**

- Handlers will request that other employees do not touch the dogs when the dogs need to come into work to maintain their skill and familiarity with the office.



**PIMA COUNTY**  
Attractions & Tourism  
**MEMORANDUM**

Date: May 14, 2020

To: C. H. Huckelberry  
County Administrator

From: Diane Frisch  
Director, Attractions & Tourism

Via: Jan Leshner   
Chief Deputy County Administrator

Re: Return to Work and Work Plans for Attractions & Tourism

Per your request for updated plans for return to Work and Work plans for the Attractions & Tourism Department.

**1. Return to Work**

- All current Attractions and Tourism employees are working in our offices on the second floor of the Historic Courthouse. One employee has been assigned to OEM and is currently working at that location.
- The building is closed to outside visitors and only Attractions and Tourism employees are allowed on the second floor and in A & T offices.
- Staggered work hours cover from 7:30am -5:30pm daily Monday through Friday.
- Employees have been informed of County E-FLMA and telecommuting rules should they experience a change in their medical condition for themselves or their families.

**2. Safety in the Workplace**

- At all times, staff shall observe social distancing within the office and work from their office or assigned desk area.
- Attractions and Tourism is utilizing virtual meeting software to conduct business as needed through-out the day.

- Employees are responsible for disinfecting their own work surfaces and will begin to keep a documentation of those activities. Professional staff are cleaning common areas, (restrooms and break room) but employees are reminded to wash hands frequently and use provided hand sanitizer which is provided. Cleaning wipes have also been provided.
- The breakroom is posted for the presence of 2 people only at one time.
- Cloth masks have been provided and all employees are encouraged to wear on the way in and out of the office and when they have close interaction with others.
- Employees are required to have temperature checks at Admin East prior to the start of the day or if coming directly into the Courthouse offices, temperatures will be scan and recorded in a log.
- Visitors to the workplace on the second floor are prohibited for non-employees and includes family members, friends, children and any other persons that do not have a business reason to be in the workplace. Currently visitors are not permitted in the Courthouse or staff offices in the Courthouse.
- Employees in the field or on-site at a property are required to follow social distancing rules and wear a face mask when interacting with others.
- Employees have been informed that additional information is available on the employee resource page at <https://intranettest.pim.gov/covid-19-employee-resources/>
- Continuing updates will be provided to employees as plans change.

Approved  
C. Dulakiewicz  
5/15/20



Date: May 15, 2020

To: C.H. Huckelberry  
County Administrator

From: Paula Perrera, Director  
Behavioral Health

*P.P. / PP.*

To: Francisco Garcia, MD, MPH  
Deputy County Administrator

Re: **Return to Work Plan - Behavioral Health**

Please find the attached Return to Work Plan for Pima County Behavioral Health.

Approved  Not Approved

*[Handwritten signature of Francisco Garcia]*

Francisco Garcia, MD, MPH  
Deputy County Administrator

*18 May 2020*  
Date

Approved  Not Approved

*[Handwritten signature of C.H. Huckelberry]*

C.H. Huckelberry  
County Administrator

*5/18/20*  
Date



## **Office Protocol and Procedures**

### **Telecommuting**

- Employees with a compromising medical condition as defined by the CDC or residing with a compromised individual may telecommute. The employee must submit the Attestation Form to PCBH Director with a copy to her Special Staff Assistant for submission to the HR Nurse Liaison within 15 calendar days of May 18<sup>th</sup> and each second Monday of a pay period for the next pay period.
- Employees who have a child (under 18) affected by childcare or other school closures, are permitted to telecommute. The employee must submit the Telecommute Attestation Form to their immediate supervisor within 15 calendar days of May 18<sup>th</sup> and each second Monday of a pay period for the next pay period.
- Managers will continue to verify that there is sufficient quantity of work for employee to perform remotely and verify work performance.

### **Scheduling**

- Work hours will range from 6:00 am to 7:00 pm, Monday through Friday, to successfully limit personnel in the office and adhere to social distancing. Any changes to an employee's normal work schedule, must be approved by their immediate supervisor.
- Lunch hours may be shortened to 30 minutes or deferred by the employee to decrease the amount of time and personnel in the office between these work hours.
- Staff schedules may be staggered as much as practicable with the approval of the Department Director.

### **Entrance**

- Adhere to spacers on the sidewalk and floor at the entrance and maintain a six-foot distance from others.
- All employees must have their temperatures taken upon entrance into the Abrams building and clearly display the sticker they are given for the remainder of the work day.
- A maximum of two people are allowed in an elevator at one time.
- Staff are encouraged to use single occupancy restrooms.
- No member of the public is permitted to enter the office suite without legitimate business reasons for being in the building (this includes families, friends, etc.).



- No member of the public is permitted to enter the office suite without proof that their temperature was taken prior to entering the building.

### **Health & Safety**

- All employees will practice universal source control by wearing a mask over their noses and mouths at all times. The only exception is when they are alone in their office.
- Employees who work in cubicles must keep their masks on at all times.
- All employees will be expected to disinfect all shared equipment (e.g., copiers, computer) after each use. The Department will provide appropriate cleaning supplies.
- Hand sanitizer will be available in the office and employees must perform adequate hand hygiene.
- Masks will be provided for all staff members.
- Employee will stay home if sick and follow BOS policy D23.20
- Employees who are well but have a sick family member with COVID-19 will follow CDC guidelines and stay home until 14 days after last exposure.
- Staff will receive and adhere to Cleaning/Disinfecting, PPE and hand hygiene training provided by Linda Everett, RN.

### **Cleaning & Disinfecting**

- EPA approved for COVID-19 disinfectants will be used. If not available, appropriate alternatives will be used as per CDC guidance.
- All employees will be assigned duties to disinfect all common areas twice a day and document the cleaning.
- All employees are expected to continue cleaning and disinfecting personal work stations daily.
- All employees will be expected to disinfect all shared equipment (e.g., copiers, computer) after each use.

### **Strict Physical-Distancing Measures**

- Maintain a six-foot distance from other individuals at all times.
- One person in entry hall at a time.
- Do not gather in common areas such as lobbies and breakrooms.
- Breakroom is limited to 2 people at a time and employees may not eat meals in the break room.



- Storage room is limited to 1 person at a time.
- One person at copier at a time.
- One person at Spillman computer at a time.
- All meetings should be done virtually whenever possible.
- If using the conference room, six-foot distancing must be maintained and in no event shall more than 10 people be physically present.
- Parties, potlucks and shared food are prohibited until further notice.

#### **Communication**

- Internal meetings should be conducted by videoconference or teleconference if possible.
- Continue to limit personal contact via phone interviews when practicable.
- Documents should be transmitted and signed electronically whenever possible.
- Common area doors should remain open during business hours to decrease the touching of door handles (conference room, kitchen, etc.).

#### **Relocation**

- Employees should stay in personal work spaces as much as possible. If necessary, an employee may be temporarily relocated to a more enclosed and less crowded area.
- Employees who share an office will be asked to wear a mask or will be relocated to a separate area when practicable.
- Employees will be informed and temporarily relocated when outside repair or maintenance visitors will work close to or in the employee's area.

#### **Travel**

- Only essential business travel is permitted.

#### **Temporary Annual Leave (Vacation) Policy**

- Annual leave must be approved a minimum of two weeks in advance by a Supervisor.
- Annual leave that has been previously approved remains approved.
- Annual leave will be granted only if the essential functions of the office will not be disrupted by an employee's leave.



### **Professionalism**

- Dress code for in the office or telecommuters is Business Casual and must be professional and appropriate for the workplace (wherever your workplace is currently located).

### **Contract Tracing**

- In the event an employee tests positive for COVID-19, all staff identified as close contacts will be tested and remain home until test results received (currently 48 hours).
- All staff will follow COVID-19 Workplace Exposure Protocol dated April 30, 2020

### **Restoration to Competency Staff Housed at PCADC**

- RTC employees do not telecommute and will maintain standard work schedules.
- All employees will practice universal source control by wearing a mask over their noses and mouths at all times. The only exception is when they are alone in their office.
- All employees will be expected disinfect all shared equipment (e.g., copiers, computer) after each use. The Department will provide appropriate cleaning supplies.
- Hand sanitizer will be available in the office and employees must perform adequate hand hygiene.
- Maintain a six-foot distance from other individuals at all times.

### **Attachments**

Staffing Schedule

Social Distancing floor plan

Memorandum Dated May 13, 2020 Re: Return to Work and Work Plans

Board of Supervisors Policy D23.20 Attendance Policy During Influenza or Other Viral Pandemic Outbreak

COVID-19 Workplace Exposure Protocol April 30, 2020

Pima County –First Aid & Near Miss Report Form COVID-19 Exposure Report

Cleaning Log



**Resources**

OSHA, Guidance on Preparing Workplaces for COVID-19, retrieved 5/27/2020 from <https://www.osha.gov/Publications/OSHA3990.pdf>

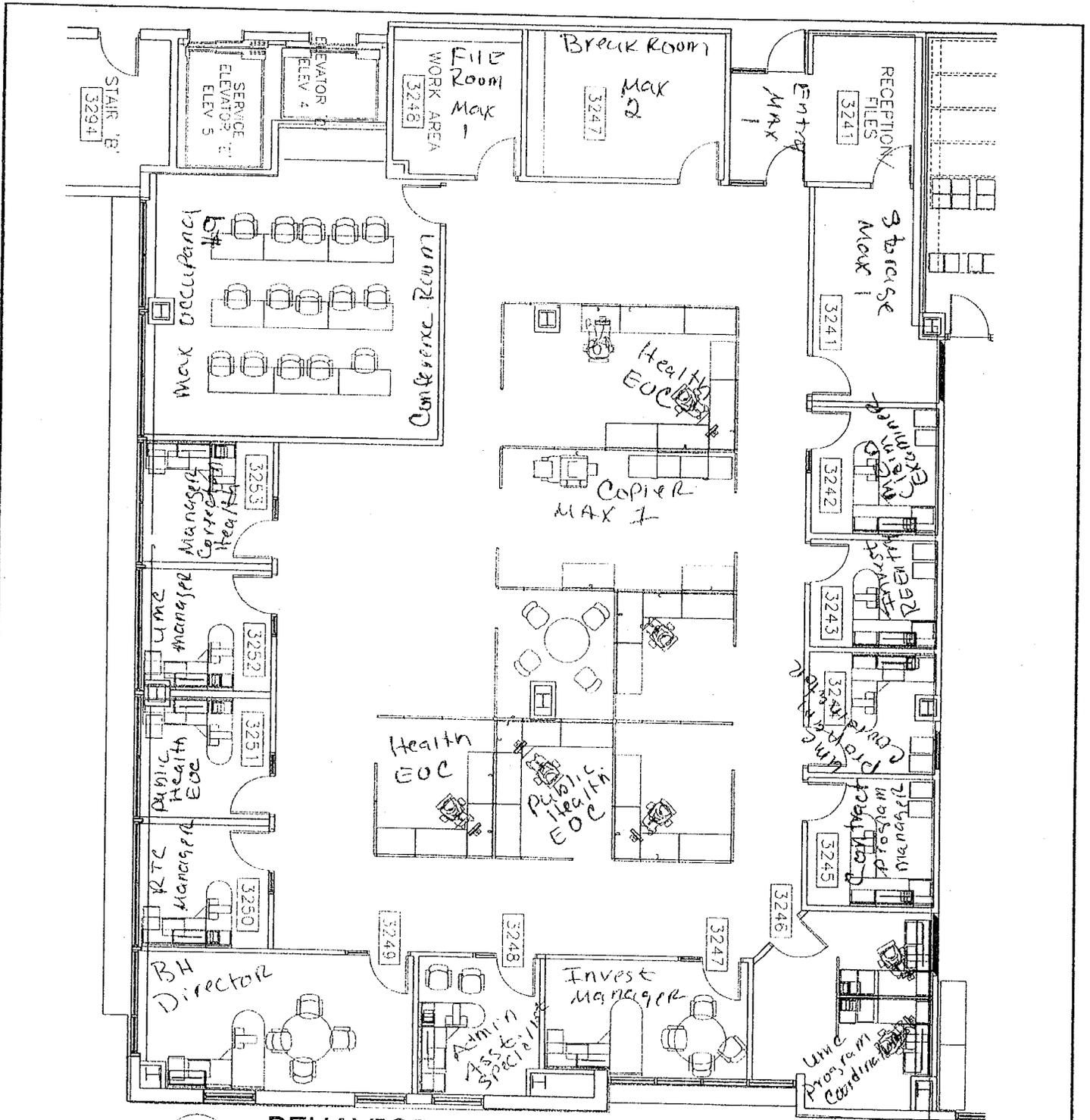
Centers for Disease Control, Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019 (COVID-19) May 2020, retrieved 5/27/2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Centers for Disease Control, Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools, and Homes, retrieved 5/27/2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

PIMA COUNTY BEHAVIORAL HEALTH

TELECOMMUTE SCHEDULE

Employee	TC	Status	Reason	Telecommute	In Office
Senior Staff Assistant		Yes	Self & Family Health	M-F; 7:30am-4:30pm	
Contracts Program Manager		No			M-F; 8am-5pm
Administrative Assistant Specialist		No			M-F; 8am-5pm
BH Director		No			M-F; 8am-5pm
Administrative Support Services Manager		Yes	Family Health	M-F; 7am-4pm	
Correctional Health Program Coordinator		Yes	Child Care	M-F; 8am-5pm	
Correctional Health Manager		No			M-F; 8:am-5pm
INVEST Manager		No			M-F; 8am-5pm
INVEST Re-Entry Manager		No			M-F; 8am-5pm
RTC Program Coordinator		No			M-F; 8am-4pm
RTC Program Coordinator		No			M-F; 8am-4pm
RTC Administrative Support Specialist		No			M-F; 8am-4pm
RTC Program Manager		No			M-F; 8am-4pm
RTC Manager		No			M-F; 8am-4pm
RTC Program Manager		No			M-F; 8am-4pm
Medical Claims Examiner		No			M-F; 6am-2:30pm
UMC Program Coordinator		No			M-F; 8am-5pm
UMC Program Coordinator		Yes	Medica/Age/Family	M-F; 7am-4pm	
UMC Program Coordinator		Yes	Self & Family Health	M-F; 8am-5pm	
UMC Program Coordinator		No			M-F; 8am-5pm
UMC Manager		No			M-F; 8am-5pm
Public Health EOC		No			M-F; 8am-5pm
Public Health EOC		No			M-F; 8am-5pm
Health EOC		No			M-F; 8am-5pm
Health EOC		No			M-F; 8am-5pm



1

**BEHAVIORAL HEALTH SUITE**

Scale: 3/32"=1'-0"



PIMA COUNTY FACILITIES MANAGEMENT, 150 WEST CONGRESS, TUCSON ARIZONA 85701 (520)724-3085



PIMA COUNTY FACILITIES  
BEHAVIORAL HEALTH SUITE

ABRAMS BLDG

TUCSON, ARIZONA

DATE: 4/30/14	SCALE: AS NOTED
CHECKED BY:	DRAWN BY:
WORK AUTHORIZATION:	REVS: <input type="checkbox"/> DATE:
SHEET NO: 1	NOTICE: THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF PIMA COUNTY. FOR OFFICIAL USE ONLY.

OF 1



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# MEMORANDUM

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Date: May 13, 2020

To: Deputy County Administrators,  
Assistant County Administrators  
Appointing Officials  
Presiding Judge Superior Court

From: C.H. Huckelberry  
County Administrator 

Re: **Return to Work and Work Plans**

This memo clarifies the direction of the Board of Supervisors for returning employees back to the workplace safely.

Each Appointing Authority should submit their Return to Work Plan to County Administration by close of business Friday, May 15, 2020. This Plan must ensure there is no interruption in providing public services and that each Department is adequately operating during regular work hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The Plan will identify how the Department will safely return its workforce to County facilities.

## 1. Return to Work

Available options for returning employees to work include:

- Phasing-in the gradual return to work of employees – this option must provide a time-line of percentage of employees return up to the anticipated date of full return of the workforce.
- Staggering work schedules
- Telecommuting
- Reduced work hours
- Use of E-FMLA
- Approved vacation leave
- Notification to employees that visitors are not permitted in employee work spaces

## **2. Safety in the Workplace**

Departments are required to follow safety standards that will help to prevent the spread of COVID-19. The Plan should include safety measures that the Department will implement in the workplace. Options may include:

- How the Department will observe social distancing
- Use of virtual meetings
- Routinely disinfecting work surfaces and routinely documenting these activities
- Limits on breakroom capacity
- Use of cloth masks
- Encouraging good hygiene
- Posting of safety measures

## **3. Telecommuting**

Upon the lifting of the Governor's Stay-at-Home Order, the Appointing Authority may continue to permit telecommuting. The following employees will remain eligible for telecommuting at the Appointing Authority's discretion:

- Employee has a compromising medical condition as identified by the CDC
- Employee has a family household member who has a compromising medical condition as identified by the CDC.
- Employee has a child (under 18) affected by a school or daycare closure; or,
- Employee is over 65 years of age.

### *a. Medical Attestations*

A Medical Provider Attestation form is required for:

- An Employee who has a compromising medical condition as identified by the CDC.
- An Employee who has a family household member who has a compromising medical condition as identified by the CDC.

Employees may be permitted to telecommute while waiting for the Medical Attestation form; however, the employee must obtain a signed attestation form within 15 calendar days of telecommuting. Please note the attestation does not require a visit to the physician only written confirmation of an existing condition.

*b. Telecommute Attestation*

A Telecommute Attestation form is required for:

- An Employee who has a family household member who has a compromising medical condition as identified by the CDC.
- An Employee who has a child (under 18) affected by a school or daycare closure.

The employee must attest that they are able to both provide oversight to others in their care and fully complete their regular work duties while working from home. Compliance is as simple as the employee confirming they are able to perform their regular duties while providing oversight to others in their care.

Appointing Authorities, managers and supervisors must continue to verify that there is a sufficient quantity of work for an employee to perform remotely, whether the work can be performed at the same quality as if in the workplace, and that work performance can be verified.

**4. Prohibition of Visitors in the Workplace**

Visits to an employee's work space by non-employees is prohibited. This includes family members, friends, children, and any other persons that do not have a work-related or legitimate business reasons to be in the workplace. Visitors are permitted in public areas of County facilities only.

**5. Masks**

Employees at public counters and interacting with the public must wear masks. Wearing of masks for other employees is optional. Masks will be provided by the County upon request.

More information can be found on the employee resource page at <https://intranettest.pima.gov/covid-19-employee-resources/>, as well as forms that are required if you fall into one of these categories.

CHH/mp

c: The Honorable Chairman, Members Pima County Board of Supervisors  
Cathy Bohland, Director, Human Resources



## COVID-19 WORKPLACE EXPOSURE PROTOCOL

### APRIL 30, 2020

*This is a temporary protocol which is subject to the evolving crisis dealing with the COVID-19 pandemic. The intent is to inform County employees of the exposure protocol in the wake of the pandemic. This protocol is temporary in nature and does not constitute permanent changes to policies or other County directives.*

In order to ensure a healthy and safe workplace for all County employees, and that proper notifications and contact tracing is completed, the following guidance is in place:

1. An employee who, in the performance of their official duties, has significant exposure to a person known to be positive or believed to be symptomatic for COVID-19 shall immediately complete and sign Form 405-2B "COVID-19 EXPOSURE REPORT," have their supervisor sign the Form, and submit the Form to Occupational Medical (OccMed) Manager Barbara Sanders via either Kiteworks secure messaging ([kiteworks.pima.gov](mailto:kiteworks.pima.gov)) to [Barbara.Sanders@pima.gov](mailto:Barbara.Sanders@pima.gov) or secure FAX at (520) 791-6515.
2. After exposure, the employee should self-monitor for presentation of COVID-19 symptoms and fever (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). Symptoms may appear 2-14 days after exposure to the virus.
3. An employee who develops COVID-19 symptoms should notify their supervisor and OccMed Manager Barbara Sanders. OccMed will refer the employee to the appropriate Occupational Health Clinic for a Teladoc assessment and possible testing. Due to testing kit shortages, the Clinic may need to refer the employee to another site for testing. **An employee who is having a medical emergency should immediately call 9-1-1.**
4. While awaiting test results, the employee is expected to stay at home and not report to work.
5. If the employee's test comes back negative and the employee is not exhibiting symptoms, the employee may return to work. If the employee's test comes back positive, the employee should follow up with an appropriate medical provider.

Any County employee who tests positive for COVID-19 that is unrelated to the performance of their official duties, must notify Human Resources Nurse Liaison, Emily Kruspig at 724-2728, as soon as possible so that the County may undertake necessary actions to further ensure the health and wellness of our employees. Human Resources will make any required notifications under Federal, State, and/or local guidelines.



# Pima County – First Aid & Near Miss Report Form

## COVID-19 EXPOSURE REPORT

**This form is to be completed immediately by the person who is reporting a known or suspected workplace exposure**

Name	EIN	Date of Exposure
------	-----	------------------

Report of a known or suspected exposure to COVID-19 in the workplace OR while in the performance of official County duties.

Please check the item that best describes the type of exposure:

- Contact with an individual known to have tested positive for COVID-19
- Contact with an individual who has reported testing with no results to date
- Contact with an individual who has self-reported suffering symptoms indicative of COVID-19
- Other:

Specific Area/Description of Incident:	
Department	
Supervisor's Name	Supervisor's Signature
Employee Signature	

**Report Only:** No medical attention requested, but event/exposure is to be recorded (use above form to document)  
**First Aid – No Medical Attention:** Treatment from a First Aid station is performed (use above form to document)

File within Department and retain for 2 years

Please use 80% Alcohol solution on large areas such as table tops and Cavi  
Cleaner on smaller surfaces

### Cleaning log

Date	AM shift completion signature	PM shift completion signature
05/01/20		
05/02/20		
05/03/20		
05/04/20		
05/05/20		
05/06/20		
05/07/20		
05/08/20		
05/09/20		
05/10/20		
05/11/20		
05/12/20		
05/13/20		
05/14/20		
05/15/20		
05/16/20		
05/17/20		
05/18/20		
05/19/20		
05/20/20		
05/21/20		
05/22/20		
05/23/20		
05/24/20		
05/25/20		
05/26/20		
05/27/20		
05/28/20		
05/29/20		
05/30/20		
05/31/20		

Conference Room table tops, keyboard,  
mouse, chairs and arm rests

Breakroom table top, refrigerator handle,  
coffee pot handle, microwave touch pad,  
water cooler handles, chairs and arm rests

All door handles and light switches

Countertops and tabletops

Desks and phones

Keyboards and mice

Copier



## Telecommute Attestation

Employee should deliver this completed form to their immediate supervisor.

I, \_\_\_\_\_, attest that I can and will provide oversight to others in my care and fully complete my regular duties while working from home.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

---

### Documentation of Parental Need to Provide Childcare Due to Pandemic-Related Closures

This information is required from any employee who wishes to telecommute because of a childcare need. The childcare need must be due to the pandemic-related closure of a school or place of care for the child.

\_\_\_\_\_  
Name of Child(ren)

\_\_\_\_\_  
Name of School or Place of Care

\_\_\_\_\_  
Name of Child(ren)

\_\_\_\_\_  
Name of School or Place of Care

The employee must initial:

\_\_\_\_\_ I am the only suitable individual who can provide childcare during the workday for my children.

\_\_\_\_\_ I have attached documentation that demonstrates the pandemic-related closure of my child's school or place of care.

---

For Supervisor Use Only:

Notes:

\_\_\_\_\_  
Supervisor Name

v. 05/14/2020



# Medical Provider Attestation of At-Risk Health Condition

Employee Name: \_\_\_\_\_

Employee Contact #: \_\_\_\_\_

Employee Department: \_\_\_\_\_ EIN: \_\_\_\_\_

Employee Requests:  To telecommute\*  To be off work

Patient's Name: \_\_\_\_\_ Patient's Relationship to Employee: \_\_\_\_\_

I attest that the patient has one of the conditions identified by the CDC as being "high risk" for severe illness from COVID-19, and the employee is not permitted in the workplace during the COVID-19 Pandemic crisis.

- Chronic lung disease or moderate to severe asthma
- Serious heart condition
- Immunocompromised
  - o Many conditions including cancer treatment, smoking, bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (body mass index [BMI] of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

\_\_\_\_\_  
Healthcare provider signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare provider printed name

**Submit fully completed form to:**  
**HR Nurse Liaison Emily Kruspig**  
**Secure FAX: (520) 770-4057**

\_\_\_\_\_  
Healthcare provider phone #

**\*An employee requesting to telecommute due to a household family member's medical condition must also sign and give their **supervisor** the Telecommute Attestation form.**

\_\_\_\_\_  
Healthcare provider FAX #



Melissa Manriquez  
Deputy Clerk

# Pima County Clerk of the Board

Julie Castañeda

Administration Division  
130 W. Congress, 1st Floor  
Tucson, AZ 85701  
Phone: (520)724-8449 • Fax: (520) 222-0448

Management of Information & Records Division  
1640 East Benson Highway  
Tucson, Arizona 85714  
Phone: (520) 351-8454 • Fax: (520) 791-6666

## MEMORANDUM

TO: Mr. Chuck Huckelberry  
County Administrator

FROM: Julie Castañeda  
Clerk of the Board

DATE: May 15, 2020

RE: Memorandum Dated May 13, 2020 - Return to Work and Work Plans

*Approved  
C. Huckelberry  
5/15/20*

*Castañeda*

Please find the Clerk of the Board's Office Return to Work Plans:

1. Return to Work
  - a. Phasing in and gradual return to work

Clerk of the Board's Administration Division – All employees within this division have returned to work and are working regular work schedules. Three employees classified temporarily non-essential were placed on leave effective April 1, 2020. All have returned to work, return dates were staggered, as of April 27, 2020.

Management of Information and Records Division (MIR) – All employees within this division have returned to work and are working regular work schedules. Five employees classified temporarily non-essential were placed on leave effective April 1, 2020. All have returned to work, return dates were staggered, as of May 13, 2020.

- b. Staggered work schedules

There is one employee on a staggered work schedule due to a reduced bus schedule. There is no interruption in providing public service.

- c. Telecommuting:

None.

d. Reduced work hours

None.

e. Use of eMLA

None.

f. Approved vacation leave

No vacation leave was approved. However, requests for vacation will be recommended for those employees that continued to work for the duration of the stay at home orders and were classified essential.

g. Notification that visitors were prohibited in employee work areas

Employees were notified of restriction and have abided by this direction.

2. Safety in the Workplace

a. Observing social distancing

All physical distancing as prescribed by the CDC and Pima County Health Department will continue to be implemented and maintained well into the future.

The work areas within both divisions have adequate spacing so that physical distancing can be maintained at all times.

b. Use of virtual meeting

Staff utilizes, when possible, virtual meeting capabilities with outside vendors and other County Departments. The Clerk's Office has significant public contact due to the nature of work and virtual meetings are not always possible. The Board of Supervisors' Meetings have been conducted through virtual means, but physical attendance by staff is required and virtual attendance is not feasible.

c. Routinely disinfecting work surfaces and documenting these activities

A daily cleaning log has been implemented for both divisions. Staff's practices include routinely disinfecting their work areas, upwards of 3 times a day. The front counter is also disinfected as necessary.

MIR is a contained facility and has little to no public contact. The exception being the daily retrieval and delivery of records. There were four drivers that rotated weekly. This assignment was reduced to one individual and deliveries and pickup were reduced to one day a week. Emergency deliveries are performed as needed. This was implemented to limit staff exposure and reduce the risk of infections.

d. Limits on breakroom capacity.

A two person capacity limit was placed on breakrooms to maintain physical distancing.

e. Use of masks.

Staff has been provided both masks and gloves, which must be worn when dealing with the public and during outside of the work area related contact with other departments.

f. Encouraging good hygiene.

Staff practices good hygiene by maintaining physical distancing, sanitizing their areas and washing their hands regularly in line with CDC and Health Department recommendations.

g. Posting of safety measures.

COVID-19 guidelines are posted and visible to staff and the public.

3. Telecommuting – **N/A**

4. Prohibition of visitors in workplace.

Visitors are strictly prohibited in work areas for both divisions of the Clerk of the Board's Office.

5. Masks

Both divisions of the Clerk of the Board's Office have been provided masks and are strongly encourage to wear them at all times.



**PIMA COUNTY**

COMMUNITY & WORKFORCE  
DEVELOPMENT

**Memorandum**

Date: May 15, 2020

To: Chuck Huckelberry,  
County Administrator

From: Arnold Palacios,  
Director, CSET

*AP.*

Via: Francisco García,  
Deputy County Administrator

Daniel Tylutki,  
Interim Director, CDNC

*DT*

Re: Return to Work and Work Plans

Please see the attached Return to Work and Work Plans for CSET and CDNC collectively Community & Workforce Development for consideration.

Approved Not Approved

  
\_\_\_\_\_  
Deputy County Administrator

*15 May 2020*  
\_\_\_\_\_  
Date

Approved Not Approved

  
\_\_\_\_\_  
County Administrator

*5/15/20*  
\_\_\_\_\_  
Date

Date: May 15, 2020

To: CSET and CDNC Staff

From: Arnold Palacios,  
Director, CSET

Daniel Tylutki,  
Interim Director, CDNC *DT*

Re: Return to Work and Work Plan

The purpose of this memo is to establish a Return to Work Plan for respective CS and CD staff in response the direction provided by the County Administrator in a memorandum dated May 13, 2020 attached herein.

**1. Return to Work Timeline:**

Respective CSET and CDNC offices have not closed with the majority of employees working onsite during the pandemic providing needed services to the community. For those of you that have been in office, thank you! Both departments will continue to practice staggering work schedules that include the possibility of expanding work hours, over-time, telecommuting, use of EFMLA, vacation leave and/or unpaid leave in an ethical effort to address employee concerns and needs related to the pandemic while maintaining level of service to the community. For employees that are telecommuting, please plan for a gradual return to work at general at a rate of approximately 20% every two weeks through June 30, 2020 with everyone back in the office by July 1, 2020.

**2. Safety in the Workplace**

Wellness Checks and Sign-Ins:

Until further notice, all employees and visitors will continue to have a wellness checks conducted in order to enter the workplace and follow the direction outlined in the *Return to Work* guidelines for any individuals displaying a temperature of 100.4 or above, or other known COVID-19 symptoms. Front-line and public-facing employees will be required to wear masks and the County will make every effort to provide them as available. Installed sneeze guards at all public counters will remain in place. All visitors and staff must will be required to sign in/out.

Social Distancing:

Department staff will continue to embrace and utilizes of virtual meeting technology between colleagues and clients/students whenever possible including, but not limited to:

1. Virtual workshops,
2. Hotlines,
3. On-line applications, and
4. Telephonic case management appointments.



Staff is asked to strictly adhere to setting meetings or groups of more than ten persons per room, in addition to, accommodating 6 foot distances between individuals. This social distancing policy also includes, but is not limited to, classrooms, conference rooms, break rooms, lobby areas, resource rooms, etc. Walk-in appointments will take place in an open area away from the employee workstations; no visitors may enter an employee's workstation, including friends and family until further notice. Please limit elevator capacity to two persons at any one time.

Health and Safety:

Administration staff will be responsible and assigned to maintain safety signage at all common access points; in addition to routinely disinfecting work surfaces, common area surfaces and equipment including publicly accessible computers, phones and other office machines, meeting rooms, multi-function machines and other areas/equipment shared by employees. All public computers shall be spaced apart and usage limited to 45 minutes. Provide easy access to hand sanitizer, face masks and tissue for employees and visitors.

Please note that this work plan is subject to change.



**PIMA COUNTY CONSTABLES**  
240 N. STONE AVENUE, LOWER LEVEL  
TUCSON, AZ 85701  
(520) 724-5442  
(520) 724-6446 FAX

Date: May 14, 2020

To: C.H. Huckelberry  
County Administrator

From: Kristen Randall  
Presiding Constable

*approved  
C. Huckelberry  
5/15/20*

**Return to the workplace**

The Constable's Office is planning a phased-in approach to bringing staff back to the workplace using a variety of county approved options.

We are currently rotating our three staff so that one is in the office at all times and two are teleworking. The two who are teleworking have been assigned duties that are completed from home, are available to all ten constables by phone and email, and have attended meetings and conferences remotely when needed. The public continues to be well served by county staff and there has been no complaints or delays.

On June 3<sup>rd</sup>, we will have a meeting to evaluate our changing work needs. Since the Justice Court will resume regular eviction hearings in early June, I expect the workload to increase starting June 8<sup>th</sup>. Likely we will go to a rotating two in the office, one teleworking schedule through June, while we process the backlog of evictions. Teleworking staff are aware that they can be called into the office if needs arise at any time. In July we will re-evaluate the work schedules, as court filings increase and the SAFE Act eviction moratorium/Executive Order 2020-14 expires.

In August, we expect the workload to be greater than usual as a result of the previous delays in court filings and that we are down one employee from a personnel action taken in April. If COVID cases are declining at this time, it is likely we will have all staff back in the office full time in August.

**Safety in the workplace**

We will continue distancing by extending the telework policy. Six foot increments will be clearly marked on both sides of the counter and hand sanitizer will be available.



**PIMA COUNTY CONSTABLES**  
240 N. STONE AVENUE, LOWER LEVEL  
TUCSON, AZ 85701  
(520) 724-5442  
(520) 724-5445 FAX

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We will hold meetings using zoom or a conference call rather than asking all staff to meet in the office. This is a policy we have already adopted in the last few months, and will likely continue for some time.

Disinfectant will be provided to employees to keep counters, keyboards, printer buttons, light switches and other surfaces clean. Public-facing surfaces and pens will be disinfected more often.

We will encourage staff to eat lunch at their desks rather than in the breakroom. I have directed staff to wear a mask when working with the public, and to use plenty of hand sanitizer. Since staff handles money, I have asked that they are especially careful and wash hands thoroughly after accepting or counting bills.

Proposed phase-in for return to office:

1. Now to June 2<sup>nd</sup>- Continue “one in, two telework” rotating schedule
2. June 3<sup>rd</sup> meeting to evaluate work needs and COVID infections in community
3. June 8<sup>th</sup>- Potentially move to “two in, one telework” rotating schedule as workload gradually increases
4. Late July- Evaluate work needs and COVID infections, work load expected to increase after July 22<sup>nd</sup>.
5. August- Guided by medical and policy targets, consider returning three staff to office full time as work load is expected to increase.



May 13, 2020

## Communications and Graphics Services Office Return-to-Work Plan

### Current Staffing And Worksite Conditions

The Communications and Graphics Services Office employees work in two locations – the Communications Team works on the 5<sup>th</sup> Floor of the Administration East Building, 130 W. Congress St., and the Graphics Services and Print Shop teams at the Public Service Center Garage, 220 N. Stone Ave.

The Admin East location has 8 staff working in individual offices. Meetings are held via MS Teams, or in a large meeting area where physical distancing is maintained. Staff are not required to wear a mask, but may if they choose.

The Public Service Center Garage location is divided into two sections – the office, which is a large, open-office setting with seven staff working at desks with separation between staff of at least six feet; and the Print Shop which is a large open warehouse-type setting with large printers and other devices and staffed by four press operators working at a significant distance from each other (more than 20 feet). Graphic Design and Print Shop staff are not required to wear masks but can if they choose.

After the direction by the County Administrator to identify nonessential staff and place them on Leave, Office leadership decided two of the three Graphics Services Designers should be placed on leave and five of the six Print Shop staff placed on leave. Over the course of the two months of the Governor's Stay At Home Executive Order, some staff on Leave have returned to work either for short terms or permanently due to work demand from County departments.

There currently are only four staff still on leave or furlough. Two Communications Team staff do telework intermittently under the childcare/schools provision.

### Returning Staff to Work May 18

All Communications, Graphics Services and Print Shop staff will return to work on Monday, May 18, 2020, as per the County Administrator's direction. Physical distancing will be maintained at both work locations. Staff may wear a mask if they choose but will not be required to wear one. The Print Shop has a public service counter that is behind glass. Visitors to the Print Shop vestibule are not required to wear a mask. Clients reviewing printed products will do so either online, or if necessary, in the Print Shop vestibule through the closed window. Vendors who need to enter the Print Shop to service machines or deliver supplies will be required to wear a mask. If they do not have a mask, a disposable mask will be provided to them. Staff who apply for and meet the requirement for telework will be allowed to do so but with close monitoring of work performance.

*Approved  
M.B. Evans  
5/15/20*

Mark B. Evans, Public Communications Director

130 W. Congress St., 5th Floor • Tucson, Arizona 85701 • Phone: 520-724-3334 • mark.b.evans@pima.gov

*Paul  
5/14/2020*

# Pima County Consolidated Justice Court Return to Work Plan

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## RETURN TO WORK

The court intends to gradually phase-in its workforce. Employees have been divided into two teams and are rotating to the greatest extent possible. This “silo” approach has been the suggested method to ensure the court continues to function should a large number of employees become exposed to the virus. There have been three courts in Arizona that remained fully-staffed and were closed due to exposure. Employees who are out of the office are using available leave time and E-FMLA. The court has developed a four-phase return to work plan. This strategy could vary from the outline below based on many variables, including guidance and administrative orders issued by the Administrative Office of the Court.

### CURRENT STATUS

COURT EVENTS 95% REMOTE | 5% IN PERSON

Staffing Onsite Staff: 50%  
Court Access: RESTRICTED  
Walk-Ins: FILING/PMT DROPOFF ONLY  
Social Distance: PER CDC GUIDELINES  
PPE Masks: YES - EMPLOYEES ONLY  
Wellness Temp Checks: YES - ALL ENTERING BUILDING

### PHASE 1 Recovery (JUNE-JULY)

COURT EVENTS 75% REMOTE | 25% IN PERSON

(2<sup>nd</sup> Floor Service Lobby) – Closed

- ONLINE services
- Limited Services 1<sup>ST</sup> floor lobby

Staffing Onsite Staff: 50%  
Court Access: RESTRICTED  
Walk-Ins: FILING/PMT DROPOFF ONLY  
Social Distance: PER CDC GUIDELINES  
PPE Masks: YES – ALL ENTERING BUILDING  
Wellness Temp Checks: YES - ALL ENTERING BUILDING

### PHASE 2 Recovery (EARLY AUGUST)

COURT EVENTS 55% REMOTE | 45% IN PERSON

(2<sup>nd</sup> Floor Service Lobby) – Limited

- ONLINE services
- Limited Services 1<sup>ST</sup> floor lobby
- Civil Traffic Arraignments (2<sup>nd</sup> Floor Window) – No more than 10 in lobby

Staffing Onsite Staff: 75%  
Court Access: RESTRICTED/LIMITED  
Walk-Ins: FILING/PMT DROPOFF ONLY  
Social Distance: PER CDC GUIDELINES  
PPE Masks: YES – ALL ENTERING BUILDING  
Wellness Temp Checks: YES - ALL ENTERING BUILDING

**PHASE 3 Recovery (LATE AUGUST) COURT EVENTS      25% REMOTE | 75% IN PERSON**

(2<sup>nd</sup> Floor Service Lobby) – Open but Limited

- ONLINE services
- Limited Services 1<sup>ST</sup> floor lobby
- Civil Traffic Arraignments – In-Person (CDC Social Distancing Requirements)

Staffing Onsite Staff: 100%  
Court Access: LIMITED RESTRICTIONS  
Walk-Ins: FILING/PMT DROPOFF ONLY  
Social Distance: PER CDC GUIDELINES  
PPE Masks: YES – ALL ENTERING BUILDING  
Wellness Temp Checks: YES - ALL ENTERING BUILDING

**PHASE 4 Recovery (SEPTEMBER)      COURT EVENTS 0% REMOTE | 100% IN PERSON**

Staffing Onsite Staff: 100%  
Court Access: NO RESTRICTIONS  
Social Distance: PER CDC GUIDELINES  
PPE Masks: PER CDC GUIDELINES  
Wellness Temp Checks: PER CDC GUIDELINES

## **SAFETY IN THE WORKPLACE**

The court takes the safety and well-being of our employees very seriously. Beginning April 10, 2020, all court employees were required to wear protective face coverings in all common areas of the building in addition to observing social distancing guidelines outlined by the CDC. Court leadership is continually reminding employees to practice good hygiene through frequent handwashing, social distancing, and the wearing of face coverings. Employees who are not feeling well are required to stay home, and if an employee becomes ill at work, they are sent home without fear of reprisal.

The breakroom has been closed to in-person dining. Employees may collect their food from the refrigerators, heat their food, and take it back to their workstation.

The court has provided hand sanitizer, disinfectant wipes, and sprays for regular cleaning. At a minimum, employees clean their work areas once per day. Documentation will begin Monday, May 18, 2020.

Court contract security personnel are wiping down high-touch areas every hour. We will ask them to document these activities beginning Monday, May 18, 2020.

County provided "Stop the Spread of Coronavirus" posters are located throughout the court and in all elevators. The court added signage limiting elevator occupancy to two people at a time.

Temperature screenings began on April 20, 2020, for all employees and visitors entering the County Public Service Center. The court restricted entry into the building through the front entrance only.

In-person meetings are only conducted when necessary and are limited to small groups utilizing larger conference room spaces to allow for social distancing. Public service counters are constructed with glass protection between the employee and the customer. Employee workstations in the cubicle area are a minimum of 5 feet apart with a five 1/2-foot-tall wall dividing them and surrounding them on three sides. In each courtroom, plexiglass is on order and will be installed to protect the judge, employees, and the public. Elevator occupancy is limited to two people at any given time.

## **TELECOMMUTING**

The work of the court does not lend itself to telecommuting.

## **PROHIBITION OF VISITORS IN THE WORKPLACE**

Visits to an employee's workspace by non-employees are prohibited. Visitors will only be allowed in public areas of the courthouse.

## **MASKS**

Effective April 10, 2020, all court employees were required to wear face coverings in all common areas. Further, Arizona Supreme Court Administrative Order 2020-75 requires all employees and court patrons to wear face coverings beginning not later than June 1, 2020. The court has a limited supply of face masks for employees and the public who are in need. The vast majority of employees have provided their face mask coverings.

*Approved  
C. J. Schubert  
5/15/20*



DATE: May 14, 2020  
TO: C. H. Huckelberry, County Administrator  
Carmine DeBonis Jr. Deputy County Administrator  
FROM: Carla L. Blackwell, Director *CLB*  
SUBJECT: Return to Workplace Guidelines

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As stated in early March, Development Services is uniquely equipped to institute an alternate work location plan due to all digital processes, technology, and Pima County laptop equipment. All work completed by DSD can be done remotely and by keeping staff working remotely, we have been able to keep up with the workload. Construction was deemed an essential service by the Governor so very few staff members were deemed non-essential and only temporarily. All permit submittals are electronic, they are assigned to plan reviewers who are able to complete their review and comment electronically. Permits can be issued and customers can pay online. For an example of the DSD workload management tools that we use to monitor and measure productivity, please see Exhibit A.

**Return to the Workplace:** DSD has 50 staff members including 2 part time workers. By allowing telecommuting, DSD has been able to space the on premise 17 people throughout the open floor plan beyond the 6 foot minimum. In addition, 7 inspectors have been in the field or in the office. Telecommuting has been a success for DSD as we have been able to maintain high service levels and timeliness throughout the pandemic crisis period. The return to the workplace plan will be handled in three phases in accordance with the CDC Guidelines for Opening:

**Phase 1 by May 23, 2020**

- **At the End of Pay Period, May 23, 2020:** Those telecommuters and those on leave that were home due to the Governor's Stay at Home Order will return to the workplace. This totals 5 staff members. They will return to the workplace on Tuesday May 26<sup>th</sup> after Memorial Day.

**Phase 2 When schools and organized youth activities (daycare, camps) can reopen**

- **Staff Members with Minor Children:** 2 staff members are on leave and not working: 1 person on EFML through June and 1 person is on parental FML through June. There are 6 staff members telecommuting with school age children, two are single parents, and

one is a foster parent. Parents are confronted with two issues. School is still in session online and will not conclude until near the end of May. Many day care providers have not fully reopened and the shortage is becoming an issue for parents. These staff members would not be asked to return until able to arrange proper day care for the summer.

### **Phase 3 When Vulnerable Individuals can resume public interactions**

- **Staff Members with own qualifying medical conditions:** This comprises **10** staff members. They have submitted the medical attestation form. They should stay at home and be allowed to telecommute until the CDC and/or Pima County Health Director issues guidance that it is appropriate for this category of individuals to return from telecommuting.
- **Staff Members who live with medically vulnerable adults:** There are **3** staff members that live with elderly parents or relatives. Like those that have underlying medical conditions, they should stay at home and be allowed to telecommute until the CDC and/or Pima County Health Director issues guidance that it is appropriate for this category of individuals to return from telecommuting. They will return at the same time as the staff members with medical conditions.

### **Workplace Restrictions:**

- **Physical Distancing of Work stations:** By allowing telecommuting for DSD, we have been able to institute proper social distancing at the office. Some staff work surfaces are within the 6 foot recommended distance but most meet the minimum. Staff are able to relocate to other work areas around the office to further distance themselves.
- **Physical Distancing in Common Areas:** All seating and gathering spaces will be 6 feet apart including chairs in the break room, window seating, and library. No more than 4 people allowed in the break room at any one time, folks are encouraged to eat at their desk. Staff will be reminded to maintain distance from each other in common areas and work spaces with no handshakes or avoidance of direct touching.
- **Lobby Restrictions:** We will continue to limit the lobby access by offering customer service through phone calls, appointments, and web services. This has been highly successful to date. We plan to continue this restriction until physical distancing is no longer warranted by either the CDC or Pima County Health Department Director.
- **Meeting Protocols:** Whenever possible we will use Microsoft Teams and meet virtually especially with outside customers or individuals. In the office we will space appropriately if using the huddle rooms or conference rooms. No meetings should be

called of 6 or more individuals in a physical gathering. When meeting friends or family socially, do not bring them into the lobby, please meet them outside of the building.

- **Cleaning of Office Areas:** On a rotating basis among staff, clean all common surfaces, computer equipment, huddle room surfaces, door knobs or break room surfaces. To prevent having to touch surfaces, all internal doors shall be propped open. Cleaning supplies are still scarce and orders are backlogged, so please keep track of usage and put in timely orders. After phone or computer use in common areas, please wipe down surfaces. Everyone should hand sanitizer provided on the walls.
- **Masks:** All employees shall wear masks when in common areas or close proximity to others such as the counter, huddle rooms, conference rooms or break room. Staff do not need to wear masks when seated at their work station. Masks shall be worn if meeting with a customer at the counter.

Approved / Denied

  
\_\_\_\_\_  
Chuck Huckelberry, County Administrator

5/15/20

Concurrence

  
\_\_\_\_\_  
Carmine DeBonis Jr.,  
Deputy County Administrator

5/14/2020

C: Yves Khawam, Assistant County Administrator



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## MEMORANDUM

### ELECTIONS DEPARTMENT

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May 15, 2020

**To:** C. H. Huckelberry  
County Administrator

**From:** Brad R. Nelson  
Election Director

John Voorhees  
Asst. County Administrator

A handwritten signature in blue ink that reads "Brad R. Nelson".

**Subject:** Return to Work and Work Plans

Given that the Election Department has been deeply involved in the administration of the March 17 Presidential Preference Election and the preparations for the upcoming primary and general elections, no employees have been deemed non-essential.

Telecommuting, due to school closures and child care issues, has been utilized sparingly by a small number of employees. While telecommuting the staff members were supervised to ensure completion of work. Currently only one employee is telecommuting and that individual is expected to return to the workplace on or about May 26.

Soon the Department will be welcoming back many of our veteran seasonal workers. As they return, they will be reminded of the need to keep the workplace safe by observing social distancing (where feasible), wearing the provided Personal Protective Equipment and using disinfectants and sanitizers as may be needed.

It is likely that the local political parties may wish to assign observers to witness the administration of the coming elections. The Department is currently drafting procedures for party observation that complies with the State DHS and Federal CDC guidelines pertaining to COVID 19. Those procedures will be shared with the local political parties prior to the observation period.

Chief among our COVID 19 efforts is the need to solicit as many voters as we can to vote early for the coming primary and general elections. Per informal conversations with the County Recorder, I understand that the Recorder will be mailing a postcard to voters

*Approved*  
*C. Huckelberry*  
*5/15/20*

in advance of the August 4 primary urging them to stay safe by voting an early ballot. The Elections Department will be mailing a postcard to each eligible voter household prior to the general election urging voters to vote early in an effort to keep themselves and the community safe.

The “work places” that will likely prove to be the most chaotic in the midst of the COVID crisis will be the Election Day polling places, to include polling place workers and polling place voters. The following are our plans for these three criteria:

Polling places – On May 28, the Board of Supervisors will formally designate polling places for the coming primary and general elections. Prior to the Boards review and action, Department staff will contact each proposed polling place by phone in an effort to ascertain the locations desire to continue to be a polling place for the 2020 election cycle. Barring a future restrictive Executive Order, it is anticipated that nearly 100% of our historic polls will consent to being a polling place. In the event of a restrictive Executive Order we will likely lose 10-15% of our historic polling places. In the event of the loss of a polling place, an alternative location will be found and the impacted voters notified.

Polling place workers – Per state law, only the polling place inspector and judges need to be trained prior to Election Day. Historically we have trained all poll workers during an onsite training session. In an effort maintain social distance, only the Inspector and the lone poll worker who serves as the Marshal will attend an onsite class in advance of Election Day. All other poll workers will be directed to review the training resources and materials available for instruction online. Additionally, given the possibility of poll workers declining to work at the last minute, due to health concerns, we are recruiting/training extra poll workers in an effort to have a “cushion” of trained workers to act as last minute replacements. Polls will be supplied with masks, gloves, sanitizers and disinfectants for use by poll workers on Election Day.

Polling place voters – Hopefully, voters will heed the call to vote early and not appear in large numbers at the polls. At the polls, no voter will be impeded from entering the polls and casting a ballot because of the use of, or absence of, personal protective equipment. Voters will not be required/requested by poll workers to remove any PPE for purposes of identification. Voters will be asked to maintain social distancing but will not be removed from the polls for failing to maintain social distance. Though pens will be made available and periodically sanitized by poll workers, voters may use their own pens to sign the roster and mark their ballot.



## MEMORANDUM

DATE: May 14, 2020 *UKN*

TO: C.H. Huckelberry  
County Administrator

FROM: Ursula K. Nelson, P.E.  
Director

RE: **Return to Work Guidelines – PDEQ**

Since the issuance of the Governor's stay-at-home order, PDEQ staff and management has worked diligently to not only follow the Governor's directive but to continue to provide excellent customer service. This has been successfully accomplished by:

1. Identifying employees engaged in time-critical tasks that ensure protection of public health and the environment.
2. Allowing non-critical staff to shelter in place at home.
3. Reviewing the status of critical staff to determine appropriate work location assignment (telecommuting or reporting to the workplace) in accordance with County direction.
4. Ensuring regular supervision and work product of telecommute and in-office staff.

As a result of the above steps, PDEQ initially identified twenty-five critical and fifteen non-critical staff. Some staff varied through the time period between telecommuting and using various leave, but six were authorized to telecommute. All telecommuting staff were supervised to ensure completion of work. PDEQ has used Microsoft Teams extensively and found it to be very effective not only to interact with telecommute staff but also to have meetings with in-office staff while maintaining appropriate social distancing. Over the course of the stay-at-home order, additional staff were recalled as needed from non-critical to critical status and returned to work. PDEQ staff and managers were exceptional throughout this time period in ensuring the completion of work and providing excellent customer service. Everyone stepped up to complete essential tasks throughout this unprecedented time.

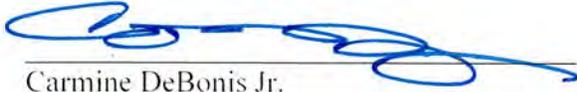
PDEQ will implement the return to work directive in a manner that ensures the continued accomplishment of work tasks in a manner that is protective and consistent with County direction.

1. Four non-critical staff will return to work on Monday May 18. Note that one of those staff will be working for HR doing temperature checks. The remaining fifth non-critical staff member is utilizing EFMLA and will remain out.
2. Telecommute staff will transition back to the workplace over the next week with everyone back at the office by Tuesday May 26 (Monday is Memorial Day Holiday) with one

C.H. Huckelberry  
Re: Return to Work Guidelines – PDEQ  
May 14, 2020  
Page 2

exception. That one exception will continue to telecommute until June 5 at which point he is retiring. The intervening time will allow us time to transition his work to other staff.

Concurrence:



Carmine DeBonis Jr.

5/14/2020

Date

Approved:  Yes  No



C.H. Huckelberry

5/15/20

Date



Date: May 18, 2020

To: C.H. Huckelberry  
County Administrator

From: Lisa Josker  
Director

**Re: Return to Work Plan – Facilities Management (Revised)**

Please see the attached revised Facilities Management Return-to-Work Plan for your review and consideration.

There were three updates to the Plan approved on May 14, 2020:

1. Inserted the following sentence as 5.c.:

“When using motor pool vehicles, wipe down interior surfaces prior to use and after use.”

2. Renumbered the initial sentences from 5.c. and 5.d. to 5.d. and 5.e. due to the inserted sentence above.
3. Removed staff names from the four (4) seating attachments.

LJ:lsm

Attachments (4)

 Approved / Denied

C.H. Huckelberry 5/18/20  
C.H. Huckelberry, County Administrator Date

**Facilities Management Return-to-Work Plan – May 18, 2020**

Because of the nature of our work, which either requires staff to be on-site (e.g., repair and maintenance of buildings cannot be done by telecommuting) or requires frequent communication with other staff and/or frequent offsite visits, a majority of Facilities Management (FM) employees have been working through the State of Arizona Stay-At-Home orders. Staff who have been out at various times and for various leaves have been in frequent contact with their Supervisors. With a few exceptions, it is expected most FM staff currently on leave will be available to return to work on Monday, May 18, 2020 at their normal schedules. Staff who are on approved FMLA or E-FMLA leave status will remain off from work as per approved leave.

Telecommuting for FM employees is appropriate in only a few job description categories. Requests will be reviewed on a case-by-case basis and, if approved by the Appointing Authority, will comply with all County Administration directives.

Prior to returning to work, Supervisors and/or Managers will review the following information with each of their employees:

**1. Temperature-Taking**

Everyone will submit to having their temperature taken every day; refer to Administrative Procedure 23-54.

- a. Staff who arrive at the Mission Road site will stop to get their temperatures taken prior to picking up their work vehicles and arriving onsite to work.
- b. FM employees who report downtown will stop at the 1<sup>st</sup> floor lobby for their temperature check. In the near future, FM department may incorporate temperature-taking efforts on the 3<sup>rd</sup> floor.
- c. Employees who arrive at a worksite first will need to stop and get their temperature taken by the departmental temperature takers.

**2. Protective Masks**

Anyone who is in contact with the public must wear a protective facemask. FM has some masks (enough for at least two per person) and, when we receive more, we will distribute. Employees can provide their own clean masks if they prefer, as long as they are not logo-driven or could be perceived as offensive to others. I understand this is a broad definition, but I trust staff will understand the difference; refer to Pima County Personnel Policies 8-119 Rules of Conduct for appropriate and acceptable workplace behavior/demeanor. Lastly, if you think you and/or someone you are close to may have the virus, or you are being tested for the virus, please wear a mask while in the office until you know it is safe.

**3. Social Distancing**

Keep social distancing when meeting with people.

- a. Our work areas have cubicle walls between staff. All work areas have been measured to ensure a minimum 6'-0" distance between seating areas. This exercise was done for both the temporary seating locations while we are under construction and the final permanent seating floor plan.
- b. Continue to use online video conferencing systems for meetings. Use of Microsoft Teams is encouraged. Anyone who does not know how to use this software will need to be trained; notify your Supervisor/Manager if needed.

- c. In-person meetings with physical distancing should be limited to groups of no more than ten (10) people.
- d. Ensure visitors and contractors are aware of and comply with current wellness (temperature) checks and other restrictions. Visitors are restricted to the Lobby and Conference Room off the Lobby. No visits by family members, friends, children or other non-business related associates.

#### 4. Handwashing

Frequent handwashing for a minimum of 20 seconds is required.

#### 5. Sanitizing and Disinfecting Workplace Areas

- a. FM has hand sanitizers set up in common areas and within the shops for your use.
- b. FM has wipes and sprays set up in central areas and within the shops for your use in your work area. Please also stretch out into other common areas and wipe down common surfaces; it is up to all of us to make certain these areas are kept clean; worktops, appliances, machine equipment, door knobs/handles, buttons.
- c. When using motor pool vehicles, wipe down interior surfaces prior to use and after use.
- d. Please do not use aerosol spray-type disinfectants (Lysol spray for instance); this type of spray stays in the air and tends to irritate lungs.
- e. When going out to non-FM work areas please clean and sanitize the area prior to starting your work and clean and sanitize when work is complete.

#### 6. Breakroom Areas

- a. To maintain a 6'-0" distance in breakroom area, tables should have no more than one person sitting per table.
- b. After employees are finished using the breakroom tables and chairs and before leaving the breakroom area, employees must use sanitizing wipes to clean the table and chair they used during their lunch or break.

#### 7. Personal Care

If you are sick, stay home and comply with call procedures per FM Guidelines. Keep your Supervisors and Managers informed.

#### 8. Site-Specific Requirements

Comply with all site-specific requirements when working/visiting at other sites (e.g., mandatory mask use when visiting/working at RWRD facilities or Superior Court building).

#### 9. COVID-19 Employee Resources

Pima County has a website to keep County employees informed on the County's latest COVID-19 developments, including Frequently Asked Questions, Assistance Programs, CDC Guidance, etc. For additional information, please visit this website from home (Internet) or on the County network (intranet).

- a. Internet: <http://www.pima.gov/COVID19Employees/>
- b. Intranet: <http://intranettest.pima.gov/covid-19-employee-resources/>

## 10. Floor Plan Layouts

Attached are floor plan diagrams showing compliance with social distancing. Drawings 1-3 show our temporary furniture layouts and Drawing 4 shows everyone in our permanent floor plan layout after construction is complete.

Respectfully Submitted,



Lisa Josker  
Director

Attachments(4)

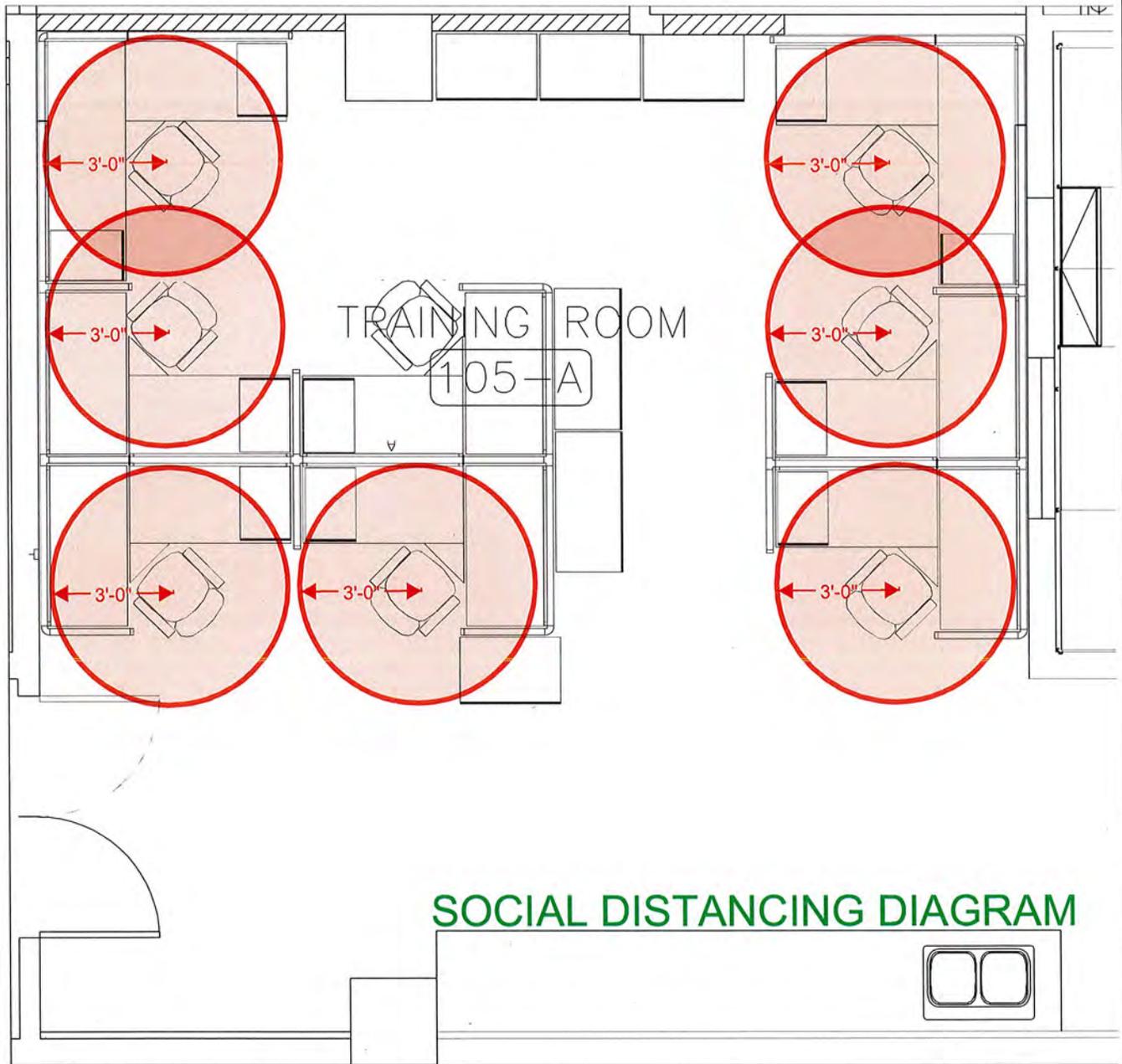
- c: C.H. Huckelberry, County Administrator
- Tony Cisneros, Deputy Director
- Sheila Holben, Deputy Director
- All Facilities Management Supervisors and Managers

# "B" LEVEL

Herman Miller, Inc.  
Overall Layout

Customer

CIRCLES SHOWN ON PLAN HAVE A RADIUS OF 3 FEET REPRESENTING YOUR PERSONAL SPACE FOR ONE HALF THE 6' SOCIAL DISTANCING. CIRCLES CAN TOUCH ON ANY ONE TANGENT.



## SOCIAL DISTANCING DIAGRAM

Z:\PLN-DES-CON\PROJECTS\DOWNTOWN\DOWNTOWN\_COMPLEX\150\_V\_CONGRESS\_ADMIN\_WEST\3RD\_FLOOR\1900064039\_AW\_3RD\_FLOOR\_REMODEL\_2019\6-1\_INTERIORS\3-8\_DRAWINGS\2-AXIS\BLEVEI

B Level used for seating chart - Office Printed May 13, 2020

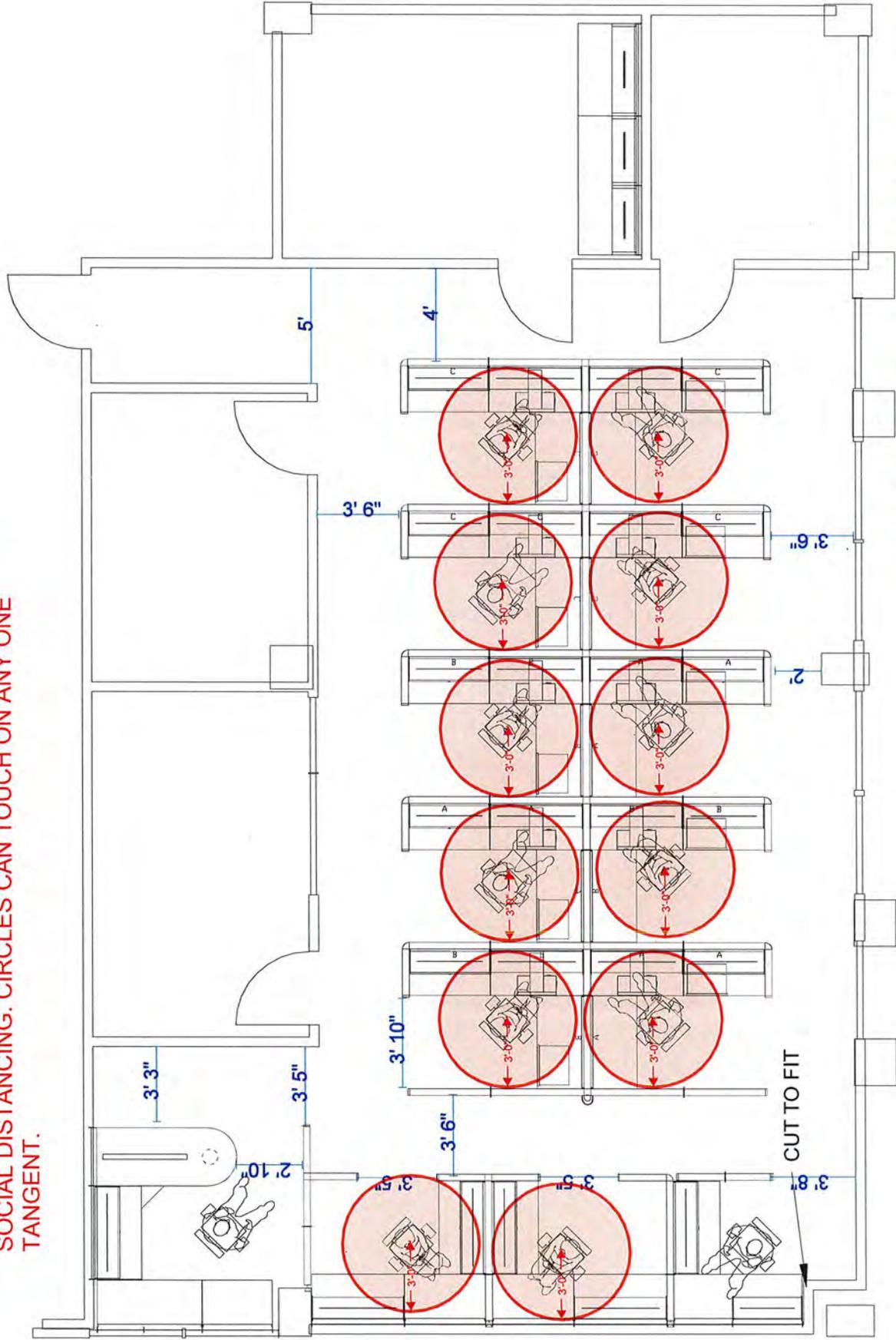
Drawing may not be shared without express authorization from author

Z-Axis® Software under license from Herman Miller, Inc. (v60.0)

# SECOND FLOOR

Customer  
Dealer Title

CIRCLES SHOWN ON PLAN HAVE A RADIUS OF 3 FEET REPRESENTING YOUR PERSONAL SPACE FOR ONE HALF THE 6' SOCIAL DISTANCING. CIRCLES CAN TOUCH ON ANY ONE TANGENT.

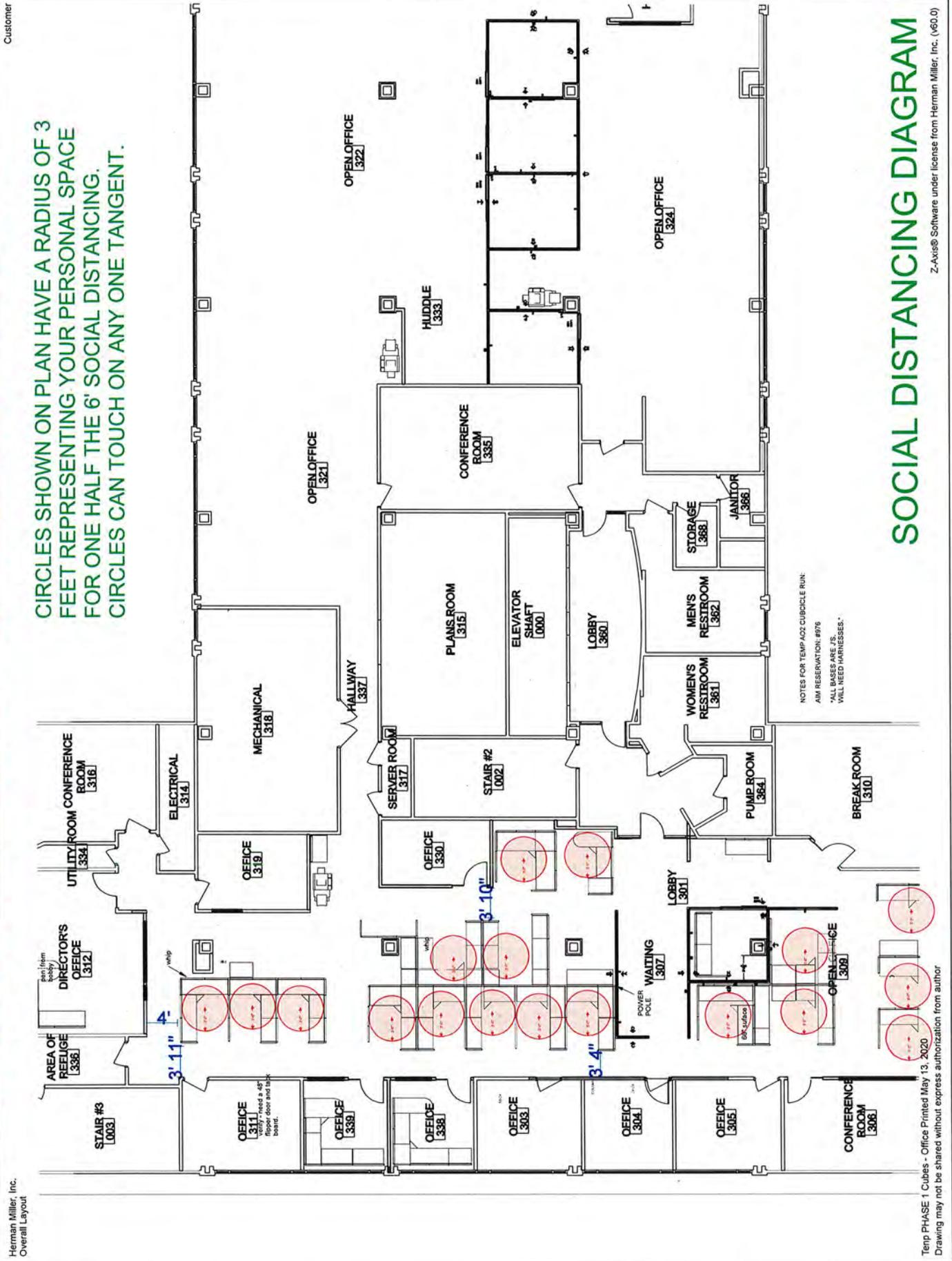


# SOCIAL DISTANCING DIAGRAM

LATEST\_LAYOUT\_SCHEME2\_9-25-19 - Office Printed September 25, 2019  
Drawing may not be shared without express authorization from author

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# THIRD FLOOR - PHASE ONE TEMPORARY SEATING



CIRCLES SHOWN ON PLAN HAVE A RADIUS OF 3 FEET REPRESENTING YOUR PERSONAL SPACE FOR ONE HALF THE 6' SOCIAL DISTANCING. CIRCLES CAN TOUCH ON ANY ONE TANGENT.

NOTES FOR TEMP ADZ CUBICLE RUN:  
 AIM RESERVATION: #976  
 \*ALL BASES ARE JS.  
 \*\*WILL NEED HARNESSSES.\*

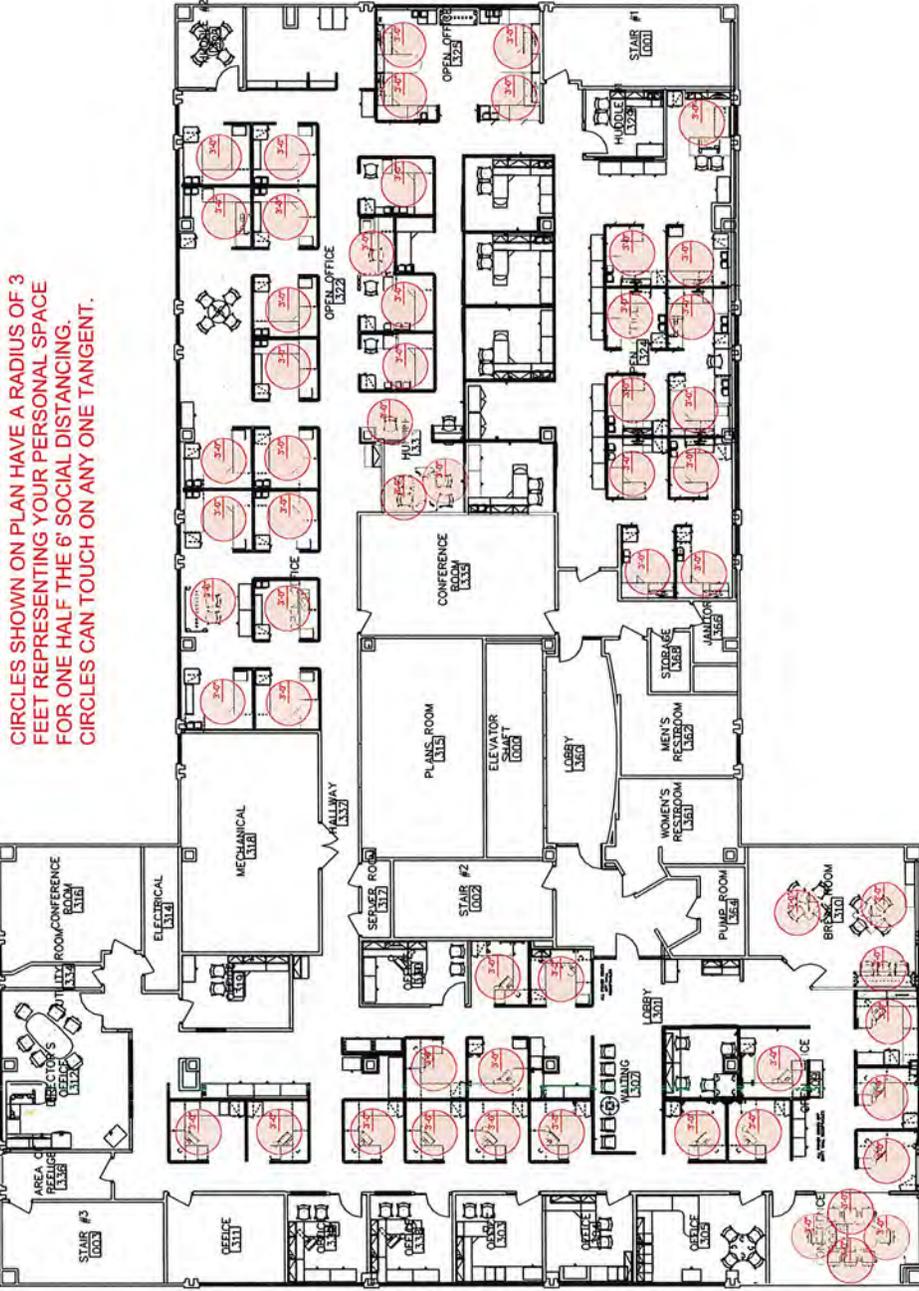
Customer  
 Herman Miller, Inc.  
 Overall Layout

Temp PHASE 1 Cubes - Office Printed May 13, 2020  
 Drawing may not be shared without express authorization from author

## SOCIAL DISTANCING DIAGRAM

Z-Axis® Software under license from Herman Miller, Inc. (v60.0)

# THIRD FLOOR - FINAL SEATING



CIRCLES SHOWN ON PLAN HAVE A RADIUS OF 3 FEET REPRESENTING YOUR PERSONAL SPACE FOR ONE HALF THE 6' SOCIAL DISTANCING. CIRCLES CAN TOUCH ON ANY ONE TANGENT.



Scale: 1/16" = 1'-0"

1 FURNITURE PLAN



Date: May 14, 2020

To: C.H. Huckelberry  
County Administrator

From: Michelle Campagne  
Finance Director

Thru: Jan Leshner   
Chief Deputy County Administrator

Re: Department of Finance & Risk Management Return to Work Plan

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This memo is intended to provide an overview of the safety measures that have been implemented to combat the spread of COVID-19 within County facilities occupied by the Department of Finance & Risk Management personnel. We will continue to perform our essential functions without any interruption for the services we provide to County departments and the general public. We will ensure adequate staff is available during regular work hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

## 1. Return to Work

- Finance & Risk Management currently has 151 total employees, four of whom are telecommuting. The four Central Payroll staff who were authorized to telecommute will be returning to the workplace on Monday, May 18, 2020.
- Work Schedules – Our department policy permits employees to choose a consistent work schedule that starts between 7:00 - 9:00 a.m. This policy naturally creates staggered work schedules between 7:00 a.m., and 6:00 p.m.
- E-FMLA – Eligible employees have the option to elect E-FMLA.
- Other Leaves – Employees who elect to obtain a Medical Provider Attestation form are utilizing vacation and sick leave balances to remain out of the office.
- Telecommuting – As all Finance & Risk Management personnel have been deemed essential, we will not be permitting telecommuting as of May 18, 2020.

## 2. Safety in the Workplace

- All staff are required to complete the County's temperature scanning process before entering their workspace.
- The occupancy of elevators has been limited to no more than two people at a time.

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Michelle Campagne, Director

130 W. Congress, 6th Fl. Tucson, Arizona 85701-1317 • Phone: 520-724-8410 • Fax: 520-770-4173

- Every floor occupied by Finance & Risk Management staff has been instructed to create a cleaning schedule to ensure that all common work areas are being disinfected at least once a day. The schedule is to be posted and available on every floor for staff review. Disinfectant spray, gloves, and paper towels have been made available on all floors.
- All staff have been advised to maintain social distancing in the workplace.
- Meetings should be conducted through Microsoft Teams or WebEx. Meetings calling for more than ten people are required to be conducted virtually.
- All staff have been advised to stagger lunch breaks to not overcrowd breakroom areas.
- All staff have been encouraged to practice good hygiene, washing their hands, and using hand sanitizer as necessary.
- Hand sanitizer has been made available on all floors.
- All staff have been advised that wearing masks in the workplace is optional unless they regularly interact with the public. Masks will be provided to staff upon request.
- The safety measures outlined in this memo have been provided to staff via email.

### 3. Telecommuting

- Telecommuting will not be requested for staff by the Department of Finance & Risk Management until such time that it becomes necessary to continue performing our essential functions. Should this occur, we will provide a detailed plan as to how Telecommuting will be managed and how productivity would be monitored.

### 4. Prohibition of Visitors in the Workplace

- All staff have been advised that visits by non-employees are prohibited. This includes family members, friends, children, and any other persons that do not have work-related or legitimate business reasons to be in the workplace.

### 5. Masks

- As mentioned above, staff have been advised that wearing a mask is optional. A Cloth Mask Order form to make a mask available to every employee in Finance & Risk Management has been submitted to the EOC and we expect to have them available for distribution by Monday, May 18, 2020.

Should you have any questions or require any additional information on the safety measures we have put in place for our staff please let me know.

*Approved*  
*C. Dulubany*  
*5/15/20*



## MEMORANDUM

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**TO:** Jan Lesher  
Chief Deputy County Administrator

**DATE:** May 15, 2020

**FROM:** Ray Ochotorena, Director  
Fleet Services Department 

**RE: Return to Work Plan**

---

I am proud to communicate that Fleet Services stayed true to our department Mission Statement "To provide for a customer focused, centralized fleet management function that is dedicated to providing efficient and effective fleet Services to Pima County" during the Stay-at-Home order issued April 1, 2020.

On April 2, 2020, I reached out to the Directors of our largest partners: Regional Wastewater, Transportation, Facilities Management and Sheriff inquiring if they were implementing any major operational changes that could affect our workload. With the exception of Transportation, all other departments were operating business as usual with their essential functions. Additionally, we were in the middle of upfitting thirty-three patrol vehicles for the Sheriff.

In order to meet the projected workload, essential staffing work schedule remained unchanged for the first 2.5 weeks of April. Shortly afterwards, Technician staff were offered the opportunity to work a 4/10 shift rotating Monday and Fridays.

On April 1, 2020, nine Fleet Services employees classified as non-essential were sent home due to Governor Ducey's Stay-at-Home order. These employees are primarily administrative employees that perform various tasks such as AMS processing and approvals, contract management, vehicle acquisition and database management.

Fleet Services has no telecommuting staff.

### Return to Work

Two of the nine employees have returned to work, one on April 13, 2020 and the other May 4, 2020. The remaining seven employees will report to work on Monday, May 18, 2020.

Each employee was sent an email communication with return to work details. In some cases employee work assignments have changed and/or the location of their workstation location has moved in support of social distancing. Supervisors will meet with each employee individually to review changes in protocols and workflow.

It is important to recognize the impact of COVID-19 pandemic to our organizational structure. Administrative functions were not compromised due to reduced staffing. Remaining Administration staff accomplished this by identifying more efficient processes.

## Safety and Operational Measures Implemented

The safety of Fleet Services employees during the COVID-19 pandemic has been a priority. Several measures have been implemented to increase the safety of our work environment and also reduce risk to all County employees.

The measures below will remain active until further notice:

- Physical presence internal meetings greater than 10 staff cancelled March 13, 2020
- Fuel station inventories increased from 40% re-order level to 75% re-order level March 16, 2020
- Training and Conference rooms closed to County departments March 17, 2020
- Aggressive facility disinfection program launched, three times daily March 18, 2020
- County vehicles disinfected before and after repairs completed March 18, 2020
- B-Level Garage motor pool vehicles disinfected after each rental return March 18, 2020
- Automotive parts inventory increased for high use parts March 19, 2020
- Lawn and Garden small equipment public drop off program suspended March 19, 2020
- Service Writer lobby closed to County departments March 23, 2020
- Continuity of Operations Plan updated and sent to OEM April 2, 2020
- Technicians, Service Writer and Parts staff offered 4/10 work schedule April 20, 2020
- Training and Conference rooms reconfigured to allow for internal meetings < 10 staff May 8, 2020
- Break room reconfigured in support of social distancing May 8, 2020
- Additional hand sanitizer stations installed throughout the facility May 11, 2020
- Installed social distancing and CDC guideline signage throughout the facility May 11, 2020
- Service Writer staff greeting customers required to wear face masks May 14, 2020

Future measures to be implemented:

- Wellness checks (temperature check) required for all employees, visitors & vendors May 18, 2020
- Installation of plexiglass barrier between four low wall cubicles TBD

Management will continue to monitor the need for additional measures based on guidance received from County Administration and the CDC. Staff have also been encouraged to reach out to their immediate Supervisors with suggestions or if they have concerns with their work environment.

## Summary

- 100% of Fleet Services staff at work beginning May 18, 2020
- Safety and operational measures implemented during the pandemic remain active until further notice
- Essential staff performance has been exemplary. There has been some "nervousness" to be at work but most understand that their presence is needed to keep the County on the road. Small acknowledgments of appreciation have been made such as bringing in food. However, the item that made the largest impact to morale was offering the 4/10 work schedule. Feedback is the extra day provides time to take care of personal business and be with family.

*OR [Signature] 5/15/20*

*Approved  
C. [Signature]  
5/15/20*





Date: May 15, 2020

To: C.H. Huckelberry  
County Administrator

From: Regina Kelly *RK*  
Grants Management & Innovation

Via: Jan Leshner, Chief Deputy *JL*  
County Administrator

Re: GMI Return to Work Plan

In response to your May 13, 2020 request for all County departments to submit a Return to Work plan, please find below Grants Management & Innovations (GMI) plan for both the gradual return of telecommuting employees and the safety of all of our employees. GMI currently occupies two distinct physical spaces. GMI Finance is currently on the 4<sup>th</sup> floor of Administration East, 130 W. Congress. The rest of GMI is located on the 3<sup>rd</sup> floor of the Legal Services Building, 32 N. Stone Ave. Each building provides its own unique characteristics that impact GMI safety needs.

### 1. Return to Work and Telecommuting

GMI currently has 15 employees telecommuting (35%). We have asked those telecommuting solely due to the Governor's stay-at-home order (five employees) to return to work on Monday, May 18, 2020. Other telecommuting employees have or are in the process of having completed the attestations. All attestations will be completed before the end of this pay period.

We anticipate that those individuals telecommuting due to children (under 18) affected by a school or daycare closure to continue telecommuting (two employees), at least on an intermittent basis, through pay period ending June 20, 2020, as they make arrangements for childcare.

It is unknown when those individuals with medical attestations (6 employees) or telecommute attestations for a family member (2 employees) will be able to return to the workplace, as that is somewhat dependent on the continuing rates of infection of Coronavirus and medical advice. However, we do anticipate that our move from the Legal Services Building, 3<sup>rd</sup> floor, to the third floor of 130 W. Congress in July, will aid in the return of some of those individuals as we will be moving from very closely spaced cubicles into offices.

*Approved*  
*C. Huckelberry*  
*5/15/20*

## **2. Safety in the Workplace**

As previously mentioned GMI is divided between two buildings and each building has its own unique characteristics and needs.

GMI space in the Legal Services Building houses 18 employees, mostly in small cubicles within one room. There is not adequate space between cubicles to guarantee social distancing and the openings directly face each other. Additionally, the aisles between the cubicles are not large enough to allow safely distanced passing of staff. The continuation, whenever possible, of telecommuting will help to alleviate the physical burdens of this space.

GMI space in Finance currently houses 25 employees. Cubicles in this space allow for more than 6 feet between desks and cubicle openings are scattered. Additionally, the aisles are wide enough to accommodate safe passing.

Staff have been required to use virtual meetings whenever possible and to limit in person meetings to less than 10 people in a space large enough to accommodate social distancing. This requirement will be continued.

Staff has also been instructed throughout the pandemic to limit congregating in the common spaces and break rooms. While this has somewhat impacted morale, staff continue to honor this requirement and GMI will continue to require it for the foreseeable future. The break rooms at each site are slightly different in size and capacity, but staff has done well with the limitations of the 6 foot boundary of social distancing. Lunches are no longer consumed in groups, rather at workspaces or in other locations, honoring social distancing requirements.

GMI has requested cloth masks for each of its employees. Those masks will be available on Monday, May 18, 2020 and will be distributed accordingly. Each employee will be responsible for the care and maintenance of those masks. Upon receipt of those masks, employees will be required to wear them in common spaces. While it is preferred they wear them in their cubicles that will be an individual decision.

We have posted signs in each building encouraging good hygiene and providing safety measures. On each floor, we have assured that hand sanitizer and disinfecting materials are provided for use.

We will be implementing a sanitation schedule, staffed by volunteers and leadership, to assure the routine sanitation of all common spaces, including but not limited to copiers, door handles, counter tops, etc. A calendar with assigned volunteers will be established and shared with each employee and a cleaning log will be in each room. Leadership will assure that surfaces are cleaned and that the cleaning is tracked via the log.

Conference room surfaces will be maintained by those who booked the space after every meeting. A log will be placed in the conference rooms (one in each building) to assure that it is documented. Again, department leadership will assure that the cleaning and documentation occur.

GMI has ordered refillable hand sanitizer bottles for each employee to keep at their desk and ample hand sanitizer for refilling Individual and community bottles. Sanitizing products for common areas have been procured and a larger supply shall arrive within the week.

**3. Prohibition of Visitors in the Workplace**

Employees will be notified Friday, May 15, 2020 that visitors to an employee's work space by non-employees is prohibited. This includes family members, friends, children, and any other person that do not have a work-related or legitimate business reason to be in the workplace. Any visitors will need to be seen in public areas of the buildings only.

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

Date: May 15, 2020

To: Chuck Huckelberry  
County Administrator

From: Bob England   
Interim Director

Re: Pima County Health Department Return to Work and Work Plans

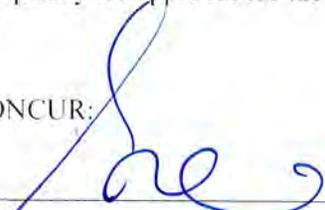
I am requesting approval to implement our Department's phased return to work plan (attached). The three phases continue through August, 2020 and incorporate the Department's service delivery, mitigation of the spread of COVID-19 for clients and staff, and staff's continued support of the COVID-19 response efforts.

The return to work plan includes a request for a waiver of the telecommuting restrictions for 12% of the total workforce through May 31, 2020 (detailed information can be found on p. 5 of the plan). Approval of this waiver would align WIC service delivery with the federal exemption issued for physical presence, which is valid through May 31, 2020. Approval would also allow for an additional two weeks' time for the implementation of safety protocols to support improved physical-distancing, and the installation of Plexiglas panels in several areas of the Abrams Public Health Center. Those programs for which we are requesting a telecommuting extension have a verified, sustained level of productivity while telecommuting.

Additionally, the three phases account for the gradual expansion of clinical services, dependent on staff's assignment to the COVID-19 response and the sustained web-based and mail delivery of birth and death records. Timeframes for assessing service delivery methods and clinic openings are built into the phased plan in an effort to most effectively maintain public services while staffing the COVID-19 response efforts.

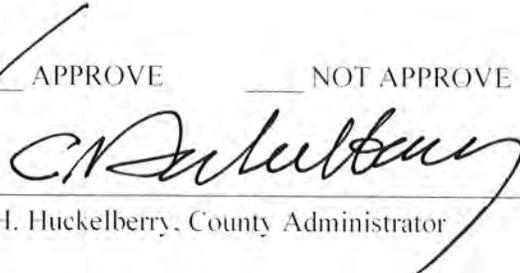
I request your approval for the implementation of the Department's return to work plan.

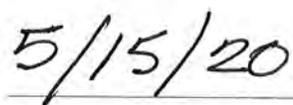
CONCUR:

  
Francisco Garcia, Deputy County Administrator

  
Date

APPROVE     NOT APPROVE

  
C.H. Huckelberry, County Administrator

  
Date



**PIMA COUNTY**

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**HEALTH DEPARTMENT**

**Return to Work and Work Plans**

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## Department Processes

### Telecommuting

- Employees with a compromising medical condition for themselves or an individual in their direct household, as identified by the CDC and documented in a High-Risk Attestation form, are permitted to telecommute if they are able to fulfill their job duties.
  - The employee must submit the attestation form to Pima County Human Resources.
  - Once reviewed by Human Resources, PCHD personnel unit will provide employee's supervisor with a telecommuting form on which the supervisor will indicate whether or not the employee's work can be conducted through telecommuting.
  - When PCHD personnel unit receives the signed form from employee's supervisor, PCHD personnel unit will submit for appointing authority approval and notify employee/supervisors of approval status (approved or denied).
- Employees who have a child (under 18) affected by childcare or other school closures, are permitted to telecommute if they are able to fulfill their job duties.
  - Employees must complete a Telecommute Attestation form and submit it to their supervisors.
  - Supervisors must approve the form (verifying that employee's job duties can be carried out through telecommuting) and return to the PCHD personnel unit.
  - PCHD personnel unit will notify employee and supervisor of their approval status for telecommuting.
- Supervisors are responsible for ensuring telecommuting staff are fulfilling all job responsibilities.

### Physical-Distancing and Sanitation

- Maintain a minimum six-foot distance from other individuals at all times or wear a face cover when this is not possible.
- Do not gather in common areas including breakrooms and lobbies.
- All meetings should be done virtually whenever possible, and no meeting should be larger than 10 people.
- Cloth face covers should be worn when physical-distancing is not possible. This includes hallways, bathrooms and meeting rooms. A washable and reusable cloth face covering will be provided by the Department for each employee.
- Sanitizer will be available at each work-site to clean workstations.

- Employees will be designated to disinfect frequently touched areas at a minimum of every four hours. This includes door handles, light switches, and elevator buttons. The cleanings will be logged.
- All employees are responsible for sanitizing personal workspaces each day.
- All employees are responsible for sanitizing shared workspaces after each use.

## Phased Plan for Staff-reintegration and Service Delivery

### Phase One- May 18, 2020

- Women Infant and Children (WIC) staff will continue to telecommute until May 31, 2020, at which time the federal regulation exempting physical presence is set to expire. The program will continue to function at full capacity by offering telephone and virtual services in accordance with local, State and Federal rules and regulations. Telecommuting WIC employees comprise 5% of the total PCHD workforce.
- Health Start and Nurse Family Partnership home visitation staff will remain telecommuting until May 31, 2020. The program continues to function at full capacity, serving the contracted caseload by offering telephone and virtual services in accordance with local, State and National policies and procedures. Telecommuting Health Start and Nurse Family Partnership staff comprise 2% of the total PCHD workforce.
- Administrative and Emergency Operations (EOC) staff, including administrative support, managers and supervisors who are currently telecommuting will continue to do so until May 31, 2020. Telecommuting staff in this category comprise 5% of the total PCHD workforce.
- Consumer Health and Food Safety (CHFS) field staff will continue to designate their County assigned vehicles as their "work-site." The vehicles are parked on County property when not in use, and staff will start and end their days at their vehicles. Staff will only enter the office for essential activities. Staff currently telecommuting will continue to do so until May 31, 2020. Telecommuting CHFS employees comprise 6% of the total PCHD workforce.
- Vital Records will continue web-based and mail services. The lobby will remain closed for same-day window service except in case of emergency, but office is open Monday-Friday 8am-5pm. All staff are working on-site and able to process all birth and death records.
- Theresa Lee Public Health Clinic (TLPCH): staff will continue seeing patients following the guidance from both Lobby and Screening/Exam areas (p.14-15). The clinic will function at a capacity of 25%, as roughly 75% of all staff remain assigned to COVID-19 response teams.
- PCHD staff will work with Facilities Management to improve client service and staff areas to support physical-distancing where possible (see individual public facing clinic/office re-entry plans).

## **Phase 2- June 1, 2020**

- All WIC staff will cease telecommuting and return to the worksite, with the exception of those approved to telecommute according to the allowable personal exemptions. In the event that the federal regulation exempting physical presence for WIC services extends, telecommuting for a percentage of the WIC staff may continue until phase three.
- All Health Start and Nurse Family Partnership staff will cease telecommuting and return to the worksite, with the exception of those approved to telecommute according to the allowable personal exemptions.
- All administrative and EOC staff will cease telecommuting and return to the worksite, with the exception of those approved to telecommute according to the allowable personal exemptions.
- Assess expansion of service delivery to 50% or greater capacity for TLPHC as nursing staff are released from COVID-19 response teams.
- Assess number of staff being relieved of COVID-19 response teams.
- Assess and plan return of services to the public at the North Office.

## **Phase 3- TBD (assess phase three readiness August 1, 2020)**

- Vital Records will resume lobby services for same-day processing of birth and death records.
- Consumer Health and Food Safety field staff will return to designated office work-sites, rather than their vehicles.
- Phase in services at North Office for Immunizations and family planning services at 25% or greater capacity.
- Assess number of remaining staff assigned to COVID-19 response teams.
- Assess Mobile Teen services and Community Outreach.
- Assess and evaluate timeline for returning services to East office.
- Assess and evaluate timeline for returning community based programming (chronic disease, accident/injury, coordinated school health, bike/pedestrian safety, REACH, etc.)

## Abrams Public Health Center

### Location and Operating Hours

3950 S. Country Club Rd.

Administrative office hours: Monday-Friday 8:00 am- 5:00 pm

Consumer Health and Food Safety office hours: Monday-Friday 8:00am-4:30p.m.

Vital Records office hours: Monday-Friday 8:00am-5:00pm, open to the public from 8:30am-3:00pm for emergency same day service.

### Health & Safety for all Abrams Staff

- All employees must enter through the South entrance.
- All employees must adhere to the markings on the floor throughout the entrance to maintain proper physical-distancing.
- All employees entering the building must have an approved body temperature per County guidelines. Contact your supervisor as soon as possible if this interferes with your ability to clock-in on time.
- A maximum of two people are allowed in an elevator at one time.
- All employees must wear a mask, bandana or other type of covering over their noses and mouths when interacting directly with the public or in common areas such as hallways, reception areas, breakrooms, etc.
- No member of the public is permitted to enter the clinic without legitimate business reasons (this includes friends and family).
- Hand sanitizer will be available for public use as well as restrooms with soap and water.
- Continue to practice good hygiene by frequently washing your hands with soap and water, avoid touching your face (eyes, nose and mouth) and cover your cough/sneeze with a tissue (discard immediately) or the inside of your elbow.
- Stay home if you are sick.

### Workstations and Common Areas for all Abrams Staff

- All employees are expected disinfect shared equipment (e.g., copiers, computers, pin pads, writing pens, etc.) after each use.
- Employees will be assigned duties to disinfect all common areas, including restrooms, every 4 hours and those cleanings will be logged.
- All employees are expected to continue cleaning and disinfecting personal workstations throughout the day.

### **Physical-distancing Measures for all Abrams Staff**

- Do not gather in common areas such as lobbies and breakrooms.
- All meetings should be done virtually wherever possible, and no meeting should be more than 10 people at any time.
- Limit personal contact by communicating with co-workers via the phone, instant message or MS Teams.
- If in-person meetings are required, reserve a conference room that accommodates the meeting attendees and their ability to adhere to physical-distancing guidelines.
- Documents should be transmitted and signed electronically whenever possible.
- Parties, potlucks, and social gatherings are prohibited until further notice.

### **Vital Records**

*The following guidelines are specific to Vital records and are to be adhered to in addition to those included for all Abrams staff.*

### **Scheduling for Vital Records Team:**

- Employee schedules will remain the same, Monday-Friday 08:00am-05:00pm.

### **Health & Safety for Vital Records:**

- Employees and customers are expected to adhere to spacers on the floor throughout the lobby and entrance to maintain a six foot distance from others.
- Customers are required to wear a mask, bandana or other type of covering over nose and mouth while in the lobby. Customers will be notified of this request when they call in and it will be on our website. If they don't have a mask, we will provide customer with a disposable facemask.

### **Workstations and Common Areas:**

- All employees working customer service windows must disinfect workstations area after each customer and throughout the day.
- Customer service windows will have Plexiglas barriers between employee and customer. *(Work order has been submitted).*

### **Client Services:**

- Limit the number of in-person customers by asking customers to apply by mail or online.

- If customers must come down, they will be asked to wear a mask, bandana or other type of covering over their nose and mouth. If they don't have a mask, we will provide customer with a disposable facemask.
- Limit the number of people accompanying customer to only the applicant; however, will not make this a barrier to obtain a birth or death certificate, as some may not have access to child care, or customer may need assistance with completing forms.

### **Consumer Health and Food Safety**

*The following guidelines are specific to Consumer Health and food Safety and are to be adhered to in addition to those included for all Abrams staff.*

### **Scheduling for CHFS Team**

- Employee schedules will remain the same based on their work duties.
- Schedules are between the hours of 7:30am and 5:00pm Monday through Friday, and the Mobile Team schedule is between the hours of 8:30am and 7:00p.m. Wednesday through Saturday.

### **Health & Safety for CHFS Team**

- Employees and clients are expected to adhere to spacers on the floor throughout the lobby and entrance to maintain a six-foot distance from others.
- All employees, vendors and clients entering the CHFS areas must have an approved body temperature reading per County guidelines. Clinic supervisor or designated staff will conduct the reading and maintain appropriate logs. Contact your supervisor as soon as possible if this interferes with your ability to clock-in on time.

### **Workstations & Common Areas for CHFS Team**

- Employees will continue to disinfect lab areas after each use.
- Eligible field staff will be required to park off-site at an approved County parking lot and begin their work day at their residence to reduce office exposure.
- All eligible staff parking off-site will schedule a time to come in to the office to pick up additional materials to reduce the number of individuals present in the office at one time.
- Reception windows have Plexiglas barriers between employee and client(s).
- Employees should stay in personal workspaces as much as possible when they are not in the field conducting inspections.

### **Field Inspections**

- Provide masks for field inspectors to use during all inspections.
- Provide hand sanitizer for field inspectors to use while they are in the field.
- Provide gloves for field inspectors to use while they are in the field.

## WIC Clinics

### Locations and Operating Hours

Abrams Public Health Center - 3950 S. Country Club Road 85714 Office Hours: Monday-Friday 8:00am-5:00pm and Saturday 8:00am-1:00pm

Flowing Wells WIC Clinic – 4500 N. Old Romero Rd. 85705 Office Hours: Tuesday-Friday 8:00am-5:00pm and Saturday 8:00am-1:00pm

East Public Health Center– 6920 E. Broadway Blvd. 85710 Office Hours: Monday-Friday 8:00am-5:00pm and Saturday 8:00am-1:00pm

Walter Rodgers (South) WIC Clinic – 175 W. Irvington Rd. 85714 Office Hours: Monday-Friday 8:00am-5:00pm

### Scheduling

- Employee schedules will remain the same based on their assigned location. Schedules are either 8:00am–5:00pm Monday through Friday **or** 8:00am-5:15pm Tuesday-Friday and Saturday 8:00am-1:00pm.

### Health & Safety

- Employees and clients are expected to adhere to spacers on the floor throughout the lobby and entrance to maintain a six-foot distance from others.
- All employees, vendors and clients entering WIC Clinics must have an approved body temperature reading per County guidelines. Clinic supervisor or designated staff will conduct the reading and maintain appropriate logs. Contact your supervisor as soon as possible if this interferes with your ability to clock-in on time.
- All employees must wear a mask, bandana or other type of covering over their noses and mouths when interacting directly with the public or in common areas such as hallways, reception areas, breakrooms, etc. Clients, including children over the age of 2 years old, and vendors are required to wear a mask, bandana or other type of covering over their noses and mouths while in the clinic. Clients will be notified of this request when making their appointment. Disposable facemasks will be provided to clients who do not have one. Their department will supply each employee with one washable/reusable cloth face cover.
- No member of the public is permitted to enter the clinic without legitimate business reasons (this includes friends and family).

- Hand sanitizer will be available for public use as well as restrooms with soap and water.
- Continue to practice good hygiene by frequently washing your hands with soap and water, avoid touching your faces (eyes, nose and mouth) and cover your cough/sneeze with a tissue (discard immediately) or the inside of your elbow.
- Stay home if you are sick.

### **Workstations and Common Areas**

- All employees are expected to disinfect shared equipment (e.g., copiers, computers, pin pads, writing pens, etc.) after each use.
- All employees will be assigned duties to disinfect all common areas, including restrooms, every 4 hours and those cleanings will be logged.
- Employees will continue to disinfect lab areas after each use in accordance with local WIC policies and procedures.
- All employees are expected to continue cleaning and disinfecting personal workstations after each client visit and throughout the day.
- Each workstation will have a Plexiglas barrier between employee and client. *(currently being ordered)*.
- Reception Windows will have Plexiglas barriers between employee and client(s). *(Work order has been submitted)*.
- Employees should stay in personal workspaces as much as possible.

### **Client Services**

- Limit the number of clients needing in person visits by offering telephone and online services (in accordance with WIC local, State and Federal rules and regulations).
- Limit the number of people accompanying clients to visits by requesting they only bring in those that need to be seen for an anthropometric measurement or blood screen; however, do not make this a barrier to receiving services as some may not have access to child care, need additional help with children, etc.

### **Physical-distancing Measures**

- Do not gather in common areas such as lobbies and breakrooms.
- All meetings should be done virtually wherever possible, and no meeting should be more than 10 people at any time.
- Parties, potlucks, and social gatherings are prohibited until further notice.

- Signs will be posted at entry and throughout the clinics on routine safety measures as defined by the “Back to Business Steering Committee” criteria.

### **Communication**

- All internal meetings requiring more than five people to attend should be conducted by video or teleconference.
- Limit personal contact by communicating with co-workers via the phone, instant messages or MS Teams.
- Documents should be transmitted and signed electronically whenever possible.

## Clinical Services

### CHS Clinic Locations and Hours of Operation:

**Theresa Lee Public Health Center:** 1493 W Commerce Court, Tucson, AZ 85745 **Office Hours:** Monday-Friday 8:00am – 5:00pm. (Immunization, STI/HIV Screening & Treatment)

**East Immunization Clinic Office:** 6920 E. Broadway Blvd, 85710 **Office Hours:** *Temporary Closure*

**North Clinic Office:** 3550 N. 1<sup>st</sup> Avenue, 85719 **Office Hours:** *Temporary Closure*

**Tuberculosis Clinic:** 2980 E. Ajo Way, 85713 **Office Hours:** *By Appointment Only*

**Pima Outreach & Prevention Services:** Abrams 3950 S. Country Club Rd, 85714, **Hours Varied:** *Temporary Closure (Teen Mobile, LifePoint, Prevention Services)*

**Oral Health Program:** 6920 E. Broadway Blvd, 85710, **Office Hours:** Monday-Friday 8:00am – 5:00pm. Mobile services for outreach to the community limited. Planning for return to delivery of service can begin with staff.

### Employee Scheduling

- Employee scheduling will remain the same as regular business hours. Temporary closure to the public of identified clinics while the majority of staff remain assigned to COVID-19 response teams off-site.

### Safety in the Workplace (Clinic Sites- Lobby)

- Posting of signs at entry and throughout the clinic on routine safety measures as defined by the “Back to Business Steering Committee” criteria.
- Limit the number of patients and guardians in the main lobby to between 10 to 12 clients at a time (or the appropriate number allowed to maintain required six feet between).
- No visitors are allowed in the lobby or service area.
- Temperature/wellness checks at primary point of entry for both staff and clients.
- After passing checkpoint, send each patient to bathroom to wash hands.
- Hand sanitizer will be available throughout the main lobby and work-stations.
- Front-line staff (public counters, clinicians, nurses, other direct care medical staff) working with clients where social distancing is not possible, must wear cloth masks at all times.
- Counter tops, seats, and frequently touched surfaces (doorknobs, water fountain, etc.) must be disinfected at minimum every four hours and more frequently as needed. A rotational schedule of staff on-duty will be identified to fulfill this role and document date, time, and initials of staff.
- All employees are responsible for sanitizing personal workspaces each day.

- All employees are responsible for sanitizing shared workspaces after each use.

### **Safety in the Workplace (Clinic Sites – Screening/Exam Areas)**

- All staff and patients must wear cloth masks at minimum in the screening and exam areas at all times.
- Effective hand washing before, during (if needed), and after each client encounter.
- Staff performing exams or procedures must wear face shields along with a cloth face mask, and other relevant disposable personal protective equipment (gloves, gowns, etc.) between each patient.
- All hard surfaces, instruments, and equipment must be sanitized being allowed to air dry between each patient.
- Alternate patients between exam rooms.
- Patient bathrooms must have hard surfaces sanitized at minimum every two hours by nursing staff and documented on a daily log.
- As needed and at the end of each clinic, biohazard waste is collected by staff (wearing appropriate PPE) and placed in disposal for pick-up.
- Routine cleaning of laboratory surfaces and all patient rooms continue sanitizing process per established clinic protocols.

Date: May 14, 2020

To: C. H. Huckelberry  
County Administrator

From: Cathy Bohland  Director  
Human Resources

Via: Jan Leshner   
Chief Deputy County Administrator

**Re: Human Resources Return to Work Plan**

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The following is Human Resources Return to Work Plan for returning 32 employees to the worksite, effective May 18, 2020.

**EMPLOYEES:** Human Resources has 54 filled positions.

- During the Stay-at-Home Order, **22 employees remained in the workplace.**

**33 N. Stone Location: 6 Returning Employees**

Six employees are located in the Training Unit located at 33 N. Stone Avenue.

- Four employees will be return to the worksite and can effectively socially distance.
- One employee will continue the temporary assignment of temperature taking
- One employee remains on continuous FMLA

**150 W. Congress Location: 26 Returning Employees**

The 26 remaining employees are located at 150 W. Congress.

- Seven (7) employees are temporarily assigned to temperature screening. They will remain in that position from May 18, 2020 through May 29, 2020. Once relieved of those duties, they will return to the office
- Three (3) employees will telecommute due to their own or their household family member's compromising medical condition or need to care for a child due to a school/daycare closure.
- Three (3) employees will remain on E-FMLA.
- One (1) employee will accept a temporary assignment to RWRD for the week of May 18, through May 23, 2020, and then a pre-layoff reappointment on May 24, 2020.
- Twelve (11) employees will return to this worksite.

**OFFICE PROTOCOLS**

- Human Resources remains open for business from 8:00 a.m. to 5:00 p.m., to fully meet all customer needs. Appointments are encouraged. Employee start times are staggered between

7:00 a.m. and 8:30 a.m.

- Social distancing will be practiced in the lobby area. Any over-flow will be directed to schedule an appointment for a later time or wait outside the building until we call them to come into the office.
- Meetings are held via Microsoft Team Meetings
- Sanitizer is available throughout the department. More supplies will be requested from Facilities
- Common areas are wiped down twice daily and tracked. More supplies will be requested from Facilities.
- Staff have been notified of new procedures via email and the attached posting is posted throughout the department.
- Staff are limited to three persons in the kitchen
- Staff are not permitted to have family, friends, children or others in their workspace or in the department.
- Staff interacting with the public must wear masks.
- Staff must submit to a daily temperature reading.
- Staff are not permitted to congregate in areas.

Please let me know if you need anything further.

Approved: ✓ Not Approved: \_\_\_\_\_

C. H. Huckelberry  
C. H. Huckelberry

5/15/20  
Date



## **COVID-19 PROTOCOLS**

### **Let's prevent significant exposures to COVID-19 in the workplace**

- If you are not feeling well – stay home
- Get your temperature taken each workday on the first floor
- Remain six feet or more from others
- Wash your hands often
- Cover your cough and sneeze
- Avoid in-person group meetings and discussions
- Work conversations should take place over Microsoft Teams
- Only three people are permitted in the kitchen area at a time
- Keep our work areas and kitchen area clean
- Lunches may be eaten outside, in your office or cubicle, or in the training room
- No more than eight people are permitted in the training room at a time
- Masks are permitted
- Sanitize common areas

***Thank you for helping us keep our workplace safe***



Date: May 15, 2020

To: Chuck Huckelberry  
County Administrator

From: Dan Hurst  
Chief Information Officer

Via: Jan Leshner  
Chief Deputy County Administrator

Re: Information Technology Department Return to Work Plan

At the onset of the COVID-19 pandemic, ITD leadership was directed to provide a list of essential and non-essential staff members to County Administration. We were tasked with identifying how our decision had been made and expected to show how our decision tied into our Continuity of Operations plan. At that time, the IT Leadership Team identified approximately twenty five percent (25%) of our staff as non-essential. These staff members were assigned to stay home, not perform any work, and not return to work until directed to do so.

As ITD provides services to all Elected Officials and Departments within the County, it quickly became apparent that we would have to bring additional staff back to meet the needs of our customers. ITD has returned staff originally identified as non-essential in small groups, based on needs that have been identified, and in a manner that ensured the safety and well-being of staff. To date, no ITD staff members have been placed on furlough. As of May 18, 2020, all ITD staff that had been deemed as non-essential, will have been brought back to work (both on site and telecommuting).

When the Governor's stay-at-home order was first issued, ITD leadership brainstormed to respond in a timely manner and address the changes in procedures and processes that we believed would be necessary to meet the shelter in place requirement, as well as the social distancing requirements that would be needed for those remaining at the office. We believe we have done this in a manner that has allowed our department, as well as the Elected Officials and other departments within the County, to continue to be productive and serving the public.

As we have a limited amount of disinfectant wipes, hand sanitizer, and other cleaning products available to us, we have had a concern about bringing too many staff members back on site at one time. By bringing staff back in smaller groups, we are able to monitor usage and understand what will be needed as more of our staff return. Our goal is to let safety and health be our controlling considerations. We have also established a plan that creates a variety of ways to ensure the safety and well-being of our employees as they return to work.

1. Our floor coordinators, working with managers and supervisors, will ensure common areas are disinfected frequently throughout the work day, and will ensure that it is documented.

To: Chuck Huckelberry, County Administrator  
Via: Jan Leshner, Chief Deputy County Administrator  
Re: Information Technology Department Return to Work Plan  
Date: May 15, 2020  
Page 2 of 3

2. For the foreseeable future we are going to require all meetings be held via MS Teams, and will use conference rooms as office space to create more opportunity for social distancing on our floors that contain high levels of cubicles and/or offices that are set up for multiple staff members within each office.
3. Cloth face masks have been ordered for all of our staff members and will be provided when they are received for use in our office areas, as well as when they are required to go to other areas within the County.
4. If 'in person' meetings are held and people are in close proximity to one another, face masks will be worn.
5. Break rooms and common 'eating areas' will have capacity limits posted.
6. Staff will be notified that visitors are not permitted in employee work spaces.

Since the beginning, our plan has been to bring employees back into the workplace in a phased approach to minimize the risk of infection, and to determine the best methods to properly socially distance in our office environment. ITD leadership brought thirty five (35) staff members back to work on April 30, 2020, who had been telecommuting solely because of the Governor's Stay-at-Home directive. This group came back with no major push back, and were thankful to have been given the time to telecommute and socially distance from others. Based on the manner in which we have returned staff to work, we believe that bringing staff back in smaller groups will allow us to deal with all of the changes that have been made, and help orient them to the 'new normal' we are currently living under.

We have seventeen (17) staff members, representing slightly over nine percent (9%) of our staff, who have either submitted a medical attestation form or indicated they will do so immediately, for a compromising medical condition they have, as identified by the CDC. We plan to allow those staff members to telecommute as we believe that is the safest option for them at this time. When the County proclaims the pandemic is over, and has determined it is safe to "reduce physical distancing" based on the nine criteria set forth, ITD will bring back staff members in this group the Monday following that decision.

We have sixteen (16) staff members, representing slightly over eight percent (8%) of our staff, who have either submitted a medical attestation form or indicated they will do so immediately, for a compromising medical condition of a family household member, as identified by the CDC. We plan to allow those staff members to telecommute as that is the safest option for them at this time. When the County proclaims the pandemic is over, and has determined it is safe to "reduce physical distancing" based on the nine criteria set forth, ITD will bring back staff members in this group the Monday following that decision.

We have eight (8) staff members, representing slightly over four percent (4%) of our staff, who need to remain out because schools/daycares are closed and they have child care issues. Seven (7) of these eight (8) staff members in this category have been approved for E-FMLA. Currently four (4) of these staff members require only intermittent time off to deal with their child care issues (from 1 day per week to 1 week on/1 week off). Of the other four (4) remaining, two (2) of them have submitted a medical attestation form, or plan to do so immediately for health conditions. Our plan is to bring these employees back the Monday following an announcement

To: Chuck Huckelberry, County Administrator  
Via: Jan Leshner, Chief Deputy County Administrator  
Re: Information Technology Department Return to Work Plan  
Date: May 15, 2020  
Page 3 of 3

by the Governor or Superintendent of Public Instruction allowing schools and daycares to open, and some form of childcare options are provided for these staff members.

We plan to allow telecommuting for two (2) of our staff members, representing one percent (1%) of our staff, that are sixty five (65) years old, or older, who have submitted a telecommute request, based solely on their age. When the County proclaims the pandemic is over, and has determined it is safe to "reduce physical distancing" based on the nine criteria set forth, ITD will bring back staff members in this group the Monday following that decision.

As of Monday, May 18, 2020, ITD will have seventy six percent (76%) of our staff working from their offices downtown and twenty four percent (24%) of our staff telecommuting. We will continue to provide documentation every two weeks as we have been doing on who is telecommuting and the types of leave our staff are using, unless directed to do otherwise.

ITD has used frequent MS Teams meetings and conference calls to stay in close contact with our staff that are telecommuting, and will continue to do so until all staff have physically returned to work. We also utilize Microsoft Team Foundation Server to document all of our projects and track the progress made by our team members, whether on site or telecommuting. We believe our employees have been able to maintain, or raise, their level of productivity while telecommuting, and will continue to monitor work performance and adjust as needed.

DH/mk

*approved  
C. Huckelberry  
5/15/20*

To: C.H. Huckelberry, Administrator  
Pima County

14 May 2020

From: John Peck, Presiding Judge  
Ajo Justice Court

Re: Ajo Justice Court's Return to Work and Work Plans

1. Return to Work

During this pandemic, only one AJC staff member has remained at home. She is older than 65, and has been on pandemic leave. She will return to work 6/1/2020; her position has been eliminated in the FY20-21 budget. All other staff members continue to work full time. Excepting probation appointments and required court hearings, visitors are not permitted in employee work spaces.

2. Safety in the Workplace

We practice social distancing in public and interpersonal staff interactions. All staff wear cloth masks; members of the public required to be in the courtroom must wear masks supplied by the court/county.

Courtroom attendance is allowed only to defendant(s), victims, county and defense attorneys, court staff, PCSD personnel, and witnesses as called. Masks must be worn in the courtroom. Safety measures are posted. Visitors are required to use hand sanitizers. Work surfaces are daily disinfected by staff and cleaning personnel. These safety precautions will continue per county and state order, and may be further continued at the discretion of the presiding judge, Ajo Justice Court.

Court hearings are conducted telephonically for the most part and physical hearings set off as possible. This will continue per order of the Chief Justice, Arizona Supreme Court, and the Presiding Judge, Pima County Superior Court.

3. Telecommuting

We have not practiced telecommuting.

4. Prohibitions of Visitors in the Workplace.

See #1 above.

5. Masks

See #2 above

*Approved  
C. Huckelberry  
5/18/20*



GREEN VALLEY JUSTICE COURT  
601 N. La Cañada Drive  
Green Valley Arizona 85614

RAYMOND J. CARROLL  
Justice of the Peace

ROXANNE A. SKINNER  
Court Administrator

## Return to Work Plan

### 1. Returning to work/Resuming Court Operations

- Full staff will return to work on 05/18/2020
- Each clerk is to remain in designated work space (cubby), if there is a need to access other areas of the office, a 6 foot distance is required between coworkers.
- Face masks are optional unless staff is interacting with the public or any court visitors.
- Beginning June 1, 2020 the court will reopen to the public in which front counter clerks must wear a face mask and hand sanitizer and or hand washing must be done on a constant basis especially between customers.
- Staff will have their temperature taken every morning before the 8 hour shift begins.
- No non-court business visitors will be allowed in the office and must remain in lobby or outside of building.
- ALL visitors must be wearing a mask in order to enter the building, if they do not have one we may be able to provide one, or the hearing will be reset, and or appear telephonically.

### 2. Wellness Checks

- The Court Supervisor or Court Administrator will be conducting these tests on staff before beginning their 8 hours shift. Masks and gloves will be worn the Court Supervisor and Court Administrator and equipment will be sanitized after every check.
- We will be using a calibrated electronic temperature device to conduct readings.
- This hand-held device is simply pointed at the forehead approximately 1 inch away to capture a reading.
- This device allows for a contactless temperature reading of an individual.
- The CDC guidance for temperature threshold is 100.4. You should be under this number to begin your 8 hour shift.
- The readings will take place out of public view for employees.
- Security will be conducting these tests on visitors and will be masked and gloved and equipment sanitized for everyone's protection.

For anyone testing at 100.4 or higher the following guidance will be followed:

- Visitors including outside county employees will be denied entry and will be advised to go home and/or seek medical advice.
- If they have a pending case or emergent issue, security will coordinate with the appropriate court staff to determine a resolution. The visitor will not be allowed to enter while coordination is being affected.
- Employees will be advised they cannot remain in the work place and we can help them coordinate with their supervisor for next steps.
- We understand that having a reading at 100.4, does not mean a person is sick with COVID 19.

- If a person reads high, goes home and does not experience any additional symptoms, then they should perform a home wellness check the next day and talk to their supervisor to determine when returning to work is appropriate.

Note:

- Some activities can raise your body temperature. Heavy exercise and/or caffeine intake can raise your body temperature. Ensure these activities are limited 30 minutes prior to coming to work.
- Some medical conditions can affect temperatures. If you are willing, please discuss with us or your supervisor if you feel a separate condition exists that may cause an elevated reading.
- We will be posting front and back entrances with signage relative to this subject and as a reminder.

### 3. Temporary Courtroom Procedures

- Judge and Courtroom Clerk or any other court personnel must wear a mask and remain behind the desk shields for all in person hearings.
- Only 6 hearings are to be scheduled per hour
- Only 4 litigants will be allowed in the courtroom at one time and must remain in designated sitting spaces that are more than 6 feet apart.
- Only 6 people are allowed in the lobby at one time and must remain in their designated seating spaces which are more than 6 feet apart.
- All litigants will be advised to appear at the exact time of their hearing and not earlier.
- Any person may request a continuance or to appear telephonically if they don't feel comfortable appearing in person.

Approved  
C. R. Salter  
5/18/20

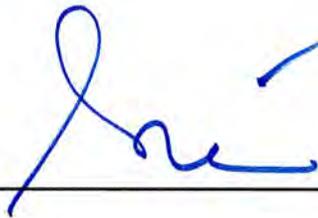
# MEMORANDUM

**DATE:** May 14, 2020  
**TO:** Chuck Huckelberry, County Administrator  
Dr. Francisco Garcia, Deputy County Administrator  
**FROM:** Amber Mathewson, Library Director  
**SUBJECT: Return to Work Plan – Library District**

---

Please find the attached Return to Work Plan for Pima County Public Libraries.

Approved/Denied



18 May 2020

Dr. Francisco Garcia, Deputy County Administrator

Date

Approved/Denied



5/18/20

Chuck Huckelberry, County Administrator

Date

# Pima County Public Library Plan for Re-opening

5/13/2020

Libraries to begin providing service 5/18/2020

Public communication please view [www.library.pima.gov](http://www.library.pima.gov)

## Health & Safety

### Library responsibilities:

- All buildings were thoroughly disinfected during closure.
- Staff training is in place for staff to understand and follow CDC and OSHA guidelines for health and safety and is the first duty they have on their first shift.
- Staff are provided cloth face coverings, gloves, and necessary cleaning supplies.

### Staff responsibilities:

- Services will be as contactless as possible.
- Staff will maintain 6 feet of physical distance from each other.
- Staff will wear cloth face coverings at all times.
- Staff will wear gloves when handling the collection.
- Library staff are using the cleaning and disinfecting protocols put out by the CDC and OSHA.
- Staff attend health and safety training on their first return to work shift.
- Staff temperatures are taken before they start shift. If over 100.4, managers follow County protocol.

### Public responsibilities:

- A cloth face covering is required for entry into the library.
  - If patron does not have one, the library will provide one.
- Patron temperatures will be taken upon entering the building.
  - No one with a temperature of 100.4 degrees or higher can enter.
  - A patron can wait 15 minutes for retesting if they choose to do so.
  - If their temperature is still too high, they cannot come in to the library.
- Members of the Public are encouraged to clean their hands.
  - We will provide hand sanitizer stations.
- Public will maintain at least 6 feet of distance from anyone else during the visit.
  - We will provide markers on the ground to help maintain proper distance from others when waiting for services.
- Visits will be short. Most people will come and go quickly.
  - Limited to 30 minutes for holds pickup, computer use, printing, faxing, and copying.
- Public may have to wait in line to get inside the building.
  - Designated distance markers are in place.

## Services

### General:

- Services will be limited.
- Services may look different from library to library, depending on building configuration, size, staffing, and resources available.
- We will resume more services over time only when it is safe to do so.

### Services available May 18:

- Hours: Monday – Friday, 10 am to 5 pm; no weekend hours
- Picking up holds (see info below)
- Self-service use of the copier, printer, and fax (see info below)
- Computer sessions: Only one (1) per day, limited to a 30-minute session (see info below)
- Infoline telephone help: open Monday – Friday, 9 am to 5 pm
- Ask a Librarian email / form: Public can submit any time. Staff replies Monday – Friday.
- Get a library card (new or replacement) by phone or email.
- Get an instant card for OverDrive use on OverDrive site.
- All online resources and digital media services.
- Some online programming – see online calendar.
- Online fine/fee payment. No money will be taken inside the library.
- Grab n Go Super Snack – through May 29.

### Libraries that will not open on May 18:

- RIV (having a remodeling project)
- ELR (Neighborhood center and more importantly restrooms are closed)

### **The Following Libraries hold pickup ONLY, and no people in the building:**

- Caviglia-Arivaca Library (laptop use on the patio)
- Dewhirst-Catalina Library
- El Pueblo Library
- Himmel Park Library
- Kirk-Bear Canyon Library
- Quincie Douglas Library
- Sahuarita Library
- Santa Rosa Library
- Sam Lena-South Tucson Library
- Southwest Library

**These locations all have challenges for social distancing due to either size or layout.**

**Buildings and capacity:**

- Limited number of people inside the building.
  - Facilities Management helped in determining guidelines for occupancy.
- Patrons must wait in line to get in if a particular library is at capacity.
  - Designated markers guide the line.
- Visits limited to 30 minutes max.
- Furniture removed by Facilities Management to keep people from congregating.
- No study or meeting room use by public.
  - Staff will use these rooms for social distancing when not helping the public.
- No programs, events, tutoring sessions, etc. in the buildings.
- No sitting, reading, visiting with friends, playing games, passing time.
- No food.
- Drinks in tightly lidded containers are ok.

**Holds:**

- Pickup holds might happen these ways – determined by branch manager with regard to best practice for the branch:
  - Pick up items on a table from foyer, outside, or in a meeting room.
    - No temperature check in this case. Not fully entering the building.
    - Staff stays away from patron. Steps back.
    - Patrons might scan their own card on the orbital scanner.
  - People use curbside pickup using Unique Communicator (text messaging).
  - People walk in, after temperature is taken, and they pick up holds themselves and check them out (self-check or staff check out)
- People must place holds to get anything.
  - No browsing.
  - Collection will be blocked.
  - No in the moment pulling from the shelves.
  - Place holds online.
  - Staff gets the holds ready for pickup later.
  - Use hold pickup options above.

**Curbside pickup:**

- Person pulls into a numbered space.
- Sees a sign that tells them to text to a specific number.
- Response asks for card number and name.
- Staff gets alert, checks out items.
- Staff delivers to the space indicated.
- Staff puts items in trunk.

### Returns:

- Item due dates were all extended to July 1.
- There will be no overdue fines on materials starting July 1.
- Staff will not take returns personally.
- Staff cannot take returns when doing curbside pickup.
- All returns must be put into book chute.
- Items are held for 3 days before they are checked in.

### Collection:

- Public cannot browse collection.
  - WHY:
    - Because social distancing is not possible in the stacks.
    - Because we want to keep the items as clean as possible.
- Staff will wear gloves at all times while handling the collection.
- Items are being held when they are returned for 3 days.
- Items are checked in and returned to shelf (or next hold) after 3 days.
- Donated items are not accepted at this time.

### Computer use:

- **Computers are walk-up only, first come, first served.**
- One session per day per person.
- 30-minute sessions maximum.
- Printing ok, use kiosk to pay.
- Public encouraged to use sanitizer or wash hands before using a computer.
- Staff can only help from a distance.
  - People may be asked to step away to maintain social distance.
- Staff will clean computers frequently throughout the day.

### Toshiba Copy Machine use:

- Public will likely have to wait to get inside the building.
  - Wait in line on designated markers.
- Encourage public to use hand sanitizer or wash hands before using the Toshiba.
- Visit limited to 30 minutes maximum.
- Copying ok.
  - Pay using kiosk.
  - Wait on designated markers inside the building.
- Faxing ok.
  - Free for now. Staff not taking money.
  - Wait on designated markers inside the building.
- As self-service as possible.
  - Staff can only help from a distance, possibly by phone.
    - People may be asked to step away to maintain social distance.



## MEMORANDUM

---

Date: May 15, 2020

To: CH Huckelberry, County Administrator  
Carmine DeBonis, Deputy County Administrator

From: Chris Cawein, Director

A handwritten signature in blue ink, appearing to read "Chris Cawein". The signature is written in a cursive style and is positioned to the right of the "From:" field.

**Subject: Return to Work Guidelines – Natural Resources, Parks and Recreation**

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### Introduction

On March 23, 2020 Governor Ducey issued Executive Order (EO) 2020-12 whereby he deemed outdoor recreation areas (parks, trails, etc.) as an essential government function. Due to closure of gymnasiums and commercial exercise facilities, our park and trails system saw an immediate increase in utilization. As a result NRPR implemented an enhanced disinfection protocol of all restrooms, ramadas and playgrounds based on usage patterns.

On March 31, 2020 Governor Ducey issued a Stay Home order (EO 2020-18) which had only minor impact on responsibilities and therefore associated staffing for NRPR. NRPR deemed much of its staff essential in order to provide clean and safe park facilities that were required to remain open as essential government functions. This does not include our intermittent summer aquatics program staff many of who had been hired, but had yet to start work as the summer swim season does not begin until Memorial Day weekend. Additionally, due to CDC recommendations pertaining to social distancing, NRPR closed all community centers as well as environmental education programs as it was deemed infeasible to adhere to recommended social distancing guidelines. Closure of these programs was in line with school closures and childcare facility closures, as well as cancellation of our senior programs as vulnerable adults were encouraged to stay home.

In a forthcoming memorandum, we will present details of a methodical reopening strategy regarding park amenities and programs that were closed between mid-March and mid-April 2020. We will be proposing a phased reopening strategy that is based on federal, state and local health guidance, local contemporary disease transmission data, and full analysis of each element and our attendant ability to fully consider issues of social distancing and personal hygiene in each amenity or program, over the next several months.

## **Staffing**

Most of our regular staff (90%) have been working at their respective and often dispersed worksites fully since the pandemic began and many of the remaining staff, who were previously deemed non-essential, have been reassigned into essential roles and have been performing those duties already for other sections within the Department. Therefore, our staff "return to work" plan is limited in nature because the vast majority never left their work sites or roles, and many of those that did due to program suspension, have been working in another essential capacity within the Department. Those roles will revert back to normal once their original programs are up and running again. These limited staff returns are necessarily highly integrated with the reopening strategy for amenities and programs suspended by the Department during the pandemic. Details of that plan are continuing to evolve and will require the approval of County Administration.

Those staff that report to our main office at 3500 West River Road have been working throughout the pandemic. Office employee protection was initiated early on in March by adding enhanced disinfection of all touch surfaces by our maintenance staff. Such disinfection is completed several times during each work day and bottles of disinfectant were placed at multiple locations around the office for use by staff before facility use. Additionally, our public lobby was closed to visitors without an appointment to reduce foot traffic in our lobby. Thermal screening of all entrants to the main office was initiated in early May and is required on a daily basis. Each of these activities was initiated in order to protect our staff at the main office.

Field staff of NRPR are normally highly dispersed in outdoor settings or may to a limited extent be present for a very short period indoors in small field maintenance shops and are therefore able to easily ensure that physical distancing protocols are practiced on a regular basis. Field safety or coordination meetings with field staff and their supervisors always occur outdoors and ensure that physical separation between staff of at least 6 feet is achieved. Field staff have also been instructed to limit enclosed or unenclosed vehicle occupancy to one person to the extent possible, and when not possible, utilize appropriate face coverings. Utilization of appropriate protective gear (PPE) has always been practiced by our field staff (even before the current pandemic) due to the nature of their job when cleaning restrooms, applying herbicides, or dealing with other material application, transfer or cleaning processes. Management has reemphasized the need to continue the use of such PPE including face coverings, gloves, and other protective clothing during the pandemic and to properly dispose of used one-time-use PPE or properly sanitize multiple use PPE. Additionally, enhanced disinfection of public and staff-only touch surfaces at our outdoor locations and facilities continues to be expanded for the duration of the pandemic.

Although NRPR management offered staff the opportunity to present their business case for telecommuting, no NRPR staff developed such a proposal and therefore no telecommuting was approved at NRPR during the pandemic. So the cessation of telecommuting is not applicable to NRPR.

Below is our tentative planned return to work strategy for each program and the limited associated staff affected by COVID-19.

### **Urban/Natural Resource/River Parks**

The staff that oversee maintenance and operations of our natural resource and urban parks system have been continuously working to ensure safe and clean facilities to the visiting public. We did implement alternating work schedules for several weeks with reduced Operations and Trades staff so as to reduce the potential for disease transmission. Those alternating schedules have now expired and all staff are returning to normal office and field work schedules.

Due to additional guidance from the Governor's office, and evaluation of social distancing in parks, NRPR closed all playgrounds, ramadas and approximately half of park restrooms in late March/early April.

NRPR plans on fully re-opening playgrounds, ramadas and restrooms during Phase 1 of our reopening strategy on Saturday May 23<sup>rd</sup>. Staff will implement additional cleaning and disinfection protocols as well as adding additional signage reminding users to practice social distancing as well as avoiding group gatherings.

### **Shooting Sports**

NRPR closed shooting sports due to the lack of available qualified staff and volunteers to operate the program. Most of our range masters (volunteer and staff) are vulnerable adults (over 65) and thereby chose to self-quarantine during the early stages of the pandemic. Since the range closures several weeks ago, we have extended the call for additional volunteers, identified select individuals and provided the required safety training. The added volunteers, along with the return of some of our existing intermittent staff range masters has made it possible for NRPR to open shooting sports programs on a limited basis at the Southeast Regional Park during Phase 1 reopening beginning Saturday May 16<sup>th</sup>.

It is our understanding that for our intermittent range staff (all of whom are over age 65) are in a vulnerable category. A number of those staff have reported that they wish to continue to self-isolate for their own personal safety. It is our intent to allow these individuals to stay out and use their available vacation leave banks.

NRPR intends to continue to offer limited shooting sports programming with proper safety precautions implemented to reduce the spread of disease provided that we have an acceptable number of appropriately trained individual staff and volunteers. As qualified staff and additional volunteers apply and are properly trained, we will gradually expand our shooting sports program accordingly.

### **Aquatics**

Historically the summer swim season officially kicks off Memorial Day weekend, although splash pads open earlier typically in mid-April. Typical Splash Pad opening was delayed due to the pandemic, coupled with on-going construction improvements at our two sites. At Governor Ducey's May 12<sup>th</sup> press conference, he provided guidance ordering public pools to re-open effective May 13, 2020 provided they can maintain physical distancing. The same guidance document indicated that ADHS recommends avoiding group events, and gatherings in and out of the water if social distancing cannot be maintained.

All permanent NRPR full-time aquatics staff have been considered essential employees, working in repairing and readying the pools and programs for the summer season. A total of 16 intermittent Principal Lifeguards were hired and are presently working to help maintain the pools and plan whatever programming is deemed reasonable in order to meet public health mandates. Over 120 intermittent lifeguards have been hired in anticipation of summer swim season, but have yet to begin work due to their normal seasonal responsibility which typically begins Memorial Day Weekend.

The appropriate aquatics program for the summer of 2020 that will be recommended will be based on health and safety considerations, conformance to published public health guidance, as well as evolving budget constraints. It will likely be significantly reduced in scope. The recommended program will be forthcoming in the reopening memo currently in preparation but reopening of aquatics program in some form will likely occur in Phase 2 expected to begin around the 4<sup>th</sup> of July weekend.

### **Environmental Education**

Environmental education has been considered a non-essential work function during the pandemic due to the temporary cessation of public tours and education programs. As part of our phased reopening strategy, we believe that our Environmental education (EE) programs will likely be reinitiated to a limited degree possibly during Phase 2 or as a Phase 3 (Labor Day inception) program. Several of the 8 EE staff (4 permanent, 4 intermittent) are presently working in other roles having rejoined our Operations, Native Plant Nursery and other Natural Resource Park programs in performing essential functions for the Department. Additionally, the Section Manager recently retired, a Program Coordinator has been detailed into the planning lead for the Section, one Program Coordinator is out on FML for knee replacement surgery, and one has been on furlough.

At this time, we intend to bring back all Environmental Education into their program during Phase 3 (or possibly in a limited Phase 2) for programs anticipated to begin in the fall of 2020. The EE program ramps down considerably in the summer due to our hot temperatures thus it makes sense to delay resumption of this program until fall. Most of the EE programs occur outdoors thus we plan on limiting the number of participants in order to effectively apply social distancing protocols.

### **Community Center Programs**

Activities within our 12 Community Centers were suspended early in the COVID-19 pandemic due to the indoor space and associated lack of ability to ensure proper social distancing occurred. Most of our permanent staff at these centers have been on leave or have elected to move into performing essential functions for the Department due to the temporary suspension of their program offerings. For instance, a number of these staff have been performing a modified congregate meals program that includes meal carry-out and/or delivery to vulnerable adults as opposed to managing a sit down program at several of our centers. We have presently not advanced the hiring of summer intermittent recreation staff due to the hiring freeze as well as great uncertainty as to whether significant recreational programs will be initiated at these centers during the summer.

At this time, permanent Community Center staff who have been on leave and have not been reassigned to modified or other programs, have been instructed to return to work on Monday. Initial tasks will include closely examining the practicalities and possibilities for reopening each center, determining which programs should be reinitiated, and in which phase of reopening program re-initiation should occur.

Each of our Centers has different programs, sizes, and typical functions so each reopening will be handled independently in accordance with appropriate public health and safety guidelines. These programs for each facility, the necessity of staff to return to each program and when such limited programs will begin have not yet been defined. It is highly likely that although program planning will begin, actual center reopening in a limited manner and at only limited sites will occur at soonest during Phase 2 of our reopening plan. Youth programs may only be reinitiated in Phase 3 after schools have made some decisions and recommendations pertaining to youth gathering locations.

A separate memorandum defining a Community Center reopening strategy and when all Community Center staff will return to their home center will be forthcoming.

Concur  5/15/2020  
Carmine DeBonis, Deputy County Administrator Date

APPROVED  5/15/20  
CH Huckelberry, County Administrator Date

# COVID-19 Preparedness Plan for Office of Emergency Management (OEM)

**Office of Emergency Management (OEM)** is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, which requires full cooperation among our employees, management and customers. Only through this cooperative effort, can we establish and maintain the safety and health of our workforce.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **OEM's** managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **OEM**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by **discussing safety precautions in team meetings and soliciting staff to ask questions and feedback about any concerns that they have. Feedback provided has been integrated into OEM's overall safety and return to work plan.** Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Arizona Department of Health Services (ADHS) guidelines, federal OSHA standards related to COVID-19 and Executive Order 2020--36, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

## Promoting Healthy Hygiene Practices

### Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Handwashing will be demonstrated on posters placed in each restroom. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

*approved*  
*C. R. DeHaven*  
*5/15/20*

Each employee has been provided hand sanitizer for use in their offices as well as in OEM vehicles. In our EOC, hand sanitizer has been made available for visitors and staff to use. Staff are required to wash their hands or use hand sanitizer after each encounter with a visitor.

### **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

### **Intensifying Cleaning & Disinfection**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Discourage sharing of tools and equipment.

If an employee becomes sick at work; they should be separated from other employees, customers, visitors and be sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas where the sick employee visited.

### **Monitoring For Sickness**

#### **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Administrative Procedure AP 23-54 references wellness checks to safeguard the workplace during Novel Coronavirus Outbreak. Before an employee is permitted to perform daily work functions, employees are required to have their temperatures taken at a screening site and obtain the screen verification sticker evidencing you are fever-free. Individuals who test 100.4 degrees Fahrenheit or higher are required to wait 15 minutes before re-testing. Immediately upon testing at or above 100.4, the employee should contact their supervisor via phone, text, or email and inform the supervisor they are in the building but are awaiting a re-test. For non-exempt employees, the supervisor must document the time of the phone call so that if the employee is permitted to work, the time the employee placed the phone call will be the time the employee is deemed at work for time card purposes.

Screening locations exist at the six County downtown facilities, as well as the Pima Emergency Communications and Operations Center, Abrams Public Health Center, and the Sheriff's Department. The screenings are typically

located in building entrances or lobbies. Some individual Departments are currently conducting their own screenings as trained by Human Resources. Other Departments/sites will be added once the County has adequate supplies and trained personnel to conduct the wellness checks.

Pima County has implemented leave policies referenced in Board of Supervisors Policy, C 2.9 that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

## **Compromising medical conditions**

Employees who have continued concerns of workplace safety due to their own compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation in order to remain out of work. The Medical Provider Attestation form is located on the COVID-19 Employee Resource page and must be provided to the Human Resources Nurse Liaison, via secured fax at 520-770-4057.

**Pima County** has also implemented a policy, Board of Supervisors Policy D 2.3.20 for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, Board of Supervisors Policy, D 23.20, **Attendance Policy During Influenza or Other Viral Pandemic Outbreak** has been implemented to protect the privacy of employees' health status and health information.

## **Social distancing**

Employees should maintain 6 feet apart and practice social distancing as work duties permit. Social distancing may be implemented in the workplace through the following engineering and administrative and personal protective equipment controls:

### **Engineering controls:**

- The use of physical barriers, and divide/separate workstations as much as possible.
- Reconfigure space to enable people to be located apart (ideally, at least 6 feet)
- Provide signage or instructions for employees, visitors and customers.

### **Administrative controls:**

- Redistribution of responsibilities to reduce contact between individuals.
- The use technology to facilitate communication such as conference calls, emails, instant messaging.
- Meetings of over ten (10) attendees will be handled by Microsoft Teams.
- When possible, use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time.
- Limit congregating at work areas or break rooms.
- Regulate riding in or sharing of vehicles.
- Prohibit visitors and customers from gathering in groups.

Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Managers and Supervisors should dissuade any unnecessary visits to the workplace during the pandemic crisis. This includes family members, friends, children, and any other persons that do not have a work-related or legitimate business reason to be in the workplace.

Visitors who enter the Office of Emergency Management workplace will have their temperature taken and will not be permitted to enter if they have a temperature of 100.4 or higher. Office of Emergency Management staff will wash their hands or use hand sanitizer immediately after each interaction with visitors.

## **Personal Protective Equipment**

Employees at public counters who interact with the public must wear masks. Wearing of masks for other employees is optional.

- Employees should maintain 6 feet apart and practice social distancing as work duties permit. Social distancing may be implemented in the workplace through the following engineering and administrative and personal protective equipment controls.

### **Business controls:**

- The use of physical barriers, and divide/separate workstations as much as possible.
- Reconfigure space to enable people to be located apart (ideally, at least 6 feet)
- Provide signage or instructions for employees, visitors and customers.

### **Administrative controls:**

- Redistribution of responsibilities to reduce contact between individuals.
- The use technology to facilitate communication such as conference calls, emails, instant messaging.
- Meetings of over ten (10) attendees will be handled by Microsoft Teams.
- When possible, use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time.
- Limit congregating at work areas or break rooms.
- Regulate riding in or sharing of vehicles.
- Prohibit visitors and customers from gathering in groups.

## **Communications and training**

This Preparedness Plan will be communicated in writing and at a staff meeting to all employees on Monday, May 18, 2020 and necessary training will be provided. Additional communication and training will be ongoing as needed and provided to all employees who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by routinely communicating with staff and receiving feedback for improvement. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Pima County **Administration** and will be posted throughout the workplace on May 18, 2020. It will be updated as necessary.

Certified by:

---

**Jeff Guthrie**  
**Director, Office of Emergency Management**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **Authority**

Pima County Resolution NO. 2020-18 declaring an emergency

Pima County BOS Temporary Policy – COVID-19 -

[https://webcms.pima.gov/UserFiles/Servers/Server\\_6/File/Government/Clerk%20of%20the%20Board/Policies/C2-9.pdf](https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Clerk%20of%20the%20Board/Policies/C2-9.pdf)

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[https://webcms.pima.gov/UserFiles/Servers/Server\\_6/File/Government/Clerk%20of%20the%20Board/Policies/D23-20.pdf](https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Clerk%20of%20the%20Board/Policies/D23-20.pdf)

### **General**

Pima County Employee Resources - <http://intranettest.pima.gov/covid-19-employee-resources/>

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

ADHS Coronavirus –

State of Arizona COVID-19 response –

Department of Labor Updates related to COVID-19 –

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

(others)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)



OFFICE OF THE MEDICAL EXAMINER

2825 E. District Street • Tucson, Arizona 85714 • 520-724-8600 • Fax: 520-724-8610

# MEMORANDUM

TO: Chuck Huckelberry, County Administrator

VIA: Francisco Garcia, M.D., Chief Medical Officer

FROM: Gregory Hess, M.D., Chief Medical Examiner *(Signature)*

RE: Return to Work and Work Plans

DATE: May 14, 2020

The PCOME will continue with our usual pandemic business practices. PCOME staff are already using and will continue to use virtual meetings, social distancing, disinfecting, masks, hygiene, no visitors, etc. For one or two qualified employees we will continue to offer telecommuting when appropriate and with the required attestations. No PCOME employees are phasing, staggering, working reduced hours, using vacation for the purpose of social distancing, etc. No new plans to report.

APPROVE:  Yes  No  
*(Signature)*  
\_\_\_\_\_  
Francisco Garcia, M.D., Chief Medical Officer

*14 May 2020*  
\_\_\_\_\_  
Date

APPROVE:  Yes  No  
*(Signature)*  
\_\_\_\_\_  
Chuck Huckelberry, County Administrator

*5/14/20*  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Gregory L. Hess, M.D. Chief Medical Examiner

Date: May 13, 2020

To: Chuck H. Huckelberry  
County Administrator

From: Kristen Hassen   
Director

Via: Francisco Garcia   
Deputy County Administrator

Re: Pima Animal Care Center Continued Operations and Crisis Pet Support

I am writing to request to continue to modify PACC's operations through the end of August in order to provide support to pet owners impacted in any way by COVID-19. Throughout the stay-at-home period, PACC has continued to operate, providing essential services including emergency intake, pet support services, routine and emergency medical care of sheltered pets, and adoption and foster placement.

*Continuing Modified Operations to Ensure Social Distancing:* As long as physical distancing measures remain in place, PACC plans to continue to operate under this modified system, with a focus on remote telephone and telehealth services, reducing non-essential intake, performing non-emergency intakes and placements by appointment, and by housing 80% or more of PACC pets in foster homes instead of the shelter. These measures will allow us to continue to provide excellent service to the public while keeping our community and our staff and volunteers safe and healthy. Additionally, these modified services will allow PACC to operate within the County-mandated three and five percent budget reductions.

*Safety Measures:* All staff, volunteers and PACC visitors are participating in temperature checks, prior to entering the buildings. Masks are provided to anyone entering the facility and they are encouraged for all staff and volunteers. PACC disinfects surfaces in all public areas daily and safety measures are posted at the doors.

*Development of Remote and Community-Based Services:* Over the coming months, PACC will continue to develop and improve telephone, text and video services to build a lasting model that enables PACC to provide a live response for people with found strays, those who need pet support services, and people wishing to adopt or foster. PACC will also provide additional support for foster caregivers to help fosters get their pets adopted directly from foster without the pets having to return to the shelter. For pet owners who need to rehome their pets, PACC will provide self-rehoming support service, to assist owners with marketing and adoption counseling efforts for their pets. By serving more pets via remote services and in the community, PACC will continue to maintain a low capacity of pets housed in the shelter, in order to minimize human-to-human contact required for care and placement of those pets.

*Crisis Response Pet Support Services:* I am also requesting permission to expand PACC's pilot crisis response pet support program to serve a greater number of owned pets during this time, with the goal of keeping pets with their families and avoiding unnecessary separation during a time when many pet owners face financial challenges, housing insecurity and other barriers to keeping their pets. In previous years, PACC has offered large vaccine and medical clinics in various parts of the community. Due to

Mr. Huckelberry

**Re: Pima Animal Care Center Continued Operations and Crisis Pet Support**

May 13, 2020

Page 2

supplies are distributed to our most vulnerable residents. All expenses related to COVID-19 are being tracked by PACC and the Pima County Grants Management and Innovation Department with the purpose of maximizing CARES Act recovery dollars back to the County.

The current crisis response pet support program is an appointment-based pilot for owned pets. Pet owners can either be referred by one of our partner agencies or contact the PACC Pet Support Center to sign up. Services offered through this pilot program include:

- Routine medical care, including vaccines, wellness exams, medical grooming and minor medical procedures. The Friends of PACC have already received two grants to cover medical costs associated with performing medical procedures performed for owned pets.
- Minor medical procedures and chronic conditions treated on a case-by-case basis depending on availability of grant and donation funding.
- Food and supply distribution to pet owners. Thanks to generous donations from Greater Good, PACC is able to provide food and supplies to owned and fostered pets at no cost to the County.
- Pet boarding for pet owners needing to be hospitalized for COVID-19 or otherwise in crisis due to impacts of COVID for up to 30 days, either on site at PACC or with vouchers for private boarding provided to PACC by donations to the Friends of PACC.
- Triage services for ongoing medical or food needs, including referrals to Cody's Friends and local human social services agencies.
- Spay and neuter and microchip vouchers for services with our contracted spay and neuter partners.
- Transportation to and from PACC by animal protection services on a limited basis, for pet owners unable to transport their own pets due to illness or inability to drive.

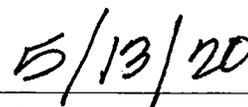
*Food and Supply Distribution:* Additionally, PACC has begun distributing food to pet owners three days per week from 7:30 to 9:30 a.m. This drive-up food distribution for pet owners in need is operated by staff and volunteers. This will be located in PACC's parking lot and does not require an appointment. Foster caregivers will also be able to replenish food and supplies at these distribution open hours.

In summary, PACC anticipates continued development and improvement of modified operations to ensure social distancing, while piloting a new program to provide drive-up and appointment-based services for owned pets, with the goal of reducing shelter relinquishment and keeping pets with their families despite the challenges brought on by COVID-19.

c: Jan Leshar, Chief Deputy County Administrator

APPROVED:  Yes  No

  
\_\_\_\_\_  
Chuck Huckelberry, County Administrator

  
\_\_\_\_\_  
Date

# COVID-19 Preparedness Plan for Pima County Wireless Integrated Network (PCWIN)

PCWIN is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, which requires full cooperation among our employees, management and customers. Only through this cooperative effort, can we establish and maintain the safety and health of our workforce.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. PCWIN managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at PCWIN. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by **discussing safety precautions in team meetings and soliciting staff to ask questions and feedback about any concerns that they have. Feedback provided has been integrated into PCWIN's overall safety and return to work plan.** Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Arizona Department of Health Services (ADHS) guidelines, federal OSHA standards related to COVID-19 and Executive Order 2020-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

## Promoting Healthy Hygiene Practices

### Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Handwashing will be demonstrated on posters placed in each restroom. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Each employee has been provided hand sanitizer for use in their offices as well as in vehicles. In our customer service area, hand sanitizer has been made available for customers and staff to use. Staff are required to wash their hands or use hand sanitizer after each encounter with a customer.

Respiratory etiquette: Cover your cough or sneeze

*Approved*  
*C. Rubel*  
*5-15-20*

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. **Posters describing the requirements and proper handwashing techniques are displayed throughout the work area. Additionally, tissues will be provided for use by customers and staff.**

## **Intensifying Cleaning & Disinfection**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Discourage sharing of tools and equipment.

If an employee becomes sick at work; they should be separated from other employees, customers, visitors and be sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas where the sick employee visited.

## **Monitoring For Sickness**

### **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Before an employee is permitted to perform daily work functions, employees are required to have their temperatures taken at a screening site and obtain the screen verification sticker evidencing you are fever-free. Individuals who test 100.4 degrees Fahrenheit or higher are required to wait 15 minutes before re-testing. Immediately upon testing at or above 100.4, the employee should contact their supervisor via phone, text, or email and inform the supervisor they are in the building but are awaiting a re-test. For non-exempt employees, the supervisor must document the time of the phone call so that if the employee is permitted to work, the time the employee placed the phone call will be the time the employee is deemed at work for time card purposes.

Screening locations exist at the six County downtown facilities, as well as the Pima Emergency Communications and Operations Center (PECOC), Abrams Public Health Center, and the Sheriff's Department. The screenings are typically located in building entrances or lobbies. Some individual Departments are currently conducting their own screenings as trained by Human Resources. Other Departments/sites will be added once the County has adequate supplies and trained personnel to conduct the wellness checks.

Pima County has implemented BoS Policy D23.20 and C 2.9 which outlines leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

**All PCWIN staff are required to take their temperature immediately upon report to work. PCWIN staff are**

also required to immediately notify their supervisor if they feel sick while at work or feel they have potentially been exposed to someone who has COVID-19. Additionally, if a PCWIN staff member feels sick prior to coming to work, they should contact their supervisor prior to reporting to work.

### **Compromising medical conditions**

Employees who have continued concerns of workplace safety due to their own compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation in order to remain out of work. The Medical Provider Attestation form is located on the COVID-19 Employee Resource page and must be provided to the Human Resources Nurse Liaison, via secured fax at 520-770-4057.

**Pima County** has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information.

### **Social distancing**

Employees should maintain 6 feet apart and practice social distancing as work duties permit. Social distancing may be implemented in the workplace through the following engineering and administrative and personal protective equipment controls:

#### **Engineering controls:**

- The use of physical barriers, and divide/separate workstations as much as possible.
- Reconfigure space to enable people to be located apart (ideally, at least 6 feet)
- Provide signage or instructions for employees, visitors and customers.

#### **Administrative controls:**

- Redistribution of responsibilities to reduce contact between individuals.
- The use technology to facilitate communication such as conference calls, emails, instant messaging.
- Meetings of over ten (10) attendees will be handled by Microsoft Teams.
- When possible, use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time.
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Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Managers and Supervisors should dissuade any unnecessary visits to the workplace during the pandemic crisis. This includes family members, friends, children, and any other persons that do not have a work-related or legitimate business reason to be in the workplace.

Customers who enter the PCWIN workplace will have their temperature take and will not be permitted if they have a temperature of 100.4 or higher. PCWIN staff will wash their hands or use hand sanitizer immediately after each

interaction with a customer.

## **Personal Protective Equipment**

Employees at public counters who interact with the public are highly encouraged to wear masks. Wearing of masks for other employees is optional.

- Employees should maintain 6 feet apart and practice social distancing as work duties permit. Social distancing may be implemented in the workplace through the following engineering and administrative and personal protective equipment controls:

### **Engineering controls:**

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- Limit congregating at work areas or break rooms.
- Regulate riding in or sharing of vehicles.
- Prohibit visitors and customers from gathering in groups.

## **Communications and training**

This Preparedness Plan was communicated during a team meeting on May xx, 2020 to all employees and necessary training was provided. Additional communication and training will be ongoing during weekly team meetings and routine training sessions and will be provided to all employees who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by routinely obtaining feedback from PCWIN staff and customers. Management and employees are to work through this new program together and update the training as necessary.

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **Authority**

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### **General**

Pima County Employee Resources - <http://intranetest.pima.gov/covid-19-employee-resources/>

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

ADHS Coronavirus – \_

State of Arizona COVID-19 response – \_

Department of Labor Updates related to COVID-19 –

Federal OSHA – [www.osha.gov](http://www.osha.gov)

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[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

(others)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)



# PIMA COUNTY

## PROCUREMENT

# MEMORANDUM

**Date:** May 14, 2020  
**To:** C. H. Huckelberry, County Administrator  
**Thru:** Jan Lesher, Chief Deputy County Administrator  
**From:** Mary Jo Furphy, Procurement Director  
**Re:** Procurement Department Return to Work Plan

This memo is intended to provide an overview of the safety measures that have been implemented to combat the spread of COVID-19 within County facilities occupied by the Procurement Department personnel.

### 1. Return to Work

- Phasing-in – Our department has been phasing in over the last two weeks by increasing the percentage of staff on the floor and will be 97% on Monday, May 18.
- Work Schedules – Staff have been working within a 6:00 am to 5:00 pm schedule and will continue to do so to create staggered work schedules.
- Telecommuting – Our one telecommuter will return to work on Monday, May 18.
- There are no reduced work hours.
- E-FMLA – Eligible employees have the option to elect E-FMLA.
- Other Leaves – Our one employee who elected to obtain a Medical Provider Attestation form will be transferring to Furlough leave early next week in order to remain out of the office.
- No visitor notification has been communicated to employees.

### 2. Safety in the Workplace

- All staff are required to comply with Countywide and department safety procedures to prevent the spread of COVID-19.
- All staff have been advised to maintain social distancing in the workplace.
- Meetings, including pre-bids and bid openings, should be conducted through electronic platforms like teleconferencing, Microsoft Teams or WebEx. Meetings calling for more than ten people are required to be conducted virtually.
- Staff has been instructed to create a cleaning schedule to ensure that all common work areas are being disinfected at least once a day.
- All staff have been advised to stagger lunch breaks to not overcrowd breakroom areas.
- All staff have been advised that wearing masks in the workplace is optional unless they interact with the public. Masks will be provided to staff.
- All staff have been encouraged to practice good hygiene, washing their hands, and using hand sanitizer as necessary.
- The safety measures outlined in this memo have been provided to staff via email and reminder signage has been posted.

C.H. Huckelberry, County Administrator  
Re: Procurement Department Return to Work Plan  
May 14, 2020  
Page 2

**3. Telecommuting**

- Telecommuting will not be requested for staff.

**4. Prohibition of Visitors in the Workplace**

- All staff have been advised that visits by non-employees are prohibited. This includes family members, friends, children, and any other persons that do not have work-related or legitimate business reasons to be in the workplace.

**5. Masks**

- Staff have been advised that wearing masks are required when interacting with the public and optional at other times.

Should you have any questions or require any additional information on the safety measures we have put in place for our staff please let me know.

*Approved  
C. Huckelberry  
5/15/20*



# MEMORANDUM

## Public Works – Project Management Office

**DATE:** May 14, 2020

**FROM:** Nancy Cole, Manager, Project Management Office 

**TO:** Chuck Huckelberry, County Administrator

**VIA:** Carmine DeBonis Jr., Deputy County Administrator

**RE:** Return to Work Guidelines for the Project Management Office

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The Project Management Office (PMO) has considered the best way to handle day-to-day operations impacted by the current issues related to the COVID-19 response. During the pandemic work restrictions the PMO operated as essential employees, as outlined in the State of Arizona Executive Order 2020-12 *Prohibiting the Closure of Essential Services* delivering work relating to Infrastructure operations including construction and public works construction. The Project Management Office works to directly deliver public works construction projects including project management, planning and utility coordination, and support functions such as oversight, contract management and reporting related to the capital program. This includes a need to oversee contracts already in place relating to construction and consultants or risk potential additional costs due to delays/non-responsive owner issues.

The PMO unit is currently a small staff organization, with six current members. The unit is nimble, and well supplied with mobile computing and cell phones to support the ability to work remotely. The PMO implemented telecommuting early, with four of the six staff operating remotely. The office has followed a telecommuting procedure that includes elements such as a daily check in/out process and have been able to maintain the current level of work necessary to keep all projects moving forward. Contractors and consultants followed similar telecommuting changes to their work process and provided services with no significant slowdown or gap in services. Some process changes, such as processing invoices entirely digitally, and creating a procedure for virtual Gate Meetings have been implemented since the start of social distancing and telecommuting. Construction inspections continue either in person (outside using Center for Disease Control (CDC) guidelines), via conference call, or will be utilizing a facetime type setup moving forward. New construction bids via JOC process have been obtained during this period. These on site meetings are necessary, and staff who have been telecommuting have been managing these throughout the emergency implementation phase.

As the governor has lifted emergency restrictions, it is time to consider how to create a phased return to work plan that follows the CDC guidelines to ensure we meet both the department service goals and maintain a physically and mentally healthy workforce. The PMO has limited if any direct public interface or services which provides a greater degree of flexibility for phasing. Additionally, the PMO has been able to function at a high level with the current state of telecommuting. The return to work plan process relies on gate criteria, where milestones are used to proceed to a less restrictive phase of work. This is intended to mitigate risk of resurgence and protect the most vulnerable of our community, while still allowing work to proceed.

Pima County does not currently meet the phase one guidelines as posted, particularly the disease criteria. Therefore, the PMO recommends continuing the emergency guidelines (as currently implemented within the group) until June 5<sup>th</sup>, one full pay period in the future. This allows staff some transitional time to make accommodations for the next phase while continuing a successful program and allowing for further progress on gate goals. Phase 1 is proposed to begin on June 8<sup>th</sup> and continue for three additional pay periods, through July 17<sup>th</sup>. Assuming continued good community gate progress, at this time staff will transition to the Phase 2 configuration. The Phase 2 response shall be reviewed after two additional pay periods, which would be on August 14<sup>th</sup>. At this time, additional information regarding status of the gate disease criteria, and the impacts of school district scheduling will provide greater input as to whether continuing Phase 2 or implementing Phase 3 (unrestricted return to work) is appropriate for the PMO.

During all phases of return to work, the PMO will continue to practice increased space cleaning efforts, encourage handwashing and use of sanitizers, and will provide facemasks for staff to use. Staff will follow health-screening processes as implemented by Pima County. Virtual meetings already implemented will continue, and use of social distancing limits will still apply. Use of staggered work schedules may be implemented upon request. The phases as designed are intended to slowly return staff to work over an extended period, allowing employees to limit their exposure outside of the home. As the virus requires exposure to reach an infection level, all of these steps are critical in reducing employees' risk of exposure.

The Phase 1 response in both the CDC and the Pima County guidelines recommends that employers phase a return to work with physical distancing, closed common areas, teleworking to continue, and medically vulnerable workers to telework or stay home. Continuing telework opportunities during this phase one is important to consider, as it will allow us to both reduce overall staffing levels within the building and protect or provide support to those most severely affected by the virus. The intent with phase one will be to continue teleworking while slowly increasing in person presence within the office space. To meet this, we will have our two highest impact staff remain at full 100% teleworking status, with two other impacted staff reducing their time to a 50/50 teleworking status. This results in a net increase of one full time staff member at the office, or three present and three teleworking during the first phase. This increases staff interaction with the planning and reporting functions, which is helpful during the upcoming budget rollover and scheduled infrastructure plan update timeline.

The Phase 2 response will continue the trend to increase office presence by reducing teleworking, while still providing that opportunity where possible. Shared spaces will be available, with continued cleaning and reduced seating to ensure social distancing continues. To meet this continuing effort, we will shift all teleworking staff to a 50/50 teleworking status on staggered schedules. This will increase the in office status to four of the six employees at any one given time. The use of staggered schedules may be implemented if appropriate, especially considering summer construction hours are prior to normal business hours.

This phased approach will ensure the PMO continues to be good stewards of the public money, delivering infrastructure construction projects and providing planning and reporting oversight services regardless of physical location. This recommendation will also ensure that staff stays strong, and capable of meeting our high standards throughout the upcoming challenging summer. If the pandemic has a resurgence in the future, the phases as defined can be re-applied to protect staff as needed while allowing the business processes to continue.

The PMO has had considerable success in the prior eight weeks of telecommuting. One measureable benchmark has been the number of projects currently within the bid process or awarded to start construction during this time even with staff utilizing a non-standard office configuration. Eleven new projects have been awarded, with five additional pending bids due this month and three additional projects ready to bid shortly. This success can continue into the future based on County needs and funding availability. The following chart outlines the current PMO staff, and planned status of presence for work throughout the phases as discussed above.

**PMO Operations Chart**

Role	Meets Criteria	Current Phase May 18 – Jun 5	Phase One Jun 8 – Jul 17	Phase Two Jul 20 – Aug 14
Manager, oversight of entire office, planning and project management	N	In office	In office	In office
Supervisor, oversight of PM staff, project management	Y (1)	Telework	Telework	Telework 50/50
Planning, coordinates department and external agency as needed for development, long range planning support	Y (1,2)	Telework	Telework 50/50	Telework 50/50
Reporting and oversight, delivers custom reports and data needed to determine CIP is on track, invoicing, contract revisions, PCard management	Y (2)	Telework	Telework 50/50	Telework 50/50
Project Manager, oversees and delivers public projects, setup next FY charters	Y (3)	Telework	Telework	Telework 50/50* (May require 100% based on school/day care)
Project Manager, oversees and delivers public projects, setup next FY charters	Y (2)	In office	In office	In office

*Criteria:*

1. Household member w/ compromising medical condition
2. School aged children, dual parent or older child
3. School aged children, single parent primary caregiver

Staff have been informed of the phase recommendations and have provided input to this final plan. Currently the morale of the PMO office is good, and we work daily to stay connected, circulate the latest information from leadership regarding the pandemic and share solutions to telecommuting issues as they occur. The PMO process for telecommuting is provided for your use.

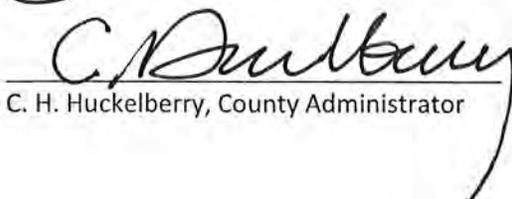
Your consideration of this request is greatly appreciated.

**Concurrence:**

  
Carmine DeBonis, Jr., Deputy County Administrator

5/14/2020  
Date

Approved /  Not Approved

  
C. H. Huckelberry, County Administrator

5/15/20  
Date



# TELECOMMUTING PROCEDURE

## Public Works – Project Management Office

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The Project Management Office (PMO) has established the following Telecommuting Procedure as follows to ensure all staff are continuing to meet the public need and unit mission while operating remotely.

1. **Permission:** Staff must meet the requirements necessary to qualify for consideration of telecommuting per Administrative Procedure 3-33 located here: [https://webcms.pima.gov/UserFiles/Servers/Server\\_6/File/Government/Administration/Administrative%20Procedures/3-33 Telecommuting.pdf](https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/Administrative%20Procedures/3-33%20Telecommuting.pdf). Please coordinate requests via your supervisor, who will obtain proper concurrence. Telecommuting shall be approved prior to implementation.
2. **Requirements:** Staff intending to operate remotely must have the correct technology setup. This includes a mobile computer device, a cell phone, and the ability to use adequate secured internet connection at your remote work location (WIFI at places such as Starbucks is not acceptable). Testing the equipment in advance to ensure the connectivity is functional is required. Coordinate with our IT support department, 724-8471, as needed. Please coordinate with your supervisor if you are not adequately setup for remote connectivity.
3. **Remote Office Hours:** Staff who are approved to work remotely should routinely operate with standard office hours to match your current approved work times. If there are extenuating circumstances that off-hour work is necessary while working remotely, this requires additional approval and coordination with your supervisor and specific documented reasoning for the change. During Remote Office Hours staff should be available and active via email, instant messaging, skype, text and/or cell phone to ensure unit communications are ongoing and uninterrupted. The unit may setup group conference calls or skype meetings as necessary to meet work goals, and personnel as scheduled, whether in the office or telecommuting, shall attend these meetings.
  - a. **Split Schedule – Office and Telecommuting:** Staff may be asked to split time telecommuting with in office work. The intent of this split schedule is to reduce staff in the office at one time while still providing some telecommuting benefits. This will require coordination of scheduled office time with other PMO staff to balance attendance by role. This will be coordinated with your supervisor prior to implementation.
4. **Check-in and Check-out:** Staff should send quick emails at start and end of the day as needed to coordinate with their supervisors. These should include planned work product for the day (to start) and provide actual work product completed (at the end) in order to keep a work effort record. This is intended to be a quick daily overview.
5. **Employee Information:** Please regularly check in here: <https://intranettest.pima.gov/covid-19-employee-resources/> to find resources or information to assist as needed.
6. **Sick Time/Annual Leave Time:** During telecommuting events employees shall continue to follow existing policies for sick or annual leave that are already in place. Requests should continue to go through ADP along with communication to your direct supervisor. A temporary policy regarding COVID-19 contains a restriction on use of annual leave for staff designated as Essential Employees. This also allows for accruals above the 240 annual hours to be depleted no later than FY 2022 to ensure that this temporary restriction will not negatively affect employees. See policy and discuss with your supervisor prior to scheduling leave.

7. **Standard Business Process:** Telecommuting staff should use the following types of technology to support telecommuting effectively:
  - a. **Remote Computing:** Use of County provided mobile devices, connected to the internet where all drives and programs are available for use.
  - b. **Teams/Conference Calls:** These individual or group communication forums should be used to replace face-to-face meetings as needed.
  - c. **Teams/Face Time Calls:** This can be used to replace onsite inspections as needed. Additional information from our Development Services Department regarding use of these methodology to ensure ongoing progress with construction projects.
8. **Oversight/Management:** Telecommuters are be required to meet work product goals, to continue to manage and oversee projects, and provide necessary reporting / planning documents per their current work plan. Daily coordination with your supervisor regarding work status and updates is expected. Telecommuting should not impact response times either internally or externally, via phone or email, and should appear indistinguishable with work in the office. Employees who are unable to meet these expectations during telecommuting will be asked to return to the office to operate immediately, or will be required to pursue a personal leave option as allowed under current policy. If the personal leave option is selected by the employee, this will require coordination with the supervisor and human resources to ensure compliance with policy.



PUBLIC DEFENSE SERVICES

# MEMORANDUM

Date: 5/14/2020

To: C.H. Huckelberry  
County Administrator

From: Dean Brault  
PDS Director

Re: Public Defense Services Implementation Plan for Phase 1 of Return to Workplace

I received your memorandum dated May 13, 2020 requesting each Appointing Authority to submit a copy of their Return to Work Plan by close of business tomorrow May 15, 2020.

Per your extension for telecommuting (if the approved requirements are met) in that memo, we are estimating that 40% of our employees will be continuing to telecommute. We expect to have a final number when we have all the attestation forms. Per our previous conversations, our department has always been able to perform our tasks remotely (from a courthouse, jail visitation area, hospital, or even a patient's home). Because of this, we firmly believe that our employees can continue to perform their tasks without a loss of productivity or quality. We will continue to have all employees track their time as we have been since the beginning of the pandemic declaration.

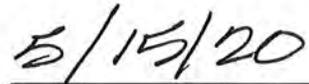
All employees who were telecommuting solely due to the Governor's stay-at-home order will be returning to work on Monday May 18, 2020. We will be relocating some employees who are located in cubicles into offices currently emptied by employees telecommuting, until protective shielding is installed by Facilities Management.

Our administration put together a plan last week, and ordered all necessary equipment to provide a safe workplace for our employees returning. We have distributed the required materials and implemented all preparatory tasks to begin Monday May 18, 2020 as workers return to the office. This plan meets all of the requirements you listed in your memo dated May 13, 2020.

I ask that you approve this memo and our plan as submitted.

APPROVED / NOT APPROVED

  
\_\_\_\_\_  
C.H Huckelberry, County Administrator

  
\_\_\_\_\_  
Date

Cc Jan Leshar  
Wendy Petersen



**PIMA COUNTY**

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**PUBLIC DEFENSE SERVICES**

**PANDEMIC: RETURN-TO-  
WORK PLAN PHASE 1**

## Office Protocol and Procedures

The following are the Pima County Public Defense Services operational procedures identified in order to facilitate a safe return to the workplace in a manner that addresses the public health risks and strives to keep all our employees healthy and safe during the continuation of the COVID-19 pandemic.

### Telecommuting

- Employees with a compromising medical condition or an individual in their direct household, or who care for family member with a compromising medical condition as identified by the CDC and documented in a Medical Provider Attestation of At-Risk Health Condition Form, are permitted to telecommute. The Medical Provider Attestation form should be faxed to the HR Nurse Liaison at 520-770-4057 within 15 days of the Governor's Stay-at-Home order being lifted. If an employee is currently telecommuting for this reason, they may continue to do so until their medical provider has submitted the form within the 15 day deadline.
- Employees who have a child (under 18) affected by childcare or other school closures are permitted to telecommute provided they meet County requirements and are approved.
- Employees 65-years-old and older are allowed to telecommute.
- Employees must continue to provide time tracking logs and check in with their supervisor daily.
- Employees with COVID-19 and symptoms consistent with COVID-19 must stay home. Consult with your supervisor as to whether you can telecommute or must utilize the appropriate leave policy.
- All employees who are telecommuting only due to the Governor's expiring Stay-at-Home Order must return to work effective May 18, 2020.

## **Scheduling**

- Work hours will range from 6am to 7pm, Monday through Friday, to successfully limit personnel in the office and adhere to social distancing.
- Attorney and support staff schedules will be staggered as much as practicable. PDS Admin will be working with Division Directors and Supervisors to arrange staggered work schedules.

## **Entrance**

- Adhere to spacers on the floor throughout the lobby and entrance to maintain a six-foot distance from others.
- All employees and visitors entering the office must have an approved body temperature reading per County guidelines. Contact your supervisor as soon as possible if this interferes with your ability to clock-in on time.
- All employees and visitors must wear a mask, bandana or other type of covering over their noses and mouths when in the halls and common areas, and when they are not working in isolation in a personal space or office. Please save surgical and N95 masks for health professionals! Employees can get masks from PDS Admin.
- A maximum of two people are allowed in an elevator or bathroom at one time.
- No member of the public is permitted to enter the building without legitimate business reasons for being in the building. This includes family members, friends, etc.

## **Health & Safety**

- Employees are expected to appropriate hygiene practices to prevent the spread of infectious diseases as recommended by the Center for Disease Control (e.g. wash hands, cover mouth and nose with a cloth covering, keep social distance).  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Employees will be expected to disinfect all shared equipment (e.g., copiers, microwaves, kitchen sinks, fleet vehicles, etc.) after each use.
- Employees will be assigned duties to disinfect all common areas every 4 hours and those common area cleanings will be logged, these logs will be posted on each floor and your supervisor will work with you on coverage for all days. (See Attachment A for example).

- Employees are expected to continue cleaning and disinfecting personal work stations daily.

### **Strict physical-distancing measures**

- Maintain a six-foot distance from other individuals at all times.
- Do not gather in common areas such as lobbies and breakrooms.
- All meetings should be done virtually wherever possible, and no in-person meeting should be more than 10 people at any time.
- All conference rooms will have chairs taped off to enforce physical distancing. Do not tamper with marked chairs.
- Parties, potlucks and shared food are prohibited until further notice.

### **Communication**

- All internal meetings should be conducted by videoconference or teleconference.
- Continue to limit personal contact via phone interviews when practicable.
- Documents should be transmitted and signed electronically whenever possible.
- Office doors should remain open during business hours with exceptions for phone calls, interviews, transcribing, and other related tasks.

### **Relocation**

- Employees should stay in personal work spaces as much as possible. If necessary, an employee may be temporarily relocated to a more enclosed and less crowded area.
- Employees who share an office will be asked to wear a mask or will be relocated to a separate area when practicable.
- Employees will be informed and temporarily relocated when outside repair or maintenance visitors will work close to or in one's area.

### **Travel**

- Only essential business travel is permitted.

### **Temporary Annual Leave (Vacation) Policy**

- Annual leave must be approved a minimum of two weeks in advance by a Supervisor.
- Annual leave that has been previously approved remains approved.
- Annual leave will be granted only if the essential functions of the office will not be disrupted by an employee's leave.

### **Professionalism**

- Dress code for in the office or telecommuters will be business casual and must be professional and appropriate for the workplace (wherever your workplace is currently located).

# ATTACHMENT A



## CLEANING LOG (please initial when completed)

DATE	Elevator Call Buttons	Copiers and Copier Counters	Public Lobby Areas & Chairs	Microwaves/ Appliances	Break Rooms/Kitchen Areas	Entry way handles	Bathrooms (PDS Admin)
05/18/2020 AM							
05/18/2020 PM							
05/19/2020 AM							
05/19/2020 PM							
05/20/2020 AM							
05/20/2020 PM							
05/21/2020 AM							
05/21/2020 PM							
05/22/2020 AM							
05/22/2020 PM							



Mailing Address  
P. O. Box 3145  
Tucson, AZ 85702-3145

County Public Service Center  
240 North Stone Avenue, 1st Floor  
Tucson, AZ

**F. Ann Rodriguez**  
**Pima County Recorder**

*Recording history one document at a time.*

**Christopher J. Roads**  
**Chief Deputy Recorder**  
**Registrar of Voters**

Document Recording: (520) 724-4350  
Voter Registration: (520) 724-4330  
Fax: (520) 623-1785  
www.recorder.pima.gov

**MEMORANDUM**

**TO:** C.H. Huckleberry  
County Administrator

**FROM:** F. Ann Rodriguez  
Pima County Recorder

**RE:** Return to Work Plan

**DATE:** May 18, 2020

*FA*

*Approved  
C. Huckleberry  
5/18/20*

\*\*\*\*\*

As you know, the Recorder's Office has been in continual operation as an essential department during the entire period of the Governor's shut down. Our Eastside office is also open and staffed with 3 people. The Ballot Processing Facility at Country Club does not currently have anyone working there, however, we are re-configuring the work space to accommodate social distancing for the elections.

**1. RETURN TO WORK**

- We currently have 1 employee who is on a staggered work schedule due to limited bus service. He is arriving approximately 30 minutes early and leaving approximately 30 minutes early. This is monitored through his punching in and out and he is still working 8 hours a day.
- We have 2 employees who are telecommuting due to COVID related child care issues. They are both doing e-recording and we are able to closely monitor their production numbers and can compare them with production numbers when they were working from the office. They are required to email admin at the beginning of their day (8 am), when they leave for lunch, when they return from lunch, and at the end of their day (5 pm).
- Employees have been notified that visitors are not permitted in employee work areas.

**2. SAFETY IN THE WORKPLACE**

- The Recorder's Office has been observing social distancing. Our workstations keep our employees at least 6 feet apart. Tables in the break room have been moved so that people can be 6 feet apart in the break room. We've also opened up our 2 conference rooms for staff to use for lunches.

- For our front counter staff serving the public directly, there are distancing signs on the floors as well as directives on the counters. Only the public actually transacting business are permitted in the facility.
- The office is using virtual meetings wherever possible, especially with people outside of our department.
- There are sufficient cleaning supplies for staff to routinely clean and disinfect. Public areas are thoroughly cleaned and disinfected, including all counter areas, computers, keyboards, mice, and chairs at the beginning of each day, if possible at midday and any other time it is deemed necessary (after a customer leaves who puts their bag on the counter for instance). For the back work area, if staff move to another work station, they clean and disinfect where they were sitting and their new workstation as well. Hand sanitizer and disinfection sprays are available for additional use where necessary.
- Cloth masks are required for staff working the front counter. We have the same people working the counter on a regular basis and do not switch these people out. Cloth masks are optional for those working in the back. Many staff do choose to wear them.
- Safety measures are posted in multiple places for the public. They are posted in numerous places in the work area as well: in the breakroom, near both time clocks, and in other places as well. These signs also encourage good hygiene, as hand washing is considered the most effective.

### 3. **TELECOMMUTING**

- As I stated previously, we currently have 2 staff telecommuting. They both have a child affected by school closures. They are both being productive and it is very helpful to the office to be able to have them continue to telecommute, as Recording volume has not been dropping and we are currently understaffed by 2 positions as it is.

### 4. **PROHIBITION OF VISITORS IN THE WORKPLACE**

- Staff has been advised that visitors are not permitted in the employee work areas. We do have Facilities in for routine maintenance or to fix or install equipment.

### 5. **MASKS**

- Cloth masks are required for anyone working directly with the public.
- Cloth masks are optional for staff working in the back areas.
- In our planning for staffing our Ballot Processing Facility during the upcoming election, cloth masks will be required in the facility. We have a large number of people working in a confined area, many of them older adults. Masks will also be required at all of our Early Voting Sites. These people will be working directly with the public. We are currently working with the Secretary of State's office to source a sufficient supply of masks for both the Ballot Processing Facility and all of our Early Voting Sites.



# MEMORANDUM

## PUBLIC WORKS-REAL PROPERTY SERVICES

Date: May 14, 2020

To: C.H. Huckelberry  
County Administrator

From: Neil J. Konigsberg, Manager  
Real Property Services/PWA *NJK*

RE: Real Property Services Return to Work Guidelines

The majority of the staff of Real Property Services (“RPS”) has been telecommuting since the Governor’s Stay At Home Order. Our department is uniquely suited for telecommuting as a result of our transitioning to an essentially paperless office, with all of our files stored online in SharePoint. This has allowed us to satisfy the legal requirement of the FHWA that we maintain in our files all documents and communications with property owners, and has the additional benefit of allowing our staff to seamlessly telecommute. While staff is telecommuting, SharePoint allows our supervisors and me to see the status of any pending project at any time.

RPS has 11 FTEs. Since IT opened up the remote desktop option two FTEs that are on E-FMLA with children in school have been telecommuting, and five FTEs not on E-FMLA have also been telecommuting. Three FTEs have been working full time in the office in order to maintain a minimal office staff.

My plan is to gradually return staff to the office over the next 3 weeks, while having all remaining staff telecommute, as follows:

1. May 18 - 22: increase the office staff from three to five FTEs.
2. May 25 – 29: increase office staff to seven FTEs.
3. June 1: increase office staff to nine FTEs.

After June 1, we will continue to have two staff telecommuting, both of whom are approved for telecommuting under your May 13 memo. I will obtain the telecommute attestation form from the FTE with children under 18 affected by school closure.

The following protocols have been implemented to protect RPS office staff on the 6<sup>th</sup> Floor of PWB:

1. Masks will be worn at all times by all persons in a public area, including hallways, conference rooms, break rooms, bathrooms, storage rooms and elevators (“Public Areas”).

2. Staff do not need to wear masks in their offices unless joined by another person.
3. Masks for visitors will be kept at the entrance.
4. There will be "6 feet distance" decals placed outside the entrances to the department, so that any constituent that wishes to enter the office will have to ring the doorbell, step back on the decal, and wait for staff for assistance. Rather than be allowed to enter, the constituent will be assisted outside the entrance, if possible, and this will to cut down on traffic of visitors within the office.
5. All persons must maintain social distancing of no less than 6 feet. This includes all Public Areas.
6. Virtual meetings will be held whenever possible.
7. Hand sanitizer will be kept in Public Areas, provided sufficient quantities are available. Hand sanitizer should be used before entering and when leaving Public Areas.
8. Public areas will be routinely disinfected.

Approved:

  
Carmine DeBonis, Deputy County Administrator

5/14/2020  
Date

  
C.H. Huckelberry, County Administrator

5/15/20  
Date



WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

May 14, 2020

TO: C.H. Huckelberry, County Administrator

FROM: Jackson Jenkins, Director – RWRD 

SUBJECT: Return to Work Plan for Regional Wastewater Reclamation Department

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The Regional Wastewater Reclamation Department (RWRD) is part of the *Water and Wastewater Systems Sector*, one of 16 Critical Infrastructures considered vital to national health, safety, and economic security. As an integral part of Pima County's Critical Infrastructure, RWRD has implemented our **Continuity of Operations Plan (COOP) for the COVID-19 Pandemic**, which includes Incident Action Plan priority objectives to continuously maintain the level of essential services necessary to safeguard the health and safety of Pima County citizens as well as our workforce.

When the Governor's "*Stay Home, Stay Healthy, Stay Connected*" order [Stay-at-Home Order] went into effect on April 1, 2020, RWRD transitioned to "essential" functions only and many employees were instructed to stay home. Over the course of the past six weeks, the Department began to slowly ramp up the number of employees coming into work to ensure continuity of operations in Pima County's wastewater services. Indeed during the past two weeks RWRD work requirements have had many of our staff back-to-work, albeit on an intermittent basis.

#### [Brief History - RWRD COVID-19 Safeguards for Essential Working Staff](#)

**Conveyance Division:** The Conveyance Division began the Stay-at-Home Order with a number of critical and essential work functions (such as pump crews, mechanics, electricians, operators, and supervisors) working regular full-time and on-call duty. The largest group in Conveyance is the Gravity section which had their Utility Maintenance Workers rotating half of the crew one week and then the second half of the crew the following week. This allowed the Division to significantly reduce the number of employees on site and thus established a social distancing program.

Unfortunately, the Conveyance Division had a total of four employees who tested positive for COVID-19. Thus, the entire Gravity section shut down for an entire week to allow for a site disinfection, a deep cleaning effort, and to further evaluate our stay well practices and procedures. At the end of the week, each crew was called back and given individual and different shift start times and social distancing was further enhanced. Due to the need for two person teams on each service truck, all employees were directed to wear masks when in the presence of other employees. The Conveyance Division struggled to keep up with the amount of service calls and emergency calls and thus brought back both split crews on a regular full-time basis at the beginning of May. However, the staggered shift start times continues as a best practice for social distancing. RWRD's Conveyance Division and its approximate 107 employees returned to normal full-time duty around the 1<sup>st</sup> of May and continue to work in this manner.

**Treatment Division:** The Treatment Division with approximately 169 employees operated normally (full-time regular hours) throughout the Governor's order as they had to operate and maintain all of their facilities throughout this period of time. There were a number of support and administrative positions that either were directed to stay at home during this time or who were utilized on an intermittent basis. On May 18, 2020, all of those individuals will be returning to work on a regular full-time basis.

**Technical Services and Engineering Division (TS&E):** TS&E with approximately 118 employees had the highest percentage of employee who were staying at home per the Governor's order. Many of those teams within this Division were utilized on an intermittent basis. A condensed wastewater and industrial sampling schedule was instituted such that only compliance wastewater samples were obtained, allowing for a reduced **Compliance and Regulatory Affairs**

**Office (CRAO)** Laboratory staffing level during the Stay-at-Home Order. With the expiration of the Order, sampling schedules have been adjusted to include treatment process control, and industrial and compliance samples which have resulted in increasing sampling and analysis staff level. The TS&E Division has recently increased staff work time and will have all of their staff back on regular full-time status effective May 18, 2020.

**Director's Division:** Beginning April 1, 2020, the Director's Division reduced in-office staff from 26 to 4. The reduction utilized intermittent and staggered schedules for the month of April for essential personnel. Beginning May 1, 2020, additional staff were brought back either on an intermittent or full-time basis. Effective May 18, 2020, all Director's Division staff will return to work on a regular full-time basis.

#### [Status Update on COVID-19 Pandemic Safeguards for RWRD Current & Returning Staff](#)

RWRD has continuously implemented our COOP Pandemic Health and Safety elements as well as Pima County's related pandemic policies and procedures. Under these combined return to work strategies, **all RWRD employees will be returning to regular work schedules, including employees who have more recently been utilized on an intermittent basis and will now return on a regular full-time basis effective Monday, May 18, 2020.**

RWRD strategies for ensuring workforce safety of essential function employees as well as the phased implementation of our return-to-work healthy and strong mandates to all staff are highlighted as follows:

- **Approved Vacation Leave.** All Divisions will likely continue to experience above average absenteeism as a number of employees are out for additional pandemic related reasons such as e-FMLA among other reasons. Employee vacation leave should be approved in all cases where departmental essential functions are not impacted.
- **RWRD Telecommuting.** This Department with approximately 434 employees peaked at 18 employees approved to telecommute on either a continuous or intermittent basis. That number will slowly begin to reduce over the coming weeks. Upon the lifting of the Governor's Stay-At-Home Order, we have continued to submit requests for employees eligible for telecommuting. Recent updates include our last submittal of telecommuting staff request is reduced to 15. All staff request submittals meet the Pima County telecommuting policy as revised to meet the COVID-19 pandemic. It is the Department's intent to reduce telecommuting by four less employees at the end of each two-week period and an overall plan to eliminate all telecommuting by the end of July 2020.
- **Leave, Reduced Leave, and E-FMLA.** Pursuant to federal, state, and Pima County rules, regulations, and guidelines, a certain segment of RWRD workforce staff is eligible to remain on pandemic related leave. To the extent that they are eligible to return-to-work, they will be instructed of current strategies, options, and rules for remaining safe at work.
- **Returning Stronger Rules.** RWRD had implemented many of the May 11, 2020, "*Return to Work Guidelines*" in our *RWRD COVID-19 Back-to-Work Rules - Returning Stronger, Staying Healthy and Safe* [Returning Stronger Rules] sent out to all staff on April 30, 2020. In addition, during RWRD Daily COVID-19 Incident Action briefings, managers and supervisors were and continue to be reminded to ensure their current and returning staff are aware of our *Returning Stronger Rules* outlined as follows:
  1. **Temperature Checks.** Temperature pre-entry checks are required at all RWRD facilities for employees, visitors, and contractors. If your temperature is above 100.4° you are not authorized to enter a RWRD work site.
  2. **Masks are required for all RWRD Employees, Visitors, and Contractors.** RWRD employees have been instructed to "act like you have it" and wear facemasks in order to minimize the spread of the coronavirus. A face mask is required in all areas except in zones where a minimum distance of at least six feet can be

maintained. In addition to protective N95 masks necessary for certain work hazards, every employee has been provided with a cloth mask to meet the departmental mandatory cloth face mask requirements.

3. **Wash Your Hands:** RWRD Returning Stronger Rules actively encourages staff to wash hands and alternatively to use sanitizer when handwashing is not an option. Infographics have been posted in prominent areas. RWRD also maintains an active inventory list of hand soap and alcohol based sanitizer supplies.
4. **Sanitize Work Areas Twice Daily:** RWRD employees have been instructed to sanitize their personal and common areas, workspace, equipment, etc. at least twice daily (before and after each shift). Documentation of these activities includes work orders and common area checklists. Employees have been provided with disinfectant wipes and/or sprays, and an active supply inventory is maintained by the Department.

5. **Social Distancing:**

Social Distancing - RWRD employees have been instructed to maintain, to the extent possible, a safe social distance from co-workers of a minimum of six feet. Infographic posters and floor stickers have been provided to all divisions to further detail the distancing requirements.

Staggered and Intermittent Work Schedules - To limit the number of employees in common areas all RWRD Divisions have incorporated staggered Stop/Start times and lunches. For example, Conveyance Division Gravity Section 4 Quads begin their work shifts at different times to allow social distancing in locker rooms and computer areas.

Suspension of In-Person Meetings - RWRD actively encourages the increased utilization of teleconference applications (e.g. MS Teams, Mitel Conferences). The RWRD Executive Team employed MS Teams for daily/weekly RWRD Daily COVID-19 Incident Action briefings and will continue to promote MS Teams usage in the future.

6. **Communicating Returning Stronger Rule:** In addition to Pima County Communications, the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infographics, RWRD posters have been created and shared with all employees, as well as posted at departmental facilities and offices. (see Attachment A )

The strategies currently employed ensure our mission critical essential functions continue uninterrupted. The phased implementation of these mandates will continue in order to ensure RWRD remains fully capable of providing uninterrupted wastewater service to our customers.

CONCUR:



Carmine DeBonis, Jr., Deputy County Administrator for Public Works

5/14/2020

Date

APPROVED:



C.H. Huckelberry, County Administrator

5/15/20

Date

Attachments

# Attachments

# Back-to-Work Rules

Returning Stronger  
Staying Healthy and Safe



**KEEP CALM AND ACT LIKE YOU (& EVERYONE ELSE) HAVE IT**

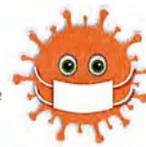
## Keep Calm and Check Your Temperature

- Temperature **Pre-Entry Checks** are required at all Pima County RWRD facilities. If your temperature is above 100.4° you are not authorized to work.
- Do not Work Symptoms.** Employees must not come to work if they have one or more of the following symptoms: cough, sore throat, runny or stuffy nose, muscle aches, headache, chills, unusual fatigue, nausea, vomiting and diarrhea, fever greater than 100.4°. See, BOS Policy D23.20.



## Keep Calm and Wear a Mask

- Act like you have it - many people actively carrying the coronavirus are asymptomatic.
- To minimize the spread of the coronavirus **wearing a mask is required at RWRD** in all areas except in zones such as your office or where you can confidently maintain a distance of at least six feet apart from ALL others.
- A mask for social distancing purposes only is a face-covering, scarf, bandana, loop mask, dust mask, N95 or a covering over your mouth and nose to mitigate your own breath, cough, sneeze, etc. spread to others.
  - Avoid touching your eyes, nose and mouth.
  - Cover your cough or sneeze with a tissue then throw in the trash



## Keep Calm and Wash Your Hands

- The best way to **protect yourself and others** from germs is to wash your hands
- Wash your hands often with soap and water for **at least 20 seconds**.
- Use **alcohol-based (at least 60%) hand sanitizer**, rubbing until they are dry, when washing your hands is not possible.



## Keep Healthy and Wipe Down Your Area

Sanitize **at least 2x daily** or before and after each use

- CLEAN** - If surfaces are dirty, they should be cleaned using soap and water prior to disinfection.
- SANITIZE** - Apply an effective disinfectant to kill pathogens, including COVID-19.
- WAIT** - For Effective sanitizing wait the proper contact time as indicated for the disinfectant.

Routinely clean and disinfect all frequently touched surfaces in the RWRD workplace:

- Personal Work Area.** Tablets, touch screens, keyboards, mouse, phone, staplers, workstations, vehicles, equipment, tools, arm-rests, and on/off switches.
- Others Work Area.** Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Common Work Areas & Equipment.** Take Responsibility and divide up the work for **Cleaning Common Areas:** printers and printer room supplies, locker-room, lunchrooms (tables, microwave, faucet, refrigerator handle), conference rooms, restrooms, warehouse counters, light switches, telephones, common work tools and equipment, etc.



## Keep a Safe Social Distance and Carry On

Physical Social Distancing Saves Lives - limit physical contact.

- Maintain a distance of **at least 6 feet** from others when possible. **Stagger Stop/Start Times and Stagger Lunch** times as necessary to avoid close contact with other employees.
- Limit the number of people** in common areas such as the lunch-room, copier rooms, conference rooms, locker-rooms, etc., to maintain a safe social distance of 6' or more.

Utilize **Virtual Social Distancing** to avoid in-person meetings.

- Strive to have chat conversations, meetings and gatherings using alternate means, such as email, phone, videoconferencing or teleconferencing (e.g. **MS Teams**, Mitel Conference Bridge Calls) even when people are in the same building.

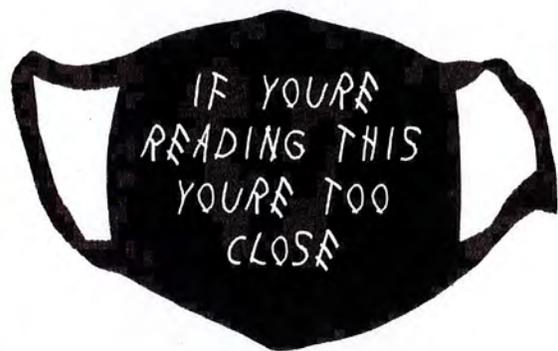
When **Virtual meetings are not possible**

- Unavoidable in-person meetings should be **short and held in open, well-ventilated spaces**. Such meetings should employ social distancing and sanitization of the meeting area and equipment before and after each use.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.



# Attention

Masks are REQUIRED to enter this floor....



# Attention

Masks are REQUIRED to enter this room....





**Dustin J. Williams**  
Superintendent of Schools

Deborah Bryson  
Chief Deputy Superintendent

520.724.8451  
schools.pima.gov

To: Mr. Chuck Huckelberry  
From: Dustin Williams  
RE: School Superintendent's Office Return to Work Plan  
DATE: May 14, 2020

Following is the requested "Return to Work Plan" for my office, effective May 18, 2020.

**EMPLOYEES:**

- All employees continue to be essential to the ongoing service of the office.
- Full finance department staff of eight employees continue to work from office.
- Seven Program Directors who have been telecommuting will be returning to the office, effective May 18, 2020.
- One Program Director continues to meet telecommuting guidelines due to medically compromised family member, per CDC, and will submit proper Telecommuting Attestation.
- Administrative staff who have worked intermittently from office will return fully on May 18, 2020.

**OFFICE PROTOCOLS:**

- The school's office remains open for business from 8am-5pm daily, by appointment, to fully meet all constituent and school district needs. A notice with explanation and contact information continues to be posted on website and at front door.
- Frequent visitors, such as school district couriers and supply deliveries, occur via the front door with all safety standards in place for lobby use including: 6 ft distancing, use of masks and gloves by staff, recommended use of masks and hand sanitizer for guests, surfaces wiped down following each visit.
- Staff has been notified of new procedures to limit number of employees in kitchen and break room areas and to maintain 6 ft distance from others at all times.
- No groups of more than 10 people (if adequate 6 ft distancing is possible) will be allowed to meet at any one time.



**Dustin J. Williams**  
Superintendent of Schools

Deborah Bryson  
Chief Deputy Superintendent

520.724.8451  
schools.pima.gov

- Ongoing use of virtual meetings and classes will continue to be encouraged and offered to community educators.
- Staff members greeting the public must wear a mask while in the office. Masks are encouraged and provided along with hand sanitizer, gloves, and sanitary wipes for all employees.
- Staff members have been notified that visits by non-employees will not be allowed in their workspace. Visitors may only be in the lobby area.
- Daily temperature checks will continue for all employees and visitors and are recorded in county log.
- All safety measures, including reminders of good hygiene, are posted throughout the office and in kitchen/bathrooms.
- Daily custodial service and deep cleaning needs have been requested through county facilities department.
- Website and social media platforms are consistently updated to serve as communication and resource to area educators, families and constituents.
- Every effort will be made to remain flexible to needs and to monitor and adjust as may become necessary.
- Our office continues to be ready to serve the county in any way that may become necessary during this transition and in the future.

Please let me know if I can provide further clarification on any item. I look forward to staying in contact with you and county personnel as the transition proceeds should I have questions or concerns. Thank you for your ongoing support during this challenging time.

Sincerely,

Dustin J. Williams  
Pima County School Superintendent



**Dustin J. Williams**  
Superintendent of Schools

Deborah Bryson  
Chief Deputy Superintendent

520.724.8451  
schools.pima.gov

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

C. Huckelberry 5/14/20  
C.H. Huckelberry, County Administrator

**PIMA COUNTY SHERIFF'S DEPARTMENT  
RETURN TO WORK PLAN  
MAY 14, 2020**

On May 15, 2020, the Governor's Stay at Home Order will expire. On May 13, 2020 the Pima County Board of Supervisors met to discuss the Adopted Resolution No. 2020-018 and further resolved additional guidance until all restrictions are lifted by the Governor. Due to the expiration of the Stay at Home Order and in accordance with Pima County policies and guidance from the CDC and the Pima County Health Department (PCHD), the following is the Return to Work Plan for the Pima County Sheriff's Department.

***PHASE I (May 17 – May 23, 2020)***

**Safety in the Workplace**

We have implemented several Temporary Command Directives (TCD) to address safety in the workplace, many of which will remain in place or be modified to better suit the current environment. The following is a summary of what has been done, and will continue to be done, to ensure safety in the workplace:

- All out of state travel and training is still prohibited.
- Wellness checks, in accordance with AP 23-54, will continue.
- Social distancing protocols will continue to be encouraged.
- Meetings and other gatherings such as promotion ceremonies, etc. will be limited to ten attendees for any given location.
- PPE is available for any employee that requests it. Personnel are encouraged to utilize PPE in those circumstances where information suggests increased risk of exposure.
- Split shifts will continue to be utilized where practicable.
- Both uniform and criminal investigations personnel will limit physical arrests in favor of cite and release or long-form type arrests in accordance with existing TCD.
- Patrol personnel will limit physical response to specified calls for service in accordance with existing TCD.
- The civilian ride-along program will remain suspended.
- Increased sanitation efforts, both by department members, and by custodial staff will continue.
- Non-departmental personnel such as visitors, family and friends will continue to be prohibited from all department facilities.

**Public Lobbies**

**All public windows/lobbies will re-open, effective Monday, May 18, 2020.** Each department public window provides a physical barrier between employees and the public, but wellness checks and appropriate PPE shall be utilized when direct physical contact cannot be avoided. Increased sanitation efforts will be implemented, including public lobbies, workstations, briefing rooms, etc.

**Non-Essential Employees**

There are currently 41 employees (2.9% of all employees) in either full, or part-time, non-essential leave status. This is down from the original number of non-essential employees as some have been brought back to address operational needs prior to the expiration of the Stay at Home Order.

**All non-essential employees will be brought back to work effective Sunday, May 17, 2020.** This will ensure that staffing is available to re-open closed public lobbies and maintain continuity of operations for those areas that have been dormant for the past several weeks.

### **Telecommute Employees**

There are currently 50 employees (3.5% of all employees) that are approved to telecommute through May 23, 2020. All telecommuting employees have been monitored for productivity and compliance with department directives without any problems. **In order to facilitate a staggered approach to the return to work plan, all telecommute personnel will continue to telecommute through Saturday, May 23, 2020. Those employees that do not complete a Medical Attestation or Telecommute Attestation Form are required to return to work in Phase II (Sunday, May 24, 2020)**

### **E-FML / Pandemic Leave Employees**

There are currently 19 employees (1.3% of all employees) that are approved for E-FML. **All personnel approved for E-FML may continue to utilize this approved leave in accordance with county direction. Furthermore, employees may also utilize Pandemic Leave and Federal Emergency Paid Sick Time (FEPST) in accordance with BOS Policy C.2.9**

### ***PHASE II (May 24 – June 20, 2020)***

All protocols implemented during Phase I will continue. The following additional actions will be taken:

#### **Telecommute Employees**

Of the 50 employees on telecommute status, approximately 21 (1.5% of all employees) meet requirements to complete either the Medical Attestation Form or the Telecommute Attestation Form. **In order to facilitate a staggered approach to the return to work plan, all those telecommute personnel that complete attestation forms may continue to telecommute through June 20, 2020.**

### ***PHASE III (June 21 – TBD)***

All protocols implemented during Phase I and II will continue. The following additional actions will be taken:

#### **Safety in the Workplace**

The Department will continue to evaluate protocols that can be lifted versus those protocols that should be implemented permanently. For example, social distancing practices, limits on meeting sizes, etc. can eventually be lifted in accordance with CDC and PCHD guidance. Wellness checks will continue until suspension of AP 23-54. Adjustment of operational practices such as in-person response to certain calls and limitations on physical arrests will be evaluated outside the parameters of our COVID-19 response. Likewise, TCDs will be evaluated and either rescinded or made part of permanent department policy.

## Telecommute Employees

Telecommuting in Phase III will be significantly curtailed, if not eliminated. Those with Medical Attestations may be permitted to continue to telecommute in accordance with PCHD and BOS guidance.

## Corrections Bureau Operations

The corrections environment is uniquely challenging and hence the Corrections Bureau has implemented several TCDs to address specific needs and concerns during our COVID-19 response. The Corrections Bureau has done an outstanding job of keeping COVID-19 out of our correctional facilities, which is a significant accomplishment. Due to these unique challenges and the increased risk in this environment, existing TCDs that affect Corrections Bureau operations will be continued. This includes things such as wellness checks, suspension of courtesy holds, quarantine procedures, required PPE in high risk areas, and the use of cell phones for telephonic hearings. Other protocols, such as the suspension of inmate programs and the suspension of in-person professional visits should be evaluated based on CDC and PCHD guidance to ensure we avoid constitutional challenges to these limitations.

The TCDs that remain in effect include:

- 2020-004 Suspension of Courtesy Holds
- 2020-006 Temperature Checks Entering PCADC (Superseded by AP 23-54)
- 2020-009 Closure of Jail Lobby-Visitation
- 2020-011 Inmate Quarantine
- 2020-014 Jail Suspension of In Person Professional Visits
- 2020-020 Jail Cell Phones for Court Hearings
- 2020-023 Jail Temperature Checks for LE and Arrestees entering PCADC (Superseded by AP 23-54)
- 2020-025 Jail Required Face Protection
- 2020-028 Jail Inmate Face Coverings
- 2020-031 PCADC Housing Levels

This plan is intended to take effect on those dates indicated above. However, changes in the operational environment, reintroduced restrictions from the Governor's Office, or additional direction from the Board of Supervisors or County Administrator's Office may alter this plan or the planned timelines.

*approved  
C. Duluth  
5/15/20*



Date: May 13, 2020

To: C. H. Huckelberry – County Administrator

From: Reenie Ochoa – Director, Pima County Stadium District

A handwritten signature in blue ink that reads "Reenie Ochoa".

Re: Stadium District/Kino Sports Complex Return to Work Plan

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The Kino Sports Complex/Stadium District ceased operation of all activities and events on March 20, 2020 due to the Covid-19 pandemic. At that initial time the COOP plan for the facility was implemented with only non-essential employees continuing to work.

Effective March 20, 2020, 80% of intermittent Events Workers were not scheduled to work due to cancellation of events. The 20% remaining continued to secure and do post-event cleaning and associated tasks.

On April 1, 2020 essential staff in the Grounds Maintenance and Administration areas were being scheduled on a rotational basis due to inactivity. At this time an approximate 50% reduction in the needed staff was implemented including the permanent non-essential, and all intermittent employees, and over half of the Grounds Maintenance staff.

As of April 2, 2020 all intermittent Events Workers were in a non-work status.

Beginning on April 13, 2020 the Events staff was also placed on a rotating weeks scheduled to work.

Effective the week of May 11, 2020 Events staff were no longer rotating work weeks. One non-essential Rec. Leader was furloughed/temporary assignment. Administrative staff continue to have one non-essential employee on furlough/temporary assignment, and another rotating with an essential staff person.

As of this week, seven (7) permanent staff have received furlough notices, with several accepting temporary assignments. As of the end of this pay period another 8-10 permanent staff would also have been receiving furlough notices, however have been requested to be re-assigned to HR for various assignments thus foregoing the need to furlough at this time.

With the expiration of the "Stay at Home" order by Governor Ducey on Friday, May 15, 2020 we have begun to develop our "Reinventing Events" reopening plan (see attached) for a target date of the week of June 8, 2020, subject to ability to meet safe social distancing requirements. There would need to be a minimum of a two week window to return fields to playing condition, and all needed health and safety guidelines in place before the Kino Sports Complex would be ready for use.

As such the following is submitted in order to potentially accomplish a phased re-opening by June 8, 2020:

#### **RETURN TO WORK**

- Intermittent Events Workers are scheduled based upon use of the facility. Anticipate they will be brought back on an as needed basis the week of June 1, 2020 in order to train on new procedures and prepare for facility use. Do not anticipate full-staffing until fall, but amount will vary dependent upon event/activity schedule.
- Anticipate the furloughed/temporary assignment of non-essential Rec. Leader staff member returning to full work status as of late June unless activities warrant.
- The one furloughed/temporary non-essential staff person will continue to remain in a non-work status until early to mid-June although doing temporary assignment currently. The other non-essential Administrative person will return to regular status (non-rotating) with pay period beginning June 7<sup>th</sup> to assist with end of budget year close-outs.
- It is anticipated that essential Grounds Maintenance staff will continue to be reduced through the resumption of full activities and events anticipated in late July/early August. Beginning the pay period of May 24, 2020 the number of Grounds Maintenance staff will increase by 3-5 individuals dependent upon events schedule for June 8<sup>th</sup>. An additional 3-5 staff will be brought back the pay period beginning June 22, 2020. With the full complement of staff anticipated to return by early to mid-August in anticipation of a busy fall event season kicking off in September.

#### **SAFETY IN THE WORKPLACE**

- All staff who have been continuously working, or rotating in/out are practicing all guidelines established by the County (Stay or go home if sick, frequent hand washing, social distancing, disinfecting all work surfaces, and posting of signage).
- Staff have been meeting in large spaces, small groups, and extreme social distancing
- Video conferences have been held with some events and other departments as needed
- Facility has been closed to the public, including the lobby. Do not anticipate re-opening of the lobby until mid-June, as all business is capable of being handled via email, video, phone
- All site-visits and tours of the facility have ceased since April 1, 2020, and will not resume until at least mid-June dependent upon need.
- All intermittent, and permanent staff who have been out since April will attend a workplace safety training. In addition those front line staff that work events will also be trained in dealing with the public, enhanced cleaning procedures... prior to gate opening.
- Contract Custodial service has been enhanced in the Administration building and Maintenance Break rooms since April to three times/week. That practice will continue indefinitely.
- Contract custodial service has been requested to upgrade to Tier I EPA grade disinfectant and chemicals for all areas of the facility.
- Contract custodial as was prior to the pandemic responsible for all cleaning and sanitizing of restrooms, locker rooms, public spaces during and post-event. This will be at a greater frequency than previous, logged, and monitored by Kino Sports Complex staff on duty.

**TELECOMMUTING**

- There have been no Kino Sports Complex staff telecommuting, nor do we anticipate any in the future

**MEDICAL ATTESTATIONS**

- Although we have had no requests there has been one staff member who has requested as of today a Leave Without Pay for other than Pandemic reasons, which will be approved by department and forwarded for further approval.

**PROHIBITION OF VISITORS IN THE WORKPLACE**

- Currently in practice by all working staff. All returning staff will be advised during safety training

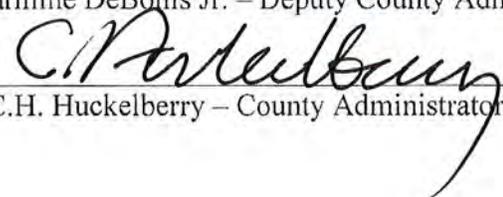
**MASKS**

- Staff that are working events and with the public will be provided with reusable masks as part of their uniform and PPE's

The phased approach plan for phased re-opening of the Kino Sports Complex is anticipated to be finalized and ready for review and approval by Monday-May 18, 2020. Events have been notified throughout the course of the closure as to our planning and are eagerly anticipating getting back to playing ball (see attached).

RO/ro  
Attachments

Approve/Disapprove:  5/15/2020  
Carmine DeBonis Jr. – Deputy County Administrator

Approve/Disapprove:  5/15/20  
C.H. Huckelberry – County Administrator



Date: May 6, 2020

To: Carmine DeBonis Jr. – Deputy County Administrator

From: Reenie Ochoa – Director, Stadium District

A handwritten signature in black ink that reads "Reenie Ochoa".

Re: Reinventing Events at Kino Sports Complex

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With the realization that in order for activity to once again take place at the Kino Sports Complex, an entire new way of looking at events is going to have to become the “new” normal. Not only from the standpoint of the facility, but also the types, size, and nature of the various activities that occur at this venue.

With the continued communication from our existing user groups, combined with the new inquiries we have received for future events, we are most optimistic that once we begin to open up the future looks bright. We are also not naïve to understanding that we will need to take “baby steps” initially, and look at each and every use of the Kino Sports Complex individually for an extended period of time as we work thru the changes and hiccups.

As the B2B Task Forces were formulated it was evident that the Kino Sports Complex did not fit neatly into any one category. Our clubhouses are a combination gym/fitness center and spa rolled into one. We have a bar and restaurant component with our liquor license and concessions. And our facilities range from meeting rooms for 20 people to the Stadium holding 10,000. That uniqueness and multi-use nature of the venue needs a creative approach to the “new” normal use, while still incorporating the various components that will evolve from the Task Force groupings.

Being a public, government owned and managed facility, in conjunction with an on-going close working relationship with the Pima County Health Department and County Risk Management the Kino Sports Complex has the opportunity to be at the forefront for re-opening of the recreation, sports and entertainment business of Tucson.

Thus the internal initiative to “Reinvent Events” has begun.

Upon the initial suspension of all activities at the Kino Sports Complex, and reality setting in that this was not going to be a short time frame, we began to reach out to our various user groups. First with general updates on how to reschedule or submit new rental requests, how refunds and credits were being handled and genuinely just letting each know that we were checking in and keeping them updated.

Then in mid-April as the “stay at home” order continued, it was felt we needed to make sure we stayed engaged, as well as provided even a flicker of light at the end of this dark period. So we reached out again, only this time with an invitation to provide us with how not only their various governing sports bodies or professional trade associations saw events in the future, but more importantly how they felt guidelines and recommendations could be implemented at their local and individual levels. That letter is attached.

Although responses are still coming in the feedback has been both interesting but concerning. A number of our more experienced and repeat users have come up with very creative ways to restore play while following the health and safety protocol. Others had more questions and concerns, and basically reiterated what has been heard and read in the media. Then there were others who are still of the mindset that once the “stay at home” is lifted everything goes back to the way it was. Those in the last group are the ones we are most concerned about for the immediate future.

In addition to the above user groups that were notified, a similar letter was sent out to our Event Worker intermittent staff, and most recently our Food and Concessionaires, requesting the same information. As was the case with events, these two groups had very similar categories of responses.

So after processing the feedback the following guiding points were most obvious:

- **All groups want to get back to using the facility. Users, staff, and vendors.**
- How were we going to keep a diverse user base, of varying scope and sizes safe and in compliance with the Health Department guidelines
- How were we going to keep our Kino Sports Complex staff safe, especially those that during activity and events are on the face-to-face front line
- What changes and modifications would need to be implemented to provide the safest environment possible in order to instill confidence in our users returning
- Education and guidance would be needed for both staff and guests
- How would all of the above be monitored and enforced
- Most importantly when could this all begin

Although these are the basics they are nowhere near a complete listing of the many logistics that go into opening the gates for even the most basic of events. And of course these plans are predicated on being able to do so with the required PPE's for all concerned, and at minimum being in compliance with all Health Department guidelines but striving for to exceed them.

Needing to start somewhere, we have begun our own internal task force to address the above list and more.

As we move forward over the next week to 10 days we will be providing a systemic approach to re-opening under a new look and feel at the Kino Sports Complex. Starting with small and simple activity with organizers willing to work through the speed bumps that will be encountered. Then gradually leading up to the potential of larger scale events with more moving pieces which we know are way down the road.

The Kino Sports Complex staff, both those that have been sheltering in place here at the facility, as well as those that have been away from the Complex for going on eight weeks, are ready and anxious to see the community utilize this vast outdoor space again. And there is no doubt in my mind that they have the professionalism and creativeness to bring Kino Sports Complex back to where it was on March 20, 2020.

RO/ro  
Attachment

Cc: Yves Khawam – Assistant County Administrator

---



**Reenie Ochoa**  
Director  
Pima County Stadium District

May 13, 2020

Dear Kino Sports Complex User Group –

Well we are getting closer!

As Governor Ducey is allowing the “Stay at Home” order to expire as of Friday-May 15, 2020, and more and more businesses begin opening back up, the Kino Sports Complex is also preparing for your return.

As some of you have already inquired about your late May and June dates we want to provide you with some updates.

The Kino Sports Complex will continue to follow the directions of our County Administration and Pima County Health Department regarding when it will be prudent to resume regular operations. Rest assured that during this time the Kino Sports Complex has undertaken many enhanced cleaning and maintenance practices to assure the safest and healthiest environment possible when you return.

The Kino Sports Complex Events staff has been formulating a plan that will allow for some activities to begin earlier than others as we take a phased in approach to opening the gates again. We will take “baby steps” in order to work through all of the “new normal” guidelines and protocols that are needed to keep all of our guests as safe and comfortable as possible.

We will need of each of your groups to work with us as not only will the facility look a bit different when you return, but will also feel a bit different as well. There will be social distancing, and hand washing reminders throughout, some or all Kino staff may be wearing masks, and there will be guidelines for use of the facilities as we move from simple practices, to league play and tournaments, right up to major special events.

As we are “reinventing events” here at the Kino Sports Complex, we are also asking that each of the members of Team Kino as well as individuals and teams that come through the gate remember to practice our mutual and abundant supply of unique PPE’s:

***Patience, Politeness, Everyone in this Together***

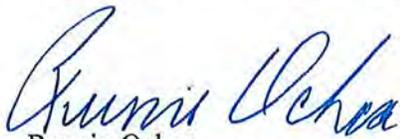
There are going to be bumps in the road as we move forward, and if we can all agree to work as one unified Team Kino the movement from one phase to another will progress much quicker and smoother.

So as we put the final touches on our timeline, we anticipate having more definitive dates to share with you, as well as a comprehensive list of things you will need to know as an event organizer, and to pass along to your participants.

Team Kino is committed to being here for each of your organizations, and recognize how your various events and activities provide a huge benefit to the community for all ages and areas of interest.

We encourage you to make sure that you are well versed on what your individual governing sports will require that may be in coordination with or exceed what the Kino Sports Complex will require, so as to avoid any delays in getting going.

Stay well, and please reach out to us if you have any questions.



Reenie Ochoa  
Director  
Kino Sports Complex

**Date:** May 15, 2020

**To:** C.H. Huckelberry  
County Administrator

**From:** Linda Mayro, Director *LM*  
Sustainability and Conservation

**Through:** Carmine DeBonis,  
Deputy County Administrator, Public Works

**Re: Return to Work Guidelines - Office of Sustainability & Conservation**

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This memo serves as a departmental plan for the Office of Sustainability & Conservation (OSC) to continue to operate in serving the public and other County departments and bring the staff back into the office on a gradual basis. The intent is to help ensure the safety of OSC staff, other county staff, and the public as the State lifts the COVID-19 "Stay at Home Order" and people return to work and begin to circulate more freely.

➤ **OSC Return to Work Plan - Office Attendance & Telecommuting**

OSC currently has 16 FTEs, and from March 31, 2020, when the Governor's "Stay-at-Home Order" took effect, OSC has taken advantage of the County and federal pandemic leaves, reduced work hours, telecommuting for some staff, staggered office and field work, and rotation of staff into the work place to perform essential duties to reduce the number of staff present in the office at any one time to reduce the risk of COVID-19 transmission.

The objective of this effort during the isolation order was to comply with the Order, maintain services supporting construction and development, provide technical services to county departments, and fulfill OSC work obligations.

As the number of employees eligible for and approved to telecommute increased, I requested the following of each employee to keep track of work being accomplished while telecommuting. These actions will persist for the duration for any telecommuting staff.

- Daily notification of their work schedule and intermittent child care leave schedule.
- Weekly work plans for the next week
- Request staff return to the office to complete essential duties
- Weekly updates on work progress for week concluded

Attendance: April 1-May1, 2020: Over the past six weeks, the number of OSC staff in the office full and part-time was reduced to 3-7 people on any one day, while 4-6 staff telecommuted, others took pandemic leave, and others performed field work. Staff rotation allowed employees to come into the office part-time to perform essential duties as needed.

Attendance: May 1-15, 2020: In the last two weeks, I have already increased the number of staff returning to the office work place to 7-9 people in the office on any given day. With spring fieldwork season underway for the MSCP Ecological Monitoring Program, 2-4 staff from Conservation Science will be conducting field studies, and Cultural Resources staff also will be conducting field studies. In effect, field work helps to keep the numbers of people in the office low.

- This is essentially 50 percent of all staff that are in the office full-time, together with others working in the field.
- Three staff are telecommuting for verified CDC medical issues.
- Three staff are telecommuting intermittently for childcare, and some of them come into the office part-time.
- Two staff are on either regular FML or taking leave for a CDC medical issue.

Attendance: May 18, 2020 and future: The table below identifies the number of OSC staff from each division and their current work status that is likely to continue for some unknown time. Please note that each division has staff present in the office full-time. Those staff telecommuting due to current CDC medical guidelines will continue to telecommute until the CDC modifies its guidelines to state it is safe to return to work. Those staff telecommuting due to school and preschool closures are likely to continue to telecommute at least part-time until schools, summer programs, and day care facilities re-open on an ongoing basis.

Work Status	Admin	Cultural	Cons. Sci.	Sustainability	Water	TOTAL
<i>Office or Field FT</i>	2	1	3	1	1	<b>8</b>
<i>Telecom. CDC</i>			2	1		<b>3</b>
<i>Telecom. School</i>		2	1			<b>3</b>
<i>Leave CDC</i>	1					<b>1</b>
<i>Other Med. FML</i>					1	<b>1</b>

Overall, office attendance will increase as the risk of COVID-19 transmission is hopefully diminished and as schools and day-care facilities re-open.

➤ **OSC Office Protocols:**

The following COVID-19 office protocols have already been implemented for the 6<sup>th</sup> floor of the Public Works Building. These protocols were developed with Neil Konigsberg, Real Property Manager, so that all staff on the County side of the 6<sup>th</sup> floor are practicing the same safety measures.

1. Masks shall be worn at all times by all persons in a public area, including hallways, elevators, conference rooms, break rooms, bathrooms, and storage areas.
2. Staff do not need to wear masks in their offices unless joined by another employee.
3. Masks for visitors will be kept at the entrance.

4. All persons must maintain social distancing of no less than 6 feet. This includes hallways, elevators, conference rooms, break rooms, bathrooms, and storage areas.
5. Virtual meetings will be held whenever possible.
6. In-person meetings with members of the public or non-employees are prohibited.
7. Hand sanitizer will be kept in the breakroom, conference room, at the keypad controlled entrance, and in other public places,
8. Hand sanitizer shall be used before entering and when leaving public areas that includes hallways, elevators, conference rooms, break rooms, bathrooms, and storage areas.
9. Public areas (light switches, copier button pads, sink faucets, refrigerator handles, door handles, microwave handles, and buttons, coffee pot handles, etc.) shall be routinely disinfected (at least 1-2 times/day). Staff will be assigned to clean these areas on a rotating basis.
10. Light switches will remain on until the end of the day to avoid contamination.
11. Staff should use sanitizing wipes to clean their office phones, cell phones, computer key boards, and other surfaces at least three times per week.
12. The following additional suggestions are offered:
  - a. Personal air travel and attendance at large group events, trainings, or conferences are discouraged for the time being.
  - b. If you have travelled by air, attended any large group events, or travelled out of state, please take extra precautions and communicate this to your supervisor.

➤ **OSC Fieldwork Procedures To Minimize Risk Of COVID-19 Transmission**

**Pre-Fieldwork**

- The CDC recommends you get the flu shot to ensure flu symptoms are not mistaken with COVID- 19 symptoms if you become infected. If you have not gotten the flu shot, you are strongly encouraged to get it.
- Use personal hygiene practices described in the printable materials section of Pima County's [COVID-19 website](#) when visiting high-traffic areas, such as county offices, stores, and medical clinics.

Health Assessment and Communication:

- If you have experienced symptoms of any kind of illness within 14 days prior to a day of fieldwork, let your supervisor know. Do not report for fieldwork or go to the office pending further instruction from your supervisor and/or Departmental level (Appointing Authority) guidance.
- If there is any indication that you may not be feeling well, it is recommended that you check your temperature prior to engaging in fieldwork or coming in to the office. If your temperature exceeds 38°C (100.4°F), let your supervisor know and do not report for fieldwork or go to the office.
- If you have travelled by air, attended any large group events, or travelled out of state within 14 days prior to a day of fieldwork, communicate directly with your supervisor for how to proceed. You may need to quarantine yourself prior to engaging in fieldwork or coming into the office.
- If you have been caretaking, living with, or otherwise in regular close contact with someone who is ill within the last 30 days, communicate directly with your supervisor for how to proceed.

Social Distancing as a Standard Practice at Work and Elsewhere:

- Avoid close contact with others. Do not shake hands, hug, or touch people unless absolutely necessary. The "elbow bump" or a nod are good alternatives for handshakes.
- Strive to maintain a distance of at least 6 - 8 feet between yourself and others. This is the estimated distance virus-laden droplets can travel when a person coughs or sneezes.

**Travel Arrangements for Fieldwork**

**For trips to non-remote areas** (defined as places on or within 1 mile of a paved road or a well-maintained dirt road, with cell phone service):

- Preferred option: If the trip is specific to a single OSC employee who can successfully complete the mission of the field trip alone, such as a site assessment or field discussion with partners, proceed with supervisor's permission according to the guidance herein on health assessment, personal preparedness, sharing of equipment, vehicle cleanliness, hygiene, and social distancing.
- If the trip involves two OSC employees, reserve two vehicles and travel separately, if/when feasible. If using two vehicles is feasible, proceed according to the guidance herein on health assessment, personal preparedness, sharing of equipment, vehicle cleanliness, hygiene, and social distancing.
  - Option A: It is assumed that one employee will be able to drive the OSC Jeep. For a second vehicle, make arrangements with motor pool if the trip does not require 4WD (high clearance vehicles available). If a second vehicle with 4WD is needed, pursue arrangements with NRPR/RWRD/RFCD or other department as appropriate.
  - Option B: If it is not feasible for two OSC employees to travel separately, consider partnering with another agency or organization to accomplish the mission of the field trip by travelling separately.

- Option C: If it is not feasible for two employees to travel separately (and the work is not safe or reasonable for a single employee to accomplish) and no partners are available to assist, postpone or cancel the fieldwork.
- Avoid field meetings of more than 4 people.

**For trips to remote areas** (defined as places > 1 mile of a paved road or a well-maintained dirt road, or to areas with no cell service):

- Such a trip requires a minimum of two OSC employees or a combination of one OSC employee and at least one partner in a separate vehicle.
- If the trip involves two OSC employees, reserve two vehicles and travel separately, if/when feasible. If using two vehicles is feasible, proceed according to the guidance herein on health assessment, personal preparedness, sharing of equipment, vehicle cleanliness, and social distancing.
  - Option A: It is assumed that one employee will be able to drive the Jeep. For a second vehicle, make arrangements with motor pool if the trip does not require 4WD (high clearance vehicles available). If a second vehicle with 4WD is needed, pursue arrangements with NRPR or other department as appropriate.
  - Option B: If it is not feasible for two OSC employees to travel separately, consider partnering with another agency or organization to accomplish the mission of the field trip by travelling separately.
  - Option C: If it is not feasible for two employees to travel separately and no partners are available to assist, postpone or cancel the fieldwork.

## **Equipment**

### Personal Protective Gear

- Each field-going employee will be supplied with their own bottle of hand sanitizer (preferably small containers that can be refilled), disposable medical gloves (such as latex or nitrile), anti-microbial wipes (preferably not a large container), and sealable sandwich bags for transport and disposal of these items. These are to be kept on-person or in backpacks at all times as a precaution against potentially unavoidable personal contact or shared equipment/vehicle use/maintenance.
- A back up supply of these items (hand sanitizer, disposable medical gloves, anti-microbial wipes, and sealable sandwich bags for transport and disposal of these items) will be available in the Jeep.
- No travel will be performed without PPE.

### Vehicles

- Practice caution when traveling in vehicles that may have been touched by someone other than yourself. Upon entering the vehicle, wipe down all steering wheels, door handles, sides of doors where you push them closed, center consoles, and display knobs with anti-microbial wipes. You have the option to wear latex gloves when cleaning or handling these surfaces.
- Follow the same procedures when done with the vehicle for the day, or if there is a change in driver

**In the Field**

Hygiene

- Avoid touching your face.
- Sneeze or cough into a tissue and then throw it away, or into your elbow. If you accidentally sneeze or cough into your hands, wash them or use hand sanitizer immediately.
- Follow the standard CDC recommendations above for personal hygiene even when you are in the field. This is especially important if you need to handle equipment with other staff regularly.
- Use the hand sanitizer provided to you regularly, especially before you eat, after you eat, or if you sneeze or cough into your hands. Look out for your fellow staff and encourage that they do the same.

Social Distancing

- Maintain a distance of at least 6-8 feet between yourself and all others, including employees and members of the public.
- Avoid interacting with local communities as much as possible. If you absolutely have to stop somewhere, such as a gas station, wash your hands prior to leaving the establishment for at least 20 seconds with antimicrobial soap. Use a paper towel or your elbow to exit the building. This helps to ensure you are not picking up microbes from fellow travelers and bringing them into the truck with you.

Monitoring Field Gear

- Employees will avoid sharing equipment as much as possible, including field tables, GPS units, pencils, etc. In the event that data collection is prevented by not sharing, employees will first use hand sanitizer on their hands and then use anti-microbial wipes to clean the item before handing it off to another person.

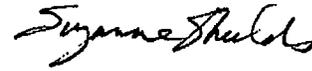
Concur:

  
Approve.

 5/15/2020  
Carmine DeBonis Date  
Deputy County Administrator

 Date  
C.H. Huckelberry Date  
County Administrator 5/15/20

**DATE:** May 15, 2020



**TO:** C. H. Huckelberry  
County Administrator

**FROM:** Suzanne Shields, P.E.  
Director

**SUBJECT: Return to Work Plan – Regional Flood Control District**

The Regional Flood control District (District) has developed a plan to ensure uninterrupted public service while continuing to apply the prudent physical distancing and risk mitigation efforts that were encouraged by the Governor when announcing the expiration of his Stay-at-Home Order.

**Work Plan**

In order to reduce risk to staff generally, the District utilizes, and proposes to continue to utilize a variety of tools to minimize the number of staff in the office, while maintaining staff performance. This includes:

1. **Working Remotely (Field Staff)** – Staff who are responsible for the operation and maintenance of District lands and infrastructure construction already spend considerable time in the field. They have County issued vehicles and laptops to record the results of inspections and the completion of work orders. Their time is very limited in the office; upon the onset of the pandemic, these staff were directed to minimize their time in the office unless necessary for administrative reasons.

These staff have measurable performance metrics, which are easily verifiable based on inspection logs and photographs. In addition, the vehicles have GPS installed, which provides assurance that they are performing inspections of region-wide drainage infrastructure.

The District's Work Plan recommends continuing this successful schedule for the eight staff responsible for operations and maintenance until the federal pandemic declaration is lifted.

Since the pandemic closure, field staff have:

- Completed 52 drainage complaints;
  - Inspected 150 drainageways;
  - Mowed 127 acres of drainageways;
  - Completed 30 other small maintenance projects; and
  - Completed sediment removal of the Santa Cruz River from Grant to Camino del Cerro, and began sediment removal along the Santa Cruz River from 29<sup>th</sup> Street to Cushing Street and along the Santa Cruz levee in the Town of Marana from upstream of Avra Valley Road.
2. **Working Remotely (Administrative Staff)** – Upon closure of the public service counter, the District assigned new responsibilities for our administrative staff in order to compensate for the reduced workload. These responsibilities include improving the District document management system. As you know, the District authorities and interests have a considerable spatial component to them. We have focused considerable energy to create a very robust and powerful records management system for both our infrastructure and our floodplain information. The final component is integrating our historic permitting records. The District is eager to complete the transfer of the paper files into electronic format and locate these private improvements spatially. The records will be of great value in post-flood response evaluations.

These records must be organized prior to scanning so that similar information is provided in logical fashion, which is time consuming. The administrative staff assigned to do this can do much of this work at home.

C. H. Huckelberry, County Administrator

**Return to Work Plan – Regional Flood Control District**

May 15, 2020

Page 2

Their performance is also easily measured based on the number of records they organize per day, which would be the same metric as applied in the office, but with less overall risk. Staff rotates into the office to scan what they have organized. Since starting this rotating schedule on April 14, 2020, staff have completed:

- One hundred file boxes have been organized, which includes three years of floodplain use permits and 1,700 Elevation certificates

The District's Work Plan recommends continuing this successful schedule for the three administrative staff until public service counters reopen.

3. Working Remotely (ALERT) – The ALERT Program is ideally set up for remote operation. The District's Work Plan recommends continued implementation of remote work for the ALERT staff, which consists of two days in the office, one day in the field, and two days working remotely from their homes.
4. Telecommuting (Generally) – After the Governors Stay-at-Home Order went into effect, the number of District staff that had both the ability to telecommute as well as a reasonable work plan rose from 10 to 21. Of these 21, the underlying reason for telecommuting for seven of them was due to the Stay-at-Home order. The remaining 14 had other underlying reasons that will remain valid based on the May 13, 2020 guidance.

Telecommuting staff have completed:

- Design and are commencing construction of the City of Tucson's El Rio Detention Basin;
- The Cañada del Oro Wash North Bank Protection from I-10 to Thornydale Road;
- The Canoa Ranch Restoration (Phase 2 is complete and Phase 3 construction has begun); and
- The Santa Cruz River El Rio Preserve Bank Protection.

The District's Work Plan recommends continuing telecommuting for the 14 people who have a compromising medical condition, have a household member with a compromising medical condition, or have a child affected by school or daycare closure. A Medical Provider Attestation Form will be obtained within 15 calendar days for those needing it. If not obtained, their telecommuting privilege will be revoked. A Telecommute Attestation Form will be required for the remaining telecommuting staff. These staff already have work plans and report progress against their plans weekly. For staff with children affected by school or daycare closures, school district end of school year dates, and potential reopening of daycare facilities will be monitored to determine if a change to the telecommuting privilege is warranted.

5. Non-essential employees will be notified that due to the current reduced workload within Pima County including the Regional Flood Control District, non-essential employees are not being called back and will remain on leave until further notice (see attached letter).

**Work Place Safety**

In an effort to further reduce risks in the workplace, the District has employed the following additional mitigation strategies.

Staggered Work Schedule – The District is allowing and encouraging a staggered work schedule to reduce, among other things, the large rush of people at 8AM that will overwhelm temperature takers, a conflict in the breakroom since lunch will also likely be staggered, and the cumulative hours that staff are in the office together. Permissible hours are from 6AM to 6PM. The District will ensure that there is no loss of public service from 8AM to 5PM.

Additional Spacing in Cubicles – The additional benefit of the telecommuting and remote working is that it affords the opportunity to arrange the remaining 40 staff in that they are spread-out as far as practicable. This is particularly relevant in the cubicles, which offer less protection than offices with doors. By providing additional spacing, it reduces the risk of COVID-19 transmission while just sitting in the cubicle.

Reorganization of Breakroom: The kitchens/breakrooms are recognized as areas of greater risk. In order to reduce usage and excessive interaction, we moved a microwave oven and bottled water dispenser to a conference room as the conference rooms have been under-utilized during the pandemic and will likely remain underutilized.

Virtual Meetings – Nearly all meetings are now on Microsoft Teams.

Masks And Other Protective Precautions – The District will be providing washable cloth masks to staff, with priority to those who interact with the general public. Staff will be encouraged to utilize these masks when not at their workspace. In addition, gloves, disinfecting wipes and hand sanitizers are available to all staff.

Customer Service Counter – Currently, the District utilizes the customer service counter by appointment only, although the occasional customer coming to our office to return plans or forms is served. Until the number of COVID-19 cases decreases over a 14-day period in Pima County, customer assistance will be by appointment and/or e-mail only. The Customer service counter and common areas are wiped down with disinfecting wipes twice a day as well after a customer leaves the office. The District is considering other safety measures including plastic screens to further limit exposure.

In addition, attached is the District' weekly newsletter (sent on Fridays) covering the key points of returning to work.

In summary, the District's telecommuting and remote work strategy has been successful in both productivity and keeping staff and the public safe.

Please let me know if you have any questions.

SS/tj

- c: Carmine DeBonis Jr., Deputy County Administrator – Public Works
- Eric Shepp, P.E., Deputy Directory – Regional Flood Control District

APPROVED /  NOT APPROVED  
  
\_\_\_\_\_  
Carmine DeBonis, Jr., Deputy County Administrator – Public Works

5/15/2020  
Date

APPROVED /  NOT APPROVED  
  
\_\_\_\_\_  
Chuck Huckelberry, County Administrator

5/15/20  
Date



May 15, 2020

[REDACTED]

[REDACTED]

**Subject: Rescission of Return to Work Notice**

Dear [REDACTED]:

Governor Ducey's Stay-at-Home Order expires on May 15, 2020. However, due to the current reduced workload within Pima County including the Regional Flood Control District, non-essential employees are not being called back and will remain on leave until further notice.

If you have any questions, please contact Sara Hill, Administrative Specialist at 724-6486.

Sincerely,

Suzanne Shields, P.E.  
Director and Chief Engineer

SS/tj

c: Eric Shepp, P.E., Deputy Director – Regional Flood Control District  
Andy Dinauer, P.E., Deputy Director – Regional Flood Control District  
Sara Hill, Administrative Specialist – Regional Flood Control District

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Suzanne Shields, P.E., Director

201 N. Stone Avenue, 9th Floor, Tucson, Arizona 85701-1207 • Phone: 520-724-4600 • Fax: 520-724-4621

**DATE:** May 14, 2020

**TO:** C. H. Huckelberry  
County Administrator

  
**FROM:** Ana M. Olivares, P.E.  
Director

**SUBJECT:** Return to Work Guidelines - Transportation

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In response to the Governor's Stay-At-Home, Stay Healthy and Stay Connected Order, issued at the end of March 2020, the Transportation Department (DOT) developed a plan to meet the intent of the Order with the understanding transportation is an essential function to our community. The plan provided coverage for all of our essential functions and allowed a significant portion of our staff to stay home, while the Order remained in place.

The plan consisted of identifying areas that required staff continue working during the month to meet specific work efforts/deadlines. These efforts involved construction inspection staff, Right-of-Way inspection, Pavement Management Program and RTAnext development staff. The remaining staff were then divided within each division into two teams, Team A and Team B, where possible. One of the teams stayed home for the first two weeks of April, while the other team came to work. Then the teams switched for the following two weeks. All employees, while working practiced social distancing.

Staff approved to telecommute did so when they were assigned to work. This maximized the number of staff staying at home. With this plan, approximately 85 staff were able to stay home. We monitored our Service Requests (SR) regularly to determine if changes needed to be made to this plan.

The weekly monitoring of our SRs demonstrated we could not keep up with requests with half the staff and decided to cease the Team A and Team B approach. We requested all essential staff return to work on May 4, 2020, prior to the Governor's Stay-At-Home, Stay Healthy and Stay Connected Order being lifted. Staff approved to telecommute, would continue telecommuting.

Now that the Governor's Order has been lifted, DOT will continue to operate as we have since May 4, except that staff approved to telecommute solely due to the Governor's Order will be asked to return to work on Monday, May 18, 2020. Staff approved to telecommute due to a self-compromising medical condition, a family household member with a compromising medical condition, a child under 18 affected by a school or daycare closure or over 65 years of age will continue to telecommute. We currently have 26 employees approved to telecommute and expect 16 employees to continue telecommuting after May 18. These employees will be required to submit the appropriate attestation forms and continue to follow the Department's Standard Operating Procedure 110.03, regarding pandemic telecommuting.

Nine of the 16 employees continuing to telecommute have children under 18. These employees will return to work as soon as their children's school, daycare or summer camp is open.

C. H. Huckelberry

**SUBJECT: Return to Work Guidelines - Transportation**

May 14, 2020

Page 2

Seven of the 16 employees continuing to telecommute have a self-compromising condition, a family household member with a compromising medical condition or are over 65. They will return to work as soon as the Centers for Disease Control (CDC) or Pima County Health Department determine it is safe for vulnerable individuals to resume public interactions.

Since DOT's return to work on May 4, staff has been practicing social distancing.

At Mission Road:

- Project inspection staff and the Traffic Signal Technician staff limit the times they enter the office building when they report to work. Each employee has an assigned vehicle, laptop and mobile phone. For the most part, when they report to work, they go directly from their private vehicle into their County vehicle and go directly to their field assignment.
- The Maintenance and Operations field staff (pothole patching, road and shoulder grading, signing, marking, etc.) have staggered start times and are not allowed to congregate in the warehouse. They will also limit their time in the office building.
- All field staff have been provided with appropriate personal protective equipment and cleaning supplies.
- As much as practical, work conversations take place over phones or Microsoft Teams.
- Temperature checks for staff will begin May 18, 2020.

Public Works Building, Fourth Floor:

The majority of the staff approved to telecommute work in the Public Works Building, fourth floor; therefore, social distancing has been maintained by having less staff on the floor. As more staff returns on May 18, we will remind them of the CDC guidance to limit significant exposure:

- First and foremost – if they are not feeling well, stay home. Follow attendance protocols outlined in BOS Policy D 23.20.
- Each workday, have their temperature taken on the first floor, prior to coming to the fourth floor.
- Remain six feet or more from others as much as possible.
- Do not congregate in areas, i.e. kitchen, offices, cubicles, shared work equipment, hallways, reception area, etc.
- As much as practical, work conversations should take place over phones or Microsoft Teams.
- Clean up after themselves in the kitchen and in any area food is consumed.
- Lunches and breaks may be taken outside, in office or cubicle area, or in the conference room. When using the conference room, the room must be cleaned with sanitized wipes.

C. H. Huckelberry

**SUBJECT: Return to Work Guidelines - Transportation**

May 14, 2020

Page 3

- Masks are optional and if you choose to use, please ensure they are used consistently and not just around certain individuals as prescribed in BOS Policy C 2.9.
- Staff will stagger their work hours. For example, the Right-of-Way Inspection staff starts earlier than most staff on the floor and are typically out of the office before other staff begin their work day.
- Frequently touched surfaces, such as copy machines and main door handles will be cleaned with sanitizing wipes every day.

For the Service Counter and Lobby, DOT has placed signs limiting access and requesting customers call in or use our SeeClickFix application. If customers do enter the lobby we request they stand six feet away and not sign in; staff is manually checking them in. We are in the process of having the lobby door changed to access control and intercom, which will assist in limiting the people entering our workspace.

Director Ana Olivares will remain at the office, along with Deputy Director Jim Cunningham. Deputy Director Kathryn Skinner has young children whose school is closed and she will be in the office intermittently and telecommute the days she is not in the office.

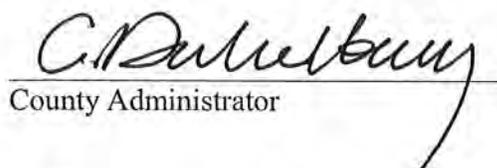
AMO:dg

Approved / Not Approved

  
Deputy County Administrator

5/14/2020  
Date

Approved / Not Approved

  
County Administrator

5/15/20  
Date

c: Yves Khawam, PhD, Assistant County Administrator



Arizona Governor Doug Ducey has lifted his executive Stay-at-Home Order effective May 15, 2020. As employees begin to return to work, please be courteous and respectful to all co-workers while maintaining the social distancing and health safety protocols in the office environment.

Please note that the County Administrator sent a directive on May 13, 2020 that *“visitors are not permitted in employee work spaces.”*

### Recommendations for Maintaining Workplace Health Safety & Social Distance in the Office and Public Settings

- Use your work phone, email, Microsoft Teams, or other electronic communication method to contact colleagues even if they are only a few offices away. This can also be effective in-lieu of in person meetings with the public. If you must talk to someone in person, stop at the doorway or cubicle opening rather than going inside.
- Utilize e-signatures when possible instead of passing papers around.
- Maintain rented and shared vehicles by cleaning up trash, taking all personal items with you, and wiping down any internal areas that may have become dirty while in your use.

### Recommendations for Restrooms, Kitchens and Other Shared Spaces

- Limit restroom occupancy to one at a time, and kindly wait outside the doors. You are also able to use restrooms on other floors within the building.
- Wear a mask when you are not in your office or cubicle. This includes hallways, conference rooms, bathrooms, and break areas. You may choose to wear a mask in your office as well.
- One kitchen microwave and the office water cooler has been moved to different locations on the 9<sup>th</sup> floor. If the kitchen is occupied, please check the other areas if you need immediate use. Maintain a social distance around shared resources.
- Clean up your personal spills or messes. Public and common areas should be kept clean as much as possible.

If you would like to receive this weekly newsletter at a different email address, please send an email to: [Tammy.Jorde@pima.gov](mailto:Tammy.Jorde@pima.gov) or [Sara.Hill@pima.gov](mailto:Sara.Hill@pima.gov)

Arizona Superior Court  
Pima County  
110 West Congress  
Tucson, Arizona 85701

HON. KYLE A. BRYSON  
PRESIDING JUDGE  
DIVISION 5

JENNIFER THORSON  
LAW CLERK

(520) 724-4215  
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MARIANN DAVIDSON  
JUDICIAL ADMINISTRATIVE ASSISTANT

## MEMORANDUM

TO: C.H. Huckelberry, County Administrator

FROM: Hon. Kyle Bryson, Presiding Judge, Superior Court 

RE: Back to Operations Update

DATE: May 18, 2020

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Pima County Superior Court is working closely with the Administrative Office of the Courts to both continue providing access to justice, albeit in constricted ways during the pandemic, while planning to phase back to normal operations over time. Both Chief Justice Robert Brutinel and I have issued a series of administrative orders, and the latest versions of each are attached. As you can see, we locally are operating within an “essential services” model, limiting the human footprint in the building while still providing access to justice.

Nearly two months ago, in anticipation of eventually returning to pre-pandemic operations, I asked Associate Presiding Judge Jeff Bergin to create and lead a Back to Operations Task Force. That task force has worked on this project diligently, and recently presented its initial report to Court Administrator Ron Overholt and me. The report is attached. We believe the BTO report and the administrative orders combine to provide court personnel and users a reliable, reasonable plan as to how the court will return to normal operations.

We began temperature-taking at points of entry at superior court buildings downtown and at juvenile court last week. We averaged 608 entrants at superior court downtown and 332 entrants into buildings on the juvenile court campus, primarily the courthouse. All entrants tested below 100.4 degrees at superior court downtown, and five required a second screening at juvenile court. Four of those tested a second time and were allowed entry; one person departed before rescreening. We are also requiring all who enter the building, whether employees or court users, to wear masks and follow CDC distancing guidelines. While employees have their own masks, we have distributed a high number of masks to court users. We hope as word of this requirement circulates court users will bring their own masks.

Attachments: BTO Task Force Report w/Recommendations  
Supreme Court Administrative Order 2020-75  
Superior Court Administrative Order 2020-20

Approved  
C. Huckelberry  
5/18/20





# Arizona Superior Court

PIMA COUNTY, 110 WEST CONGRESS STREET, W555 • TUCSON AZ 85701

HONORABLE JEFFREY T. BERGIN

PHONE: 520.724.3527

DIVISION 22

FAX: 520.724.3547

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## MEMORANDUM

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TO: HON. KYLE BRYSON; RON OVERHOLT  
FROM: BTO TASK FORCE  
SUBJECT: BTO TASK FORCE FIRST REPORT WITH RECOMMENDATIONS  
DATE: MAY 15, 2020

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## INTRODUCTION

On March 18, 2020 Arizona's Supreme Court issued Administrative Order (AO) 2020-48.<sup>1</sup> The original administrative order has been succeeded by subsequent orders which extend the time in which the restrictions remain in place.<sup>2</sup> These orders limit court operations during the COVID-19 Public Health Emergency and include a moratorium on all jury trials. The Supreme Court's Order instructs the Presiding Superior Court Judge of each county to determine how in-person court proceedings are to be conducted in each of the county's courtrooms, under conditions that protect the health and safety of all participants. Additionally, on May 8, 2020, the Supreme Court issued a transitional order which outlines the process for returning Arizona's Courts to regular business.<sup>3</sup> These orders further grant discretion to the Presiding Superior Court Judges to accomplish the expressed directives.

Consistent with the Supreme Court's order, Arizona's Superior Court in Pima County issued AO 2020-16.<sup>4</sup> The original administrative order has been succeeded by subsequent orders which extend the time in which its restrictions remain in place.<sup>5</sup> The administrative orders state that, with limited exceptions, no in-person proceedings are to occur in Pima County Superior Court. Instead, the Court will continue to hold telephonic hearings and will remain available to process all case types and non-appearance proceedings.

In conjunction with Pima County's administrative orders, the Back to Operations Task Force (BTO) was created. BTO is composed of Judges, Court Personnel, and Clerk of Court staff.<sup>6</sup> It is charged with identifying the areas of the court requiring the most immediate attention and with developing a plan to address those needs. BTO meets for 90 minutes each week. During this initial 30 day period, BTO has met on April 3, April 10, April 17 and April 24, and May 1, 2020. Its meeting materials are available on its Microsoft Teams site.<sup>7</sup>

The following recommendations are based upon current information. Not surprisingly, we are finding information to be fluid and changing at a fast pace. While we have worked diligently to create a report with the strongest recommendations possible, we recognize implementing these recommendations will take time and with respect to our recommendations relating to jury trials, it may take several months to safely put the recommendations in place.

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<sup>1</sup> [Arizona Supreme Court Administrative Order 2020-48](#)

<sup>2</sup> Currently, [Arizona Supreme Court Administrative Order 2020-70](#) governs the limitation of court operations during a public health emergency with the order set to expire on June 1, 2020.

<sup>3</sup> [Arizona Supreme Court Administrative Order 2020-75](#). Chief Justice Brutinel also issued a letter to Arizona Attorneys which outlines the first steps for returning to regular court operations. [Chief Justice Brutinel's letter](#).

<sup>4</sup> [Pima County Superior Court Administrative Order 2020-16](#).

<sup>5</sup> Currently, [Pima County Superior Court Order 2020-20](#) governs the restrictions on physical access to Pima County Superior Court Facilities due to a public health emergency with the order set to expire on June 1, 2020.

<sup>6</sup> The task force members are Cassandra Urias, Gina Swecker, Ron Overholt, Vicky Nicula, Tina Mattison, Hon. Peter Hochuli, Hon. John Hinderaker, Terrence Cheung and Hon. Jeff Bergin.

<sup>7</sup> [BTO Teams Hyperlink](#)

## HOLD TELEPHONIC AND VIRTUAL HEARINGS WHEN POSSIBLE

Recognizing that social distancing and hearing restrictions have complicated the Court's ability to efficiently manage the cases before it, there is little surprise with the enhanced focus on holding telephonic and virtual hearings. Our well-established conference call system is Mitel. Our recently approved video conference platform is Microsoft Teams. (Teams). The telephonic Mitel hearings and the Teams hearings have advantages and challenges unique to those systems. These will be discussed below. Ultimately, we recommend the Court primarily hold hearings through our Mitel system. Teams is still evolving into a user-friendly platform for evidentiary hearings and trials. Teams can be effective, however, when used for settlement conferences and with a settlement judge proficient and comfortable with Teams.

### Telephonic Hearings

The Court regularly uses the Mitel system to hold its remote hearings. Mitel has a dedicated "conference line" for each division. The call-in number is the same for all divisions, however, each division has a unique access code. At the scheduled hearing time, the Court calls into the conference line through the bench computer. When connected, the participants can be heard over the courtroom speakers. The Court and anyone present in the courtroom can be heard by those on the phone when speaking into the courtroom microphones.

The advantages of using the Mitel system is that it is user friendly and familiar to most judges and commissioners. Further, it is easy for attorneys and parties to use because it only requires one to have access to a phone and to call in at the appropriate time. Finally, the court's speaker system makes it easy to document an accurate record of the hearing as well as allowing all participants to clearly hear each other.

The disadvantages to the Mitel system include uncertain reliability, difficulty ensuring only authorized participants use the phone line and the absence of a visual component. These limitations make evidentiary presentations difficult.

When the current restrictions were put in place, the Court significantly increased its reliance on the Mitel system. With the increased loads, the Court experienced several incidents where telephonic hearings were "dropped" and other reports with difficulty accessing the conference line. In response, Mitel updated its software. Additionally, the Court acquired 800 phone lines, quadrupling the previous 200 available phone lines. These steps have greatly improved the phone line access problems but have not eliminated them completely.

Further, while the division's unique call-in number can be changed, it rarely is as it requires IT assistance. Accordingly, the phone number and access codes remain the same for all hearings held by a division. This makes it difficult to ensure that only the invited participants are on the phone line and that a disruptive interloper does not appear. Also, should hearings be scheduled close together, participants from the later hearing may call in while the earlier hearing is still in session. Whenever a participant joins or leaves the conference call, an automated announcement is played. These interruptions are problematic.

Finally, without a visual component to the hearing, the process is vulnerable to manipulation. Because we cannot see witnesses, the Court cannot be certain that a party is alone while testifying and is not being coached. Additionally, the Court loses the valuable visual component for judging witness credibility. The absence of being able to see who is speaking also adds challenges to maintaining a clear hearing record when the speaker does not self-identify and is not identified by the Court.

Despite these disadvantages, our judicial officers are familiar with the Mitel system and it is reliable. Thus, we recommend the Court primarily hold telephonic hearings for the immediate future. We also recommend increased training for judges and commissioners that focuses on how to control a telephonic hearing and how to ensure an accurate hearing record.<sup>8</sup>

### Microsoft Teams Remote Video Hearings

Teams is a video conferencing platform similar to Zoom and WebEx. It is relatively new to the Court. While it offers a beneficial visual component to a hearing, many judges, commissioners and hearing participants may not be familiar with how Teams operates. Additionally, Teams is an evolving platform that is not yet ready for evidentiary hearings and trials.

Teams primary advantage is that it adds a visual component to hearings. It is also easily available to most participants because it can be accessed through a laptop computer or a smart phone. Because of this, it is useful in settlement conferences. The judge can see and talk with all parties about the issues. The judge can also share documents with the settlement conference participants, making it easier to confirm settlement agreements. Teams inability to sequester participants makes it cumbersome to have *ex parte* communications often used in settlement conferences. The only way *ex parte* communications can happen with Teams currently is when a party leaves the conference for a time period and rejoins later. This is cumbersome and causes delays. Despite this limitation, some judges have found Teams to be an effective settlement conference tool, especially with criminal cases.

Teams currently has several disadvantages preventing it from being ready for use in evidentiary hearings or trials. First, many of our judicial officers are unfamiliar and uncomfortable using Teams. This discomfort often causes delays in a conference. It is common for participants to need instruction on how to mute and unmute their microphones and how to share documents. Some participants have poor internet connections resulting in garbled communications and frozen video screens. Unless the judge or commissioner is comfortable and proficient in operating Teams, there are often delays when trying to share documents with participants.

The necessary equipment to efficiently hold a Teams hearing is currently substandard for the Court. The Court's bench computers have cameras but do not have functioning microphones or speakers. Because of this, the Court must call its conference line in addition to joining the video conference. This is the only available method to insure the courtroom staff can hear and record the proceedings. Also, Teams is not set up to easily handle electronic exhibits. For an exhibit to be admitted into evidence, it must be printed, marked and entered by the courtroom clerk. If it is only in a digital form, this is cumbersome for the court, especially if there are many pages that must be printed. If the exhibits are in hard copy and provided to the court in advance of the hearing, it takes a coordinated effort to ensure that all participants have a master list of proposed exhibits and that the exhibits can be accessed by all participants during the hearing.

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<sup>8</sup> Exhibit 1 - Telephonic Hearing Tips and Tricks for the Judicial Officer.

It is also difficult to manage witnesses. As discussed above, Teams currently does not have the ability to place participants in a “waiting room” where they cannot see or hear the proceeding until invited to participate. This makes it difficult to enforce “the rule”<sup>9</sup> which excludes witnesses from an evidentiary hearing or trial until it is their time to testify.

The Task Force will continue to evaluate Teams and will continue to experiment with this platform to document how Teams can be efficiently used in more formal hearings. The Court faces a future where the ability to hold virtual evidentiary hearings and trials will be a necessity. Future Task Force reports will make further recommendations on this topic.

We understand that Teams has accelerated development of tools for its platform that will address the concerns outlined above. Until those concerns are addressed, our current recommendation is that the Court use the Teams platform for settlement conferences and off the record meetings. We also recommend providing Teams training to the Judicial officers and supporting staff.

#### **INCREASE ALLOWABLE HEARINGS FOR FAMILY, CRIMINAL AND CIVIL BENCHES IN CONJUNCTION WITH ADJUSTING JUDICIAL ASSIGNMENTS TO ASSIST WITH INCREASED CASELOADS.**

The importance of reducing current pending hearings cannot be overstated. To accomplish this, the judicial officers should be permitted to set hearings beyond those that are identified as essential. Additionally, it may be necessary to adjust case assignments so that those areas with the heaviest workload have the necessary resources to process the work. We are predicting the Family and Criminal benches will experience the greatest workload increase. Accordingly, the Court may need to reassign judicial officers from current assignments to the Family or Criminal benches. Further, the Civil bench judges may cover criminal hearings on a temporary basis if needed. For example, a Civil judge could accept a guilty plea from a criminal defendant and set the sentencing to take place before the appropriate judge.

#### Criminal Bench

We recommend that the Criminal bench begin sentencing out of custody (OOC) defendants but only when the sentence will not require the Defendant to spend any time in custody. Further, sentencing an OOC defendant should be scheduled during the time currently blocked for the Judge’s morning calendar.<sup>10</sup> Accordingly, courtroom clerks are already assigned to the Judge for that time frame and this will not increase the burden on the Clerk’s office. Finally, OOC sentencings should be set to begin after all other matter on the morning calendar have concluded. Sentencings should be spaced 20 minutes apart with those in attendance being required to immediately leave the building at the end of the hearing. This will allow for the courtroom to be sanitized between each OOC sentencing and allows the division to limit the number of people who are in the courtroom during each OOC sentencing.

The criminal presiding judge meets weekly with representatives of the County Attorney’s Office, Attorney General’s Office, Public Defender, Legal Defender, Legal Advocate, and the Office of Court

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<sup>9</sup> Evidence Rule 615 – Excluding Witnesses

<sup>10</sup> Morning calendars typically begin no earlier than 8:30 AM and conclude no later than 11:55 AM.

Appointed Counsel. This group discusses issues currently affecting the criminal cases in Pima County. The group has worked on calendaring issues, review of in custody defendants, telephonic hearings, and video hearings. The Criminal bench continues to insure both public safety and preserving the rights of the accused and victims is achieved even in these difficult times.

### Family Bench

We recommend that the Family Bench be given greater discretion to process its cases. By expanding the range of hearings that can be heard, judges and commissioners can better manage their caseloads and tend to the most pressing matters pending before them.

Family currently has four judges and seven commissioners handling active cases. It also has two commissioners assigned exclusively to the IV-D child support cases; each division has an increasing backlog of hearings needing to be heard. To reduce the backlog, the Family bench should expand the cases being heard to include:

- Enforcement of parenting time and legal decision making (PT/LDM) orders (statutory timeframe of 25 days - ARS §25-414(B));
- Pre-decree temporary order re: exclusive use of family home (ARS §25-315(C)(1). This hearing requires showing that physical or emotional harm may otherwise result;
- Pre-decree temporary orders hearings for PT/LDM/child support (as to PT/LDM, generally need to be held within 60 days - ARS §25-407);
- IV-D child support hearings; and
- Default decrees.

There is concern that the 11 Divisions handling active cases might set so many of these new hearings that it overwhelms the courtroom clerk's office. To avoid this, all requests to set additional hearings must be triaged by a member of the Family Bench. This evaluation should focus on identifying the most pressing matters and setting those to be heard first.

The Family Presiding Judge (PJ) is the obvious person to handle this responsibility. The resulting increased work upon the Family PJ, however, may itself be overwhelming. We, therefore, recommend that a retained judge be assigned to assist the Family PJ with deciding which of the requested hearings should be scheduled. The retained judge assisting with the triage responsibility should also have assistance with processing his or her growing caseload. Additional help might come from the Civil bench as it has a judge with a low caseload that can be moved to the Family bench.

The judge assigned to the hybrid Civil/Probate assignment is scheduled to rotate from the to the Family bench on July 1, 2020 and will not be replaced by another judge. In anticipation of this move, the judge carries an inordinately light caseload. The benefit of this is that the judge can immediately rotate to the Family bench without imposing a significant burden upon the civil and probate judges who will absorb her caseload.

### Civil Bench

While the Civil bench has only seven judges, it is still experiencing a growing backlog of hearings needing to be set. The Civil bench is processing as many pending motions as possible without setting

hearings. The civil procedure rules allow a judge to decide a motion without holding a hearing unless it is a contested summary judgment motion that the judge may grant. Az.R.Civ.P. 7.1(d). Even with the Civil bench's ability to decide matters without a hearing, we recommend the following categories be eligible to be heard through a telephonic hearing. These additional hearings may relieve financial stress on a party and will allow the Court to rule upon case dispositive motions. The additional hearings should include:

- Structured settlement sale approvals;
- Distribution of excess proceeds requests;
- Contested motions for summary judgment or partial summary judgment;
- Motions to dismiss; and
- Motions for judgment on the pleadings.

### Probate Bench

The Probate bench currently has one judge and two commissioners handling active cases. Probate has been minimally affected by the restriction on hearings. The State and County administrative orders allow the Probate bench to hold telephonic and virtual hearings which comprise most its regular calendar. Accordingly, the Probate bench does not recommend modifying its schedule at this time.

### Juvenile Bench

The Juvenile bench currently has six judges and seven commissioners handling active cases. Only essential hearings are being conducted in person. The Court may order hearings be conducted telephonically, and most hearings are held without individuals present at the courthouse. Hearings in the following non-essential matter may be conducted, at the discretion of the Court, and only by telephone:

- Out of custody delinquency hearings; and
- Adoptions

Juvenile Court has divided the judicial divisions into three teams of four. The judges and commissioners on each team are supported by a team of four judicial assistants, with at least one judicial assistant per team in the courthouse daily. When not scheduled to be at court, team members are encouraged to work remotely. The teams work together to ensure that essential hearings are handled in a timely manner. With few exceptions, the hearings are handled telephonically.<sup>11</sup>

Juvenile Court meets weekly with representatives from the Public Defender, County Attorney, Office of Children's Counsel, Legal Defender, Pascua Yaqui Tribe, Tohono O'odham Nation, Department of Child Services, Attorney General, Public Defense Services, Office CAC, Sheriff, Court Clerk, PCJCC's Administration, and Judicial. Currently, this group is working on a protocol to bring in person proceedings back into the courtrooms. The group is taking into account a number of factors including the number of people that would come into the courthouse, the hearing types, the mandatory timelines, and the benefit to the children and families by being in person.

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<sup>11</sup> Exhibit 2 - Juvenile Court's hearing procedures in response to COVID-19.

## Institute a Coordinated Courtroom Clerk Assignment Schedule

The growing need for hearings brings with it competing needs for limited resources. Because of this it is important for the Court to accurately predict the number of support staff needed each day to handle each division's scheduled hearings. Thus, we must coordinate hearing calendars across benches. To confront this challenge, the Task Force worked with each bench and the Clerk's Office to design an aggressive, manageable and predictable hearing schedule which allows the Court to efficiently hear pending matters without placing an unreasonable burden on court staff. Additionally, we have asked each division to commit to strict compliance with the schedule. With this commitment, the Clerk's Office knows it will only be called on to provide staffing for a hearing set consistent with an agreed upon schedule. For a hearing to be set outside the schedule, it must have approval of the Presiding Judge for each affected division and approval from the Clerk's Office.<sup>12</sup>

### DOWNTOWN COURTHOUSE

The schedule for the downtown courthouse shows the Criminal and Family benches are assigned most of the available scheduled hearing times with hearings taking place each day of the business week but limiting the days each division may set hearings. This recognizes that these benches are expected to have the largest burdens with the most restrictive time deadlines.

The Civil bench has the least amount of allotted hearing time pursuant to the schedule. This recognizes that the Civil bench will likely suffer less impact than the other benches. The Civil bench agrees that it can reasonably conduct its business with each division setting hearings only one day each business week and without scheduling hearings on our law and motion day for all benches.<sup>13</sup>

### JUVENILE COURT

The Clerk's office at Juvenile Court assigns Courtroom Clerks to cover all scheduled hearings each day. This may require the availability of as many as 13 Courtroom Clerks for assignment to courtrooms. Accordingly, the Clerk's office coordinates with the Judges' and Commissioners' calendars each day to insure there is proper coverage. The Clerk's office continues to support the Judges and Commissioners as the Court moves towards scheduling more in person hearings.

## CLEANING AND DISINFECTING THE COURTHOUSE; PERSONAL PROTECTIVE EQUIPMENT USE REQUIRED

The Court's ability to successfully expand its operations is largely dependent upon the public's comfort and confidence in returning to the courthouse. The Court must show our community that all reasonable steps have been taken to ensure that the public will return to a clean and safe facility.

During our time of limited operation, the court is deep cleaning and disinfecting those areas frequently used by the public. These areas include the library, the jury assembly room, the courtrooms, the jury deliberation rooms and others. We are recording the cleaning process to show the public some

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<sup>12</sup> Exhibit 3 - Approved hearing schedule for the four downtown benches.

<sup>13</sup> Traditionally, law and motion day has been set on Mondays. As discussed on page 11 our recommendations for jury selection include moving law and motion day to Fridays.

of our efforts. The recordings can be shared with the media, still pictures can be strategically posted throughout the courthouse and video can be shown in the jury assembly room.

Also, upon expanding court operations we recommend requiring court staff and members of the public be required to wear face coverings. If the individual does not have a personal face covering, the court must supply one for them or refuse entry. Additionally, all employees and members of the public should be screened for a fever and asked questions to determine whether the individual shows signs or symptoms of COVID-19 or has been exposed to a confirmed case of COVID-19. If any concerns are identified, the individual should not be allowed to enter the building.

## PUBLIC INFORMATION CAMPAIGNS

Presiding Judge Bryson and Court Administrator Ron Overholt wrote a letter that was published in The Arizona Daily Star. The letter focused on informing the public of the Court's efforts to maintain essential services and its plans to ensure a clean and safe environment for the public upon reopening. The letter was published in the Sunday paper on April 26, 2020.<sup>14</sup>

The bench presiding judges have been encouraged to write similar letters as we prepare for reopening. The letters should be provided to newspaper and legal publications and should emphasize the Court's continued efforts to protect the public. The Court will also prepare press release statements highlighting the same points.

The Court has received an invitation to appear on "Law Matters," a radio show which focuses on legal issues.<sup>15</sup> We recommend the Court accept this invitation and schedule an appearance for a time near our return to holding jury trials. Finally, the Court is also producing a public information video showing the steps taken to clean and disinfect the court and efforts made to ensure appropriate social distancing. The video will be shown in our jury assembly room and in public areas of the courthouse. These efforts will help inform the public that it is safe to return.

Additionally, we recommend that the Court produce and clearly display printed posters in high pedestrian areas that inform the public of the cleaning schedule and efforts undertaken by the Court to ensure public safety.

## JURY SERVICE

This section of the first Task Force report focuses on challenges facing the Court after jurors have been summoned to the courthouse. It is important to note, however, that the Task Force is also reviewing *how* we summon jurors to the courthouse. That analysis has not yet formulated recommendations for the Court's consideration. For example, the Task Force is reviewing whether we should include additional "pre-qualifying" questions with the juror summons asking whether the summoned juror has health or financial concerns that may impact their ability or willingness to serve as a juror. Prior to COVID-19 questions like these were routinely explored by the Judge and attorneys during jury selection. The Task Force anticipates that health and financial concerns will be significantly more prominent in the future, causing a correspondingly significant increase in the time needed for jury

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<sup>14</sup> [April 26, 2020, Pima County Superior Court: Essential services continue during COVID-19](#)

<sup>15</sup> [Law Matters Website](#)

selection. This may necessitate a change in the way we use our jury summons to pre-screen jurors. At the same time, this issue, and issues like it, require further research and evaluation. These issues will be central to our next report.

Preparing for a return to jury trials brings additional challenges. We will continue to be required to provide space to accommodate social distancing throughout the courthouse, including in our jury assembly room, our courtrooms and our jury deliberation rooms. Each room presents unique issues calling for specific recommendations. Each are discussed below.

THE JURY ASSEMBLY ROOM LIMITATIONS, EXPANDING JURY SELECTION DAYS, AND DESIGNATING FRIDAY AS LAW AND MOTION DAY.

Our jury assembly room has 284 seats.<sup>16</sup> Before the concerns for COVID-19 and the need for social distancing, our Court summoned jurors on only Tuesdays of each week, the single day of the week when jury selection for all trials begins. On average, we would expect six criminal trials to be scheduled to begin along with one or two civil trials.<sup>17</sup> The average criminal trial calls for a 50-person jury panel.<sup>18</sup> Not surprisingly, it has been common for our Jury Commissioner to summon 300 jurors each Tuesday to accommodate the needs of the scheduled trials. A summoned juror typically appears at one of three reporting times, 7:30 AM, 9:00 AM and 11:00 AM.

We have examined the jury assembly room. Current social distancing recommendations call for people to leave six feet between each other. The chairs in the jury assembly room provide for approximately three feet of space. Therefore, there must be at least two vacant seats between people. The result is that when we allow for social distancing in our jury assembly room, we have no more than 89 available seats for our summoned jury panels.<sup>19</sup> This space limitation makes it impractical, if not impossible, to summon enough people on one day to fulfill the needs for our current average day where six criminal jury trials are ready to begin. To resolve this dilemma, the task force recommends beginning trials throughout the week.

Trials should be scheduled to begin on four days of the week: Monday through Thursday. Additionally, we recommend continuing to summon jurors to report at 7:30 AM, 9:00 AM and 11:00 AM. Each summoned group, however, should amount to no more than 80 potential jurors. This allows our Jury Commissioner to summon fewer jurors throughout the day, allowing for social distancing in the jury assembly room. Additionally, as will become clear when courtroom and jury room limitations are described, we should limit jury selection to two or three criminal trials and, occasionally, 1 civil trial on any day.

Changing the way we summon jurors also requires the Court to move its traditional law and motion day when trials are not in session. Currently, we reserve Mondays for law and motion day. This four-day jury selection recommendation calls for jury selection on Mondays, creating a conflict with the traditional law and motion day. Accordingly, Friday must be designated as our new law and motion day.

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<sup>16</sup> Exhibit 4 - Diagram of the jury assembly room and its available seating.

<sup>17</sup> We have had as many as ten criminal trials with two or more civil jury trials scheduled to begin on the same day.

<sup>18</sup> Exhibit 5 - Standard jury panel sizes.

<sup>19</sup> Exhibit 6 - Diagram of jury assembly room with designated social distancing.

MOVING PROSPECTIVE JURORS TO COURTROOMS FOR JURY SELECTION, SMALLER PANELS, NON-TRADITIONAL TECHNIQUES AND OFF-SITE LOCATIONS.

Moving our jury panels from the jury assembly room to the assigned courtrooms will not be easy with the need to respect social distancing. The challenges include limited elevator space, limited space in the lobby area of each floor and limited space in the courtroom for the jury panel.

When a Court is ready to start jury selection, the first step is to transport the jury panel from the jury assembly room to the assigned courtroom. The average criminal jury panel requires approximately 50 people. The average civil jury panel requires approximately 30 people.<sup>20</sup> The downtown court building has four operational elevators. Social distancing standards limit each elevator to only two occupants at a time. Therefore, even if an average criminal jury panel monopolized the use of all four elevators to transport its panel to the correct floor, it would require each elevator to make at least 6 trips to the correct floor and one elevator making seven trips to the correct floor. Clearly, this would require a significant amount of time to transport our jurors.<sup>21</sup>

Once the jury panel arrives on the assigned floor, additional problems arise. Floors 4, 5 and 6 are home to seven of our twelve criminal divisions. The lobbies on those floors have only 37 chairs and four benches measuring 5'6". Social distancing only allows for 21 people to have a seat with perhaps another 9 to 12 people standing 6 feet apart from each other.<sup>22</sup> The other criminal divisions are on floors 3 and 8 with lobbies allowing for even less seating.<sup>23</sup> The social distancing restrictions prevent our courtroom lobbies from accommodating even one average criminal jury panel.

Once in the courtroom, the seating problem becomes more pronounced. Courtrooms on floors 4, 5 and 6 can accommodate socially distanced seating for only 23 people when using the entire gallery and the jury box.<sup>24</sup> Accordingly, jury selection in the courtroom must be limited to no more than 23 people at a time. Unless the entire jury panel is available for questioning, the traditional strike and replace method of jury selection is unworkable. Because of this, judges selecting juries in the courtroom should consider using a hybrid "struck" method for jury selection.<sup>25</sup> The hybrid "struck" method will

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<sup>20</sup> A criminal jury panel generally ranges from 40 to 76 people or even more. A civil jury panel generally ranges from 12 to 50 people or more. See Exhibit 4, Standard Jury Panel Sizes.

<sup>21</sup> An unscientific experiment found that, excluding time waiting for the elevator and with no stops, a trip from the lobby to the 6<sup>th</sup> floor lasted approximately one minute. Therefore, if all four elevators were available for direct trips to the 6<sup>th</sup> floor with no waiting, it would take a minimum of thirteen minutes to transport all 50 jurors. (6 one-minute trips up and 6 one-minute trips down by four elevators at the same time and one remaining one minute trip up for the final two jurors). It is reasonable to believe that it would take at least twice that time as there will certainly be delays and unavailable elevators.

<sup>22</sup> Exhibit 7 - Socially distanced seating for trial division floor lobbies.

<sup>23</sup> Id.

<sup>24</sup> Exhibit 8 - Diagram of a sixth-floor courtroom with socially distanced seating.

<sup>25</sup> The "struck" method calls for all the jury panel members to participate in voir dire examination by the judge and counsel. Following disposition of the for-cause challenges, the juror list is given to counsel for the exercise of their peremptory strikes. When all the peremptory strikes have been taken and the court has resolved all related issues under *Batson v. Kentucky*, 476 U.S. 79 (1986), the clerk calls the first 8 or 12 names, as the law may require, remaining on the list, plus the number of alternate jurors thought necessary by the judge, who become the trial jury.

The traditional "strike and replace" method of jury selection is where only a portion of the jury panel is examined, the remaining jurors being called upon to participate in jury selection only upon excusing for cause a

require the judge and counsel to question jurors in groups of 23 or less, likely having to repeat the process at least three times in order to evaluate each person and to pass the panel.

Alternatively, jury selection could take place in the jury assembly room. If we limit jury selection to one jury panel for a trial that must be completed by 12:00 PM and one selection beginning at 1:30 that must be concluded by 5:00 PM, a judge, counsel and court staff could select a jury from the summoned panel in the jury assembly room. Further, the strike and replace would be possible. This approach, however, allows for a maximum of two jury panels being selected on any one day and requires near 100% confidence that jury selection can be completed within the allotted time frame. The Criminal bench may consider designating one or two judges as the "jury selection judge." These designated judges must be efficient and organized in selecting a jury. A designated jury selection judge could bring confidence that jury selection would be completed within the limited morning or afternoon time frame.

A third alternative is that jury selection could take place off site for civil trials. There are several nearby venues that have large meeting spaces and that may be willing to offer an appropriate room for jury selection. Some off-site venue candidates include but are not limited to:

- The Pima County Board of Supervisors Hearing Room;
- The Training Center at Juvenile Court;
- Fox Theater;
- The Tucson Convention Center;
- University of Arizona Lecture Halls; and
- High School Assembly Rooms.

While the Court must resolve security and logistical issues for off-site jury selection, alternative locations could eliminate the social distancing problems that exist in our building. Once out-of-courtroom jury selection was complete, in either the jury assembly room or an off-site location, only the selected jurors would need to report to the assigned courtroom.

Our new process for jury selection will take more time, regardless of the method selected. The Task Force recommends that each trial division add an entire day to the trial schedule to provide enough time to complete jury selection.

There are certainly additional issues we have not considered. We cannot predict the changed behaviors we may see during jury selection. Nevertheless, Judges should be prepared for such issues as:

- Increased resistance from those summoned to participation as a juror;
- Attorney requests for an increased number of juror alternates; and
- Increased "for-cause" challenges on jury panel members.

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juror in the initial group. A juror excused for cause leaves the courtroom, after which the excused juror's position is filled by a panel member who responds to all previous and future questions of the potential jurors.

## CONDUCTING THE TRIAL, SOCIAL DISTANCE LIMITATION OF 7 OR FEWER JURORS TO A JURY ROOM AND DELIBERATIONS IN A VACANT COURTROOM.

### THE COURTROOM

Conducting jury trials will also be challenging. Our jury box is not designed to accommodate social distancing. Our courtrooms, however, are big enough to accommodate up to a 16-person jury panel while providing for social distancing if the jury is seated in the public gallery.<sup>26</sup> The unique aspect of this design is that counsel must focus arguments to the courtroom gallery while having their back to the judge. Evidence presentation and audio projection must be modified to ensure the gallery jury can hear and see testimony and evidence.

Another unique challenge is that the courtroom must be closed to spectators to maintain the integrity of the jury that will be seated in the public gallery. For this reason, it will be imperative for the Court to provide an alternative way for the public to observe a trial. The Court is exploring different technological alternatives but the most promising may be for the court to post our digital "For the Record" (FTR) recordings of trial proceedings at the conclusion of each trial day.<sup>27</sup>

### JURY DELIBERATIONS

We must be creative in the way we conduct jury deliberations. The trial divisions on floors 3, 4, 5 and 6 have four jury rooms on the south side of the building. Two jury rooms are on the west end of the south hallway. The remaining two jury rooms are on the east side of the south hallway. The eighth floor has three jury rooms on the north side of the building.

If we remove and rearrange the furniture currently in the jury rooms, we can seat 9 or 10 jurors and provide for social distancing.<sup>28</sup> Therefore, juries with 9 people or less can be safely seated in our jury rooms for recesses. Juries that have more than 9 people would need to be split-up and placed in more than one jury room during court recesses.

Deliberations, however, pose problems. Social distancing will not allow for jurors to move freely about a jury room and maintain social distancing. It also would be difficult to share or review evidence in the jury rooms while staying six feet from every other juror. Therefore, deliberations should take place in a vacant courtroom, presumably on the same floor as where the trial occurred.

Juries with more than 10 people would likely use courtroom 805, our largest "ceremonial" courtroom. The trial process would be like the process described above, with the jury sitting in the gallery while trial is in session. A larger jury would necessarily occupy two or three of the eighth-floor jury rooms during recesses. Deliberations would take place in a vacant courtroom, likely 805.

Because of the necessary limited space for our juries, there must be limitation on the number of trials taking place in the courthouse at the same time. Because of this, each trial division must coordinate with other trial divisions to ensure that can accommodate the space necessary for our juries.

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<sup>26</sup> Exhibit 9 - Example of socially distanced jury placement in a sixth-floor courtroom gallery.

<sup>27</sup> We believe AOC legal staff are researching the question of what satisfies required "public access" to a jury trial.

<sup>28</sup> Exhibit 10 – Diagram of jury rooms with social distancing.

The civil and criminal benches should appoint a judge who will be responsible for following the progress of trials in session and designating when and where the next trial may proceed.

## CONCLUSION

The early demographer Thomas Malthus believed that the only way the human population would ever check itself was by running headlong into a disaster, like a pandemic or famine. While our court is experiencing concern and frustration with current circumstances, we work with smart and engaged people who approach our challenging situations with calm, thoughtful and measured reactions. We are not running headlong into the arms of the pandemic. We are cautiously working in response to it.

The Back to Operations Task Force is grateful to all court members who offered their comments, thoughts, and criticisms in helping us design and implement a plan that allows us to serve our community safely and efficiently in difficult times. We are truly fortunate to work with so many dedicated people and look forward to overcoming future challenges together.

## EXHIBIT 1 - TIPS AND TRICKS FOR TELEPHONIC HEARINGS

Courtroom Clerks and Court Reporters may struggle with maintaining the record arising from a telephonic hearing. Below are some tips for making a clean and staff-friendly record.

### Telephonic Hearings Take Longer than In Person Hearings.

Schedule only one hearing at a time and provide more time than you normally would for an in person hearing. Special instructions, controlling the participants who cannot see each other and maintaining a clear record are some of the reasons telephonic hearings take longer.

### Prepare Beforehand for Using Exhibits in a Telephonic Hearing

If there are exhibits to be used in a telephonic hearing, assemble them before the hearing, confirm with the parties that they all have the exhibits and will have access to them during the hearing. Confirm that all parties will identify the exhibits in the same way. Inquire whether there are any objections to any exhibits and determine whether any can be stipulated into evidence. This preparation will significantly reduce hearing delays.

### Organize The Way Parties and Counsel Announce Their Appearance

When calling the case and asking the parties and lawyers to announce their presence, give them an order in which announcements should take place. This prevents unnecessary crosstalk and confusion. First, verify who is on the phone. Next, tell the participants the order you want them to announce their presence. For example: When I ask you to announce please do so in this order—the State, the Plaintiff, the Defendant, the AG, minors counsel, mothers counsel, fathers counsel, etc.

### Set the Ground Rules for How the Hearing Will Proceed

Immediately after calling the case, inform all participants:

- Do not be on speaker phone.
- You must mute your microphone unless you are talking.
- You must be in an area where phone reception is strong.
- You need to speak slowly, loudly and directly into your phone.
- Please trust that everyone will be given an opportunity to speak. There is an order in which the hearing must take place. Therefore, you must wait to be called upon by the judge before speaking.
- Do not interrupt the Court or another person who is speaking.
- Always identify yourself before speaking.

### During the Hearing, Confirm and Repeat Anything of Importance that May Have Been Difficult to Hear or Understand.

### Confirm When a Witness or Third Party Has Left the Telephonic Hearing.

If you want a third-party or a witness to get off the line, tell that person to hang up and tell them you will listen for the tone that indicates the person has left the call. Then listen for the tone before proceeding.

## EXHIBIT 2 – JUVENILE COURT PROCEDURES IN RESPONSE TO COVID-19

- A. **JAA Teams – One JAA from each team will be in the office to support the judges on their team. The other JAA's on the team will work remotely. Because the schedules will vary based on the need of the team, and because the JAA schedules will vary and their remote access will vary, please email *all* JAA's on a team for matters related to your cases. The JAA's will coordinate who is best to respond.**

The AG and JAA's have a process in place that is working well for the DCS reports. Other than the AG who emails the PPH reports, DPRV and PERM reports, PLEASE do not email exhibits that have more than 20 pages. Those can be dropped at the court for the division with a note to the JAA to send those to the courtroom for the hearing.

### 1. Judicial Teams:

#### a. McDonald, Johnson, Kettlewell, Sanders, Quigley

Patricia Carrillo – [pcarrillo@sc.pima.gov](mailto:pcarrillo@sc.pima.gov)

Mona Ramirez – [rramirez@sc.pima.gov](mailto:rramirez@sc.pima.gov)

Mary Ann Ritz – [mrutz@sc.pima.gov](mailto:mrutz@sc.pima.gov)

Debby Reyes - [dreyes@sc.pima.gov](mailto:dreyes@sc.pima.gov)

#### b. Hochuli, McGinley, Wagener, Butler

Michele Ochoa – [mochoa@sc.pima.gov](mailto:mochoa@sc.pima.gov)

Frances Bravo – [frbravo@sc.pima.gov](mailto:frbravo@sc.pima.gov)

Lucas Kimes – [lkimes@sc.pima.gov](mailto:lkimes@sc.pima.gov)

Ryan Lewis – [rlewis@sc.pima.gov](mailto:rlewis@sc.pima.gov)

Krystina Johnson – [kjohnson@sc.pima.gov](mailto:kjohnson@sc.pima.gov)

#### c. Bibbens, Jones, Abrams, San Angelo

Julianne Greenough – [jgreenough@sc.pima.gov](mailto:jgreenough@sc.pima.gov)

Rhonda Lowery – [rlowery@sc.pima.gov](mailto:rlowery@sc.pima.gov)

Ellen Cata-Lewis – [ecata-lewis@sc.pima.gov](mailto:ecata-lewis@sc.pima.gov)

Bernice Sandoval – [bdandoval@sc.pima.gov](mailto:bdandoval@sc.pima.gov)

**B. Telephonic Appearance Required for PHC/PPH/TC for all:**

**1. PHC/PPH/TC**

All counsel must appear via phone and must speak to clients in advance or have a valid reason why not, if not

The PPH report will be scanned and e-mailed per the procedure worked out with AG TC may be held telephonically if all parties agree, or will be set another time Current PHC/PPH protocol will be followed (aside from the telephonic appearance and situation where a party does not have assigned attorney – see below)

Other Exhibits any counsel may plan to use for TC must be scanned and emailed to other parties in advance, or if not received in advance, the scanner in the court lobby will be available to email exhibits to all counsel

Should a parent appear at court, they will be provided their attorney's number and the conference call number and be directed to an interview room with a phone

The Intake Team will have a conference call line for PHC/PPH (new intakes) – The intake/calendaring team will create the teleconference line that will cover the PHC/PPH at the time of the intake and include that information on the bottom of the DEPINT Sheet and Intake Sheet for the case. Since the DEPINT or Intake Sheet is emailed to all attorneys, DCS, and the assigned JAA that is the best means to provide the information in a timely manner. As we implement this process, if the DEPINT sheet does not have the conference call number the JAA will set a conference call for the PPH. **You must call in to the conference call for all telephonic events, as the judge, facilitator, or mediator will not call you.**

**2. PPH Attorney Assignment**

**a. Assignment of Attorney during Intake:** The intake/calendaring team will continue to conduct their regular processes to assign attorneys. Each afternoon when PHC packets are completed the intake/calendaring team will email CCFS Division leadership to inform that either all PPHs have assigned attorneys, or that there are parents who do not have attorneys assigned and provide the relevant case information.

**3. Appointment of Attorney after Intake:**

- a. If no attorney is assigned during the intake process, the DEPINT document accessed by the JAAs will specifically note that there is no attorney appointed.
- b. The Judge/JAA covering the PPH will manage the process for getting an attorney assigned and appointed for the party. If there is an order in the PPH Minute Entry OCAC Juvenile must receive the Minute Entry. There have been instances where an order was made during the hearing, but OCAC never received the Minute Entry or a request form. Thus, no attorney was appointed, and it was

not discovered until the next court hearing. Even with an order in the MEO the request form needs to be sent to OCAC, please make sure to include future dates set at the PPH such as the FSET and DPRV. The OCAC email is: [OCACIntake@pima.gov](mailto:OCACIntake@pima.gov) with the Court's internal form.

#### 4. PHC IF COUNSEL NOT ASSIGNED FOR A PARTY

- a. The facilitator will call the PHC since it is mandated by statute, however, the facilitator cannot move forward with the substantive issues in the case as to any parent due to the lack of attorney representation.
  - b. The facilitator will inform the participants that they cannot discuss placement, visitation, or services due to no attorney being assigned to a party and note that information on the Case Plan Summary.
  - c. The facilitator will ask participants to wait on the phone while the facilitator contacts the JAA for the Judge hearing the PPH. The JAA will inform the Facilitator if they want to proceed with the PPH early, or ask parties to call back at the time of the scheduled court hearing.
- C. **The following hearings will presumptively be IN PERSON APPEARANCE hearings for all but DCS and OCC/Child's counsel, **UNLESS** requested otherwise by attorney or client and permission granted by judge:**

Rule 59 – Return to Parent Motions

Detention Hearings (**CA, VICTIM and PO BY PHONE**) (child will be brought forward unless the defense attorney requests telephonic; if child is ill detention staff will advise JAA who will advise all child will appear via phone) If parent of child wishes to appear by phone, defense attorney will provide them the call-in number.

OOP's/IAH's (AO from Chief Justice allows telephonic appearances so may be by phone)

In Custody Adjudications\* (**CA IN PERSON and PO IN PERSON**)

In Custody Dispositions\* (**CA, VICTIM, AND PO BY PHONE**)

In-custody Trial Reviews\* (**CA, VICTIM, AND PO BY PHONE**)

Judicial Bypass Hearings

Judicial Transfer Hearings\* (**CA will be in person and PO will be in person**)

\*If child is ill, court and parties have discretion to continue or have appear via phone depending on status of the child

For any hearing listed above where the hearing is by phone, the JAA will obtain a conference call number and provide it to all counsel. Placement may appear by phone. If you wish to ask permission to appear by phone, e-mail the JAA 24 hours in advance, and include all attorneys so as not to *ex parte* the JAA. We will be limiting the number of individuals permitted in the courtroom. All witnesses wait in lobby.

- D. **The following hearings will presumptively be PHONE ONLY APPEARANCE hearings UNLESS otherwise requested by attorney or client. CA, VICTIM, AND PO will appear via phone for all but in custody adjudications, transfer, and evidentiary hearings. All TR's may be continued through a request to the JAA and all parties. All other hearings require a motion to continue. Judges have discretion on matters that do not have strict timelines:**

SH/ADJ

DPRV and Permanency Hearings

Dependency Trials (case by case basis)

Severance Trials – (General rule is to continue but address on case by case basis – **A motion to continue MUST be filed.**

Guardianship Trials (case by case basis) – **A motion to continue MUST be filed.**

Initial Dependency Hearings

Initial Severance Hearings (bailiff/clerk to check for parent and judge and parties allow for flexibility)

Adoptions

Publication Hearings (AG and DCS to appear by phone unless waived by judge)

Mediations (some may need to be by phone; Rene Wright will appear by phone for all mediations)

Probation Reviews

SH for Competency

MH Hearings

Placement Reviews

Private Severance Hearings – ongoing will be telephonic (new IS will be set in June)

Family Law Hearings

Destruction of Records

- E. **Bailiffs and Law Clerks** will check the lobby for every hearing. If a client-shows up for a presumptive telephonic hearing, and the attorney is by phone – the law clerk/bailiff will provide the conference call number, phone number of the attorney (a list will be provided to you), and direct the client to a court interview room with a phone to 1) call their attorney and 2) call into conference call.

- F. **The following hearings will be continued by the JAA to their own Judge's TR block the week of April 20 and set as SH's.**

Out of custody Delinquency Adjudications

Out of Custody Delinquency Dispositions

Out of custody Motions

Out of custody Restitution Hearings

- G. **THERE WILL BE NO TR'S SET THE WEEK OF APRIL 20<sup>TH</sup>.** If we are still in crisis mode, we will assess our next step at that time. If we are out of crisis mode, judges will set those matters for the appropriate hearing at that time. Defense counsel has asked for leave to file a motion to request that the matter not be vacated or that it be reset to a date before the 20<sup>th</sup> of April, in limited matters.

- H. **DCS PPH/DPRV/Perm Reports for Judge and as Exhibits:** AG will send these reports only to the JAA team. The JAA teams will ensure a copy of each PPH, DPRV and Perm Report is provided to the judge and that a copy is brought to the courtroom to be marked as an exhibit.
- I. **Exhibits:** All other exhibits necessary for telephonic hearings, under 20 pages, may be emailed to the JAA Team to be printed and brought to the courtroom for the Clerk to be used as exhibits for telephonic hearings. Exhibits over 20 pages must be brought to the court for the judge's division for telephonic hearings to be brought to the courtroom for the clerk to mark.
- J. **Mediation:** Signatures – Mediator will be original and then attorneys may sign for client. DCS must be available to make arrangements for signing.
- K. **Adoption hearings** pursuant to Rule 71 will be telephonic. The petitioner's attorney must email the form of order to the assigned judge's JAA 24 hours in advance of the adoption hearing. If there is an adoption that NEEDS to move forward and the request is for in person appearance, please file your motion to request the hearing and the reason the hearing must proceed as an in-person appearance hearing. Be aware, if the judge grants the motion, the court may invoke ARS § 8-115 (A) and limit who may attend.
- L. **CFT meetings** for kids in detention will still be held but we will work to have them telephonically. For other CFTs, the lobby conference rooms are not available to reserve, at this time.
- M. **Adult clients at the jail:** WILL NOT be transported to juvenile court, even if it is a hearing where all parties will presumptively appear due to the risk of the congregate care in the jail. If you would like to deviate from this, please contact the JAA and all parties to make your request. An email was sent out for defense attorneys to arrange for telephonic appearance from the jail. [pcadcspecialrequests@sheriff.pima.gov](mailto:pcadcspecialrequests@sheriff.pima.gov). If the conference call number and code is provided in advance through the email, the jail staff will call in to the hearing.
- N. **Youth at the Jail** – will NOT be transported to the court for delinquency. An email was sent out for defense attorneys to arrange for telephonic appearance from the jail. [pcadcspecialrequests@sheriff.pima.gov](mailto:pcadcspecialrequests@sheriff.pima.gov). If the conference call number and code is provided in advance through the email, the jail staff will call in to the hearing.
- O. **Family Drug Court** will be shut down for two weeks. **Beginning April 1, hearings will be conducted telephonically until further notice.** Parents may complete intakes before observing. We are continuing to recruit and accept new clients for FDC.
- P. **Miscellaneous:**
  - a. **If you are going to be late** – please notify JAA for the next hearing via e-mail
  - b. Judges will be appropriately liberal with motions to continue and leeway in appropriate circumstances.

- c. PD: expect to see that PD's will begin filing motions to release their clients from detention

Q. **DCS:**

- a. We spoke to Director Faust and Deputy Director Shalom Jacobs:
  - i. Parental Visitation/Parenting time: will now be all telephonic/skype/phone when children are placed in foster care.
  - ii. Visitation supervisors have been instructed to clean cars between each transportation and facilities after each visit
  - iii. They are doing their level best to keep services in place for parents and children.
- b. *Court Staff*, please direct any questions to your supervisor.
- c. *Attorneys*, please let me know if you have questions.
- d. The JAAs have a list of all Advocates and their CASAaz email. JAAs will include the CASA and also [CASASupportStaff@sc.pima.gov](mailto:CASASupportStaff@sc.pima.gov) (when sending the conference call information or other case-related information).
- e. The Interpreter Director requested the following:
  - “Juvenile Court interpreters will not meet in interview rooms with attorneys and clients, these services will be provided telephonically. If an attorney needs an interpreter please check in with the LITSO office on the first floor near the Clerk's Office to obtain a conference call number.”

Updated: 3/25/20

EXHIBIT 3 - COURTROOM CLERK SCHEDULE

CRIMINAL DIV	MONDAY AM/PM	TUESDAY AM/PM	WEDNESDAY AM/PM	THURSDAY AM/PM	FRIDAY AM/PM
Butler (09)					No Hearings
				No Hearings	No Hearings
Aragon (30)					No Hearings
		No Hearings		No Hearings	No Hearings
Fell (SR)					No Hearings
		No Hearings		No Hearings	No Hearings
Chon-Lopez (15)				No Hearings	
			No Hearings	No Hearings	No Hearings
Ortiz (LF)				No Hearings	
			No Hearings	No Hearings	
Godoy (VE)				No Hearings	
				No Hearings	No Hearings
Liwski (06)			No Hearings		
		No Hearings	No Hearings	No Hearings	
Marner (10)			No Hearings		
		No Hearings	No Hearings	No Hearings	
Rash (20)			No Hearings		
		No Hearings	No Hearings	No Hearings	
Bernini (12)		No Hearings			
		No Hearings	No Hearings		No Hearings
Browning (27)		No Hearings			
		No Hearings	No Hearings		No Hearings
Woods (17)		No Hearings			
		No Hearings	No Hearings		No Hearings
Roads (TO)/pm					

- No more than 6 sentencings/dispositions per session (12/day)
- No more than 40 hearings per day (including sentencings)
- Each division must have two full-schedule days, two half schedule days (AM), and a dark day. Specialty Court divisions will have three full-schedule days, one half-schedule day (AM) and a dark day.
- Courtroom Clerk rotation will be more frequent

FAMILY DIV	MONDAY AM/PM	TUESDAY AM/PM	WEDNESDAY AM/PM	THURSDAY AM/PM	FRIDAY AM/PM
Sakall (23)					No Hearings
					No Hearings
Yehling (11)					No Hearings
					No Hearings
Hinderaker (25)					No Hearings
					No Hearings
Bennett (14)	No Hearings				
	No Hearings				
Kuhn (21)	No Hearings				
	No Hearings				
Goodwin (02)	No Hearings				
	No Hearings				
Green (G)		No Hearings			
		No Hearings			
Seymour (P)		No Hearings			
		No Hearings			
Linn (R)		No Hearings			
		No Hearings			
Rosales (N)			No Hearings		
			No Hearings		
Assini (I)			No Hearings		
			No Hearings		
Pratte (A)				No Hearings	
				No Hearings	
Christoffel (L)				No Hearings	
				No Hearings	
IV-D DIV	MONDAY AM/PM	TUESDAY AM/PM	WEDNESDAY AM/PM	THURSDAY AM/PM	FRIDAY AM/PM
Langford (D)					
Ferlan (J)					

- No hearings may be set earlier than 8:30 AM
- Morning hearings MUST conclude by 11:55 AM
- Afternoon hearings MUST conclude by 4:55 PM
- Assignment weeks will have clerk coverage
- Courtroom Clerk rotation will be more frequent

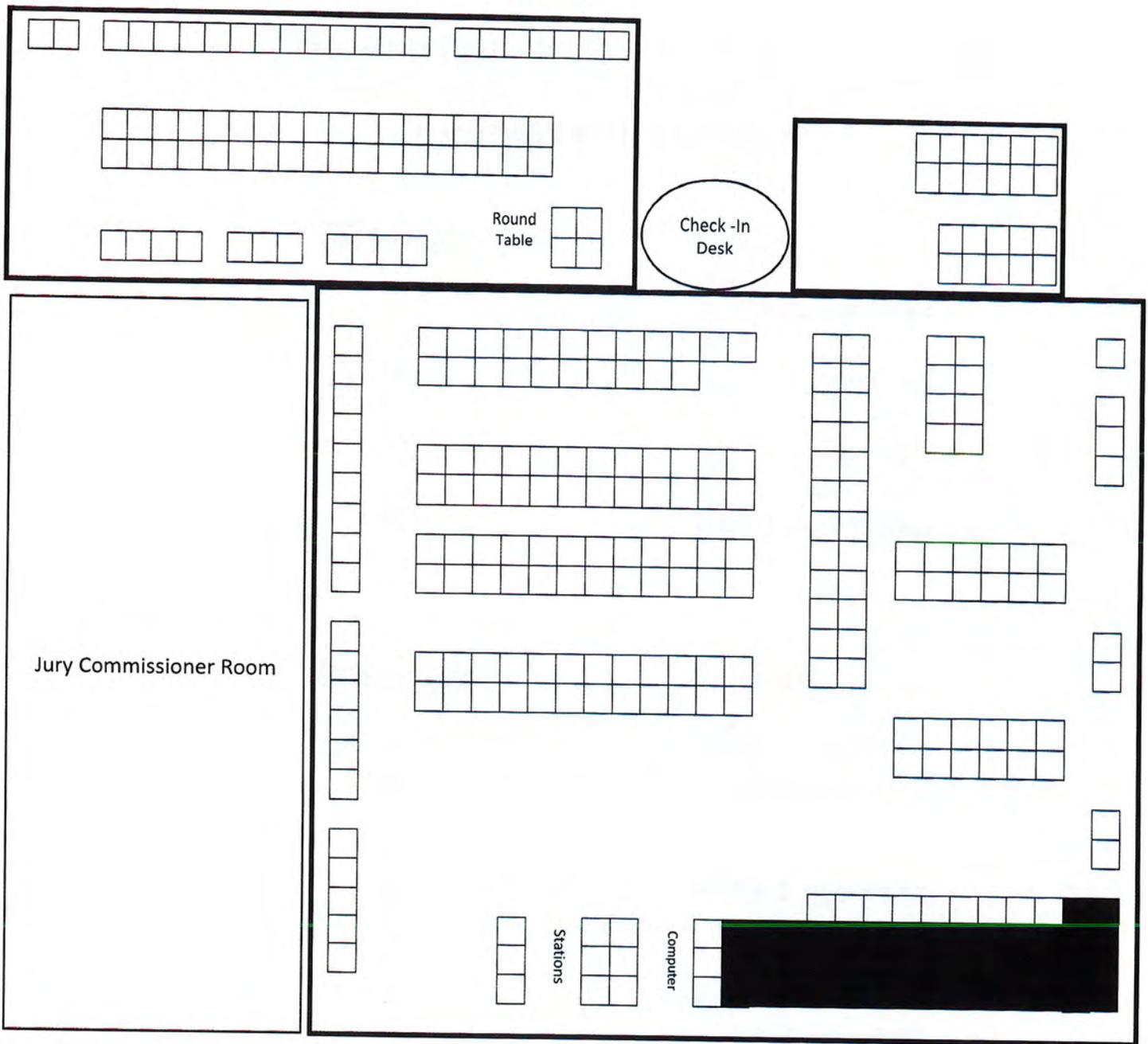
<b>CIVIL DIV</b>	<b>MONDAY AM/PM</b>	<b>TUESDAY AM/PM</b>	<b>WEDNESDAY AM/PM</b>	<b>THURSDAY AM/PM</b>	<b>FRIDAY AM/PM</b>
Metcalf (16)	No Hearings		No Hearings	No Hearings	No Hearings
	No Hearings		No Hearings	No Hearings	No Hearings
Miller (07)	No Hearings		No Hearings	No Hearings	No Hearings
	No Hearings		No Hearings	No Hearings	No Hearings
Gordon (08)	No Hearings	No Hearings		No Hearings	No Hearings
	No Hearings	No Hearings		No Hearings	No Hearings
Tang (28)	No Hearings	No Hearings		No Hearings	No Hearings
	No Hearings	No Hearings		No Hearings	No Hearings
Bergin (22)	No Hearings	No Hearings	No Hearings		No Hearings
	No Hearings	No Hearings	No Hearings		No Hearings
Griffin (01)	No Hearings	No Hearings	No Hearings		No Hearings
	No Hearings	No Hearings	No Hearings		No Hearings
Bostwick (04)	No Hearings	No Hearings	No Hearings	No Hearings	
	No Hearings	No Hearings	No Hearings	No Hearings	
Kuhn (21)	No Hearings	No Hearings	No Hearings	No Hearings	
	No Hearings	No Hearings	No Hearings	No Hearings	

- Every Civil Division will have one law and motion day that cannot be Monday.
- No hearings may be set earlier than 8:30 AM.
- Morning hearings MUST conclude by 11:55 AM
- Afternoon hearings MUST conclude by 4:55 PM
- Courtroom Clerk rotation will be more frequent

<b>PROBATE DIV</b>	<b>MONDAY AM/PM</b>	<b>TUESDAY AM/PM</b>	<b>WEDNESDAY AM/PM</b>	<b>THURSDAY AM/PM</b>	<b>FRIDAY AM/PM</b>
Lee (03)					No Hearings
	No Hearings				No Hearings
Conners (O)					
	No Hearings		No Hearings		No Hearings
Pennington (B)					
		No Hearings		No Hearings	

- No hearings may be set earlier than 8:30 AM.
- Morning hearings MUST conclude by 11:55 AM
- Afternoon hearings MUST conclude by 4:55 PM
- Courtroom Clerk rotation will be more frequent

EXHIBIT 4 - JURY ASSEMBLY ROOM (284 SEATS)



ARIZONA SUPERIOR COURT IN PIMA COUNTY  
BEST PRACTICES GUIDELINES  
STANDARD JURY PANEL SIZES

<u>CIVIL</u>	<u>PANEL SIZE</u>
Summary Jury Trial	12
2-4 Days	30
5-8 Days	40
Longer Than 8 Days	50

<u>CRIMINAL</u>	<u>PANEL SIZE</u>
8-Person, 1-4 Days	40
8-Person, Longer than 4 Days	45
12-Person, 1-4 Days	45
12-Person, Longer than 4 Days	50
8-Person Sex Crimes	50
12-Person Sex Crimes	76
DUI and Assault Cases	Add 5 Jurors
1 <sup>st</sup> and 2 <sup>nd</sup> Degree Homicide	Trial Judge Determines

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EXHIBIT 6 – JURY ASSEMBLY ROOM SOCIAL DISTANCING (89 SEATS)

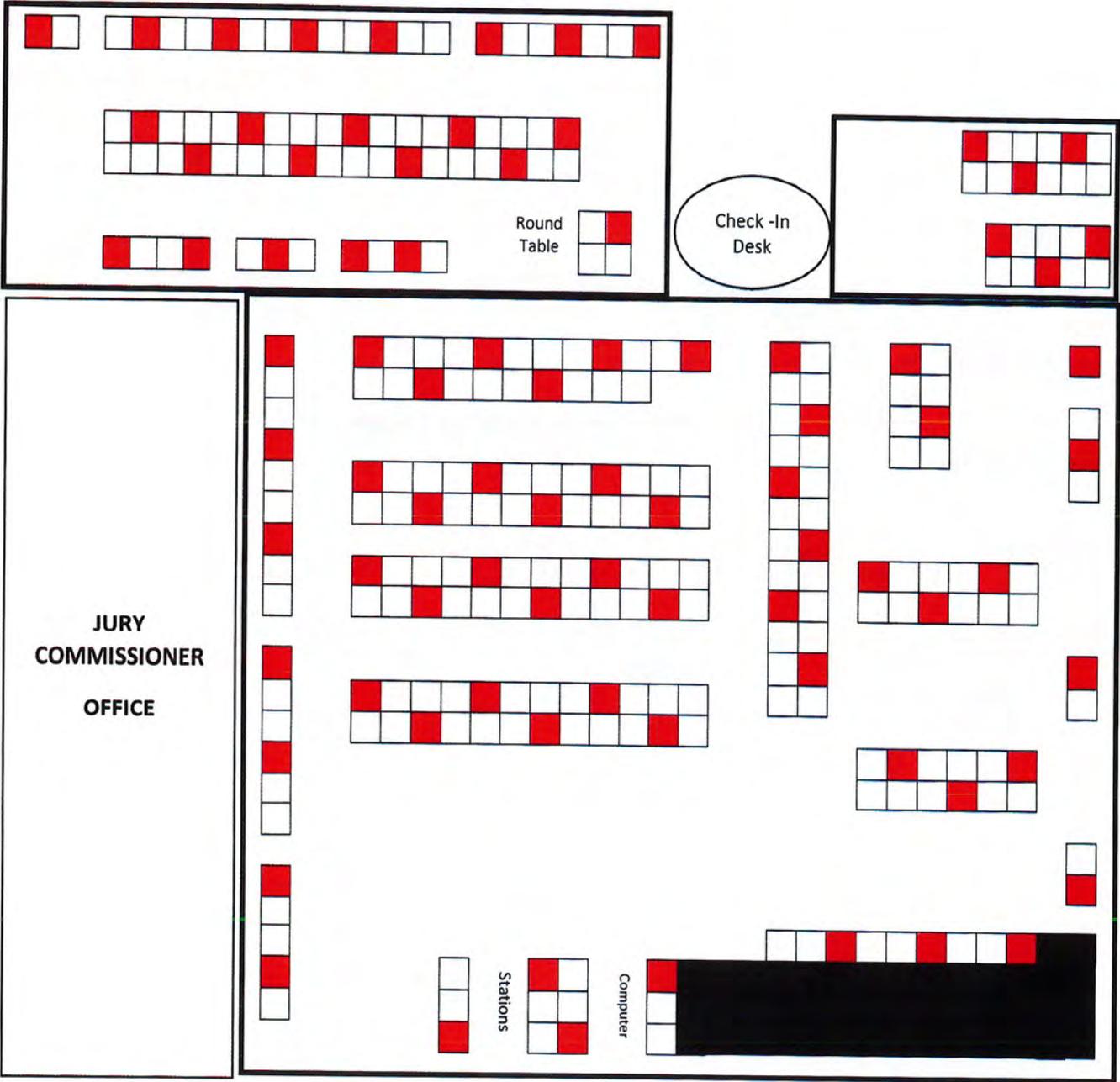
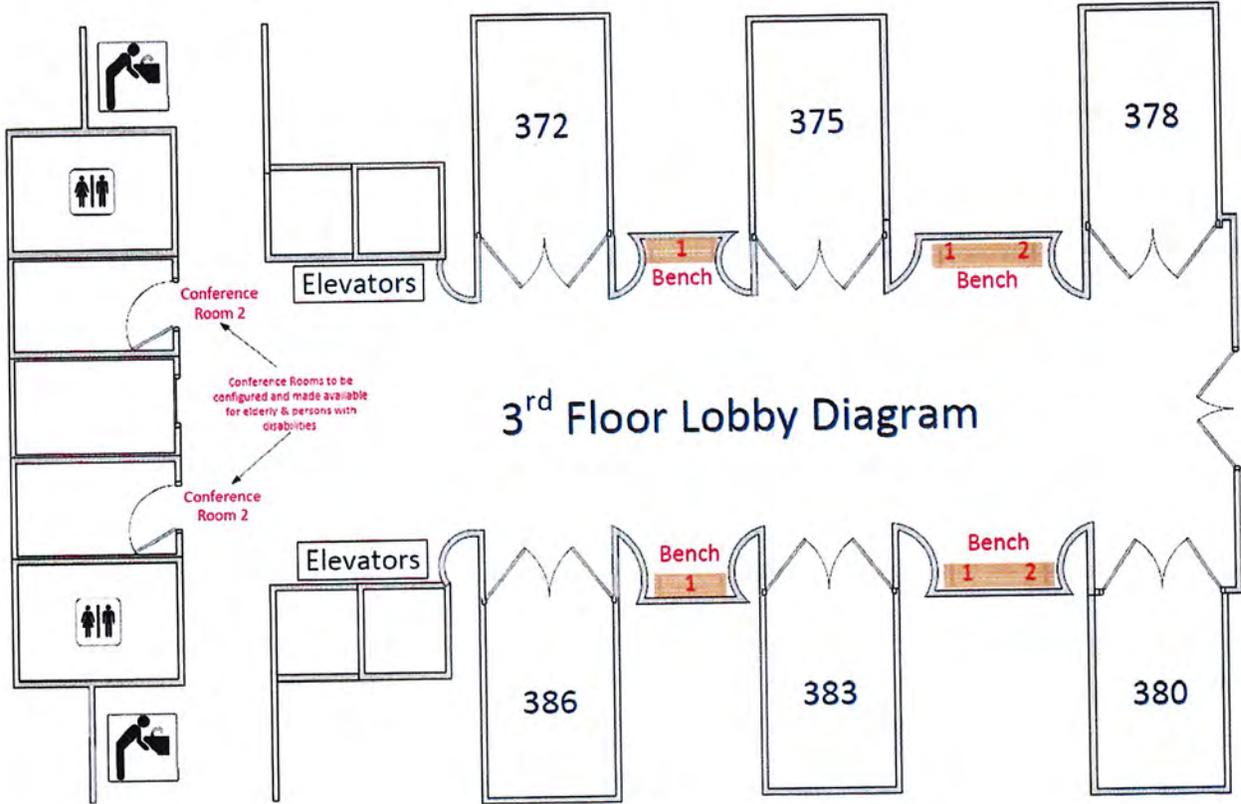
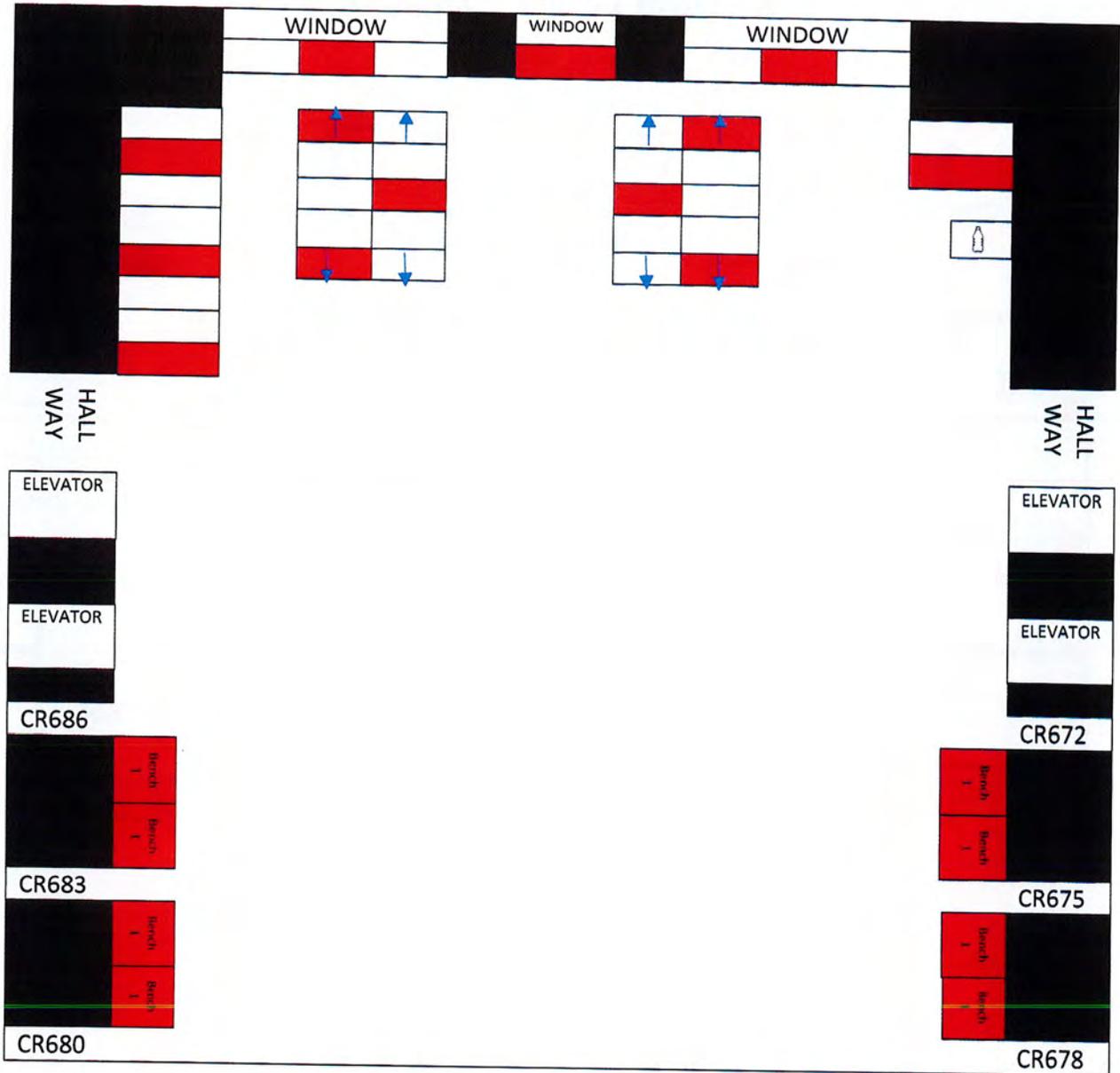


EXHIBIT 7 – FLOOR LOBBIES – SOCIAL DISTANCING (6 to 21 SEATS)

3<sup>rd</sup> Floor – 6 Seats



# 6<sup>th</sup> Floor Lobby 21 Seats



# 8<sup>th</sup> Floor Lobby – 18 Seats

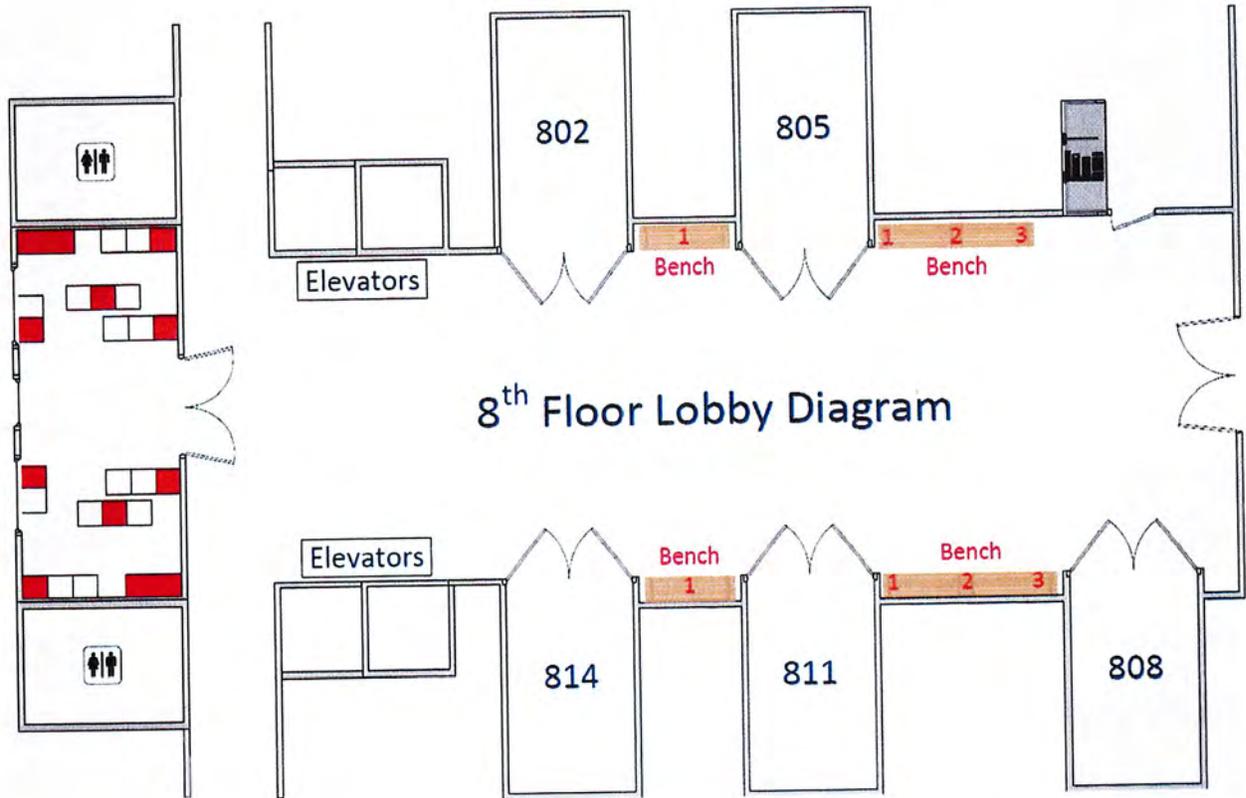


EXHIBIT 8 – SIXTH FLOOR COURTROOM SEATING SOCIAL DISTANCING (23 SEATS)

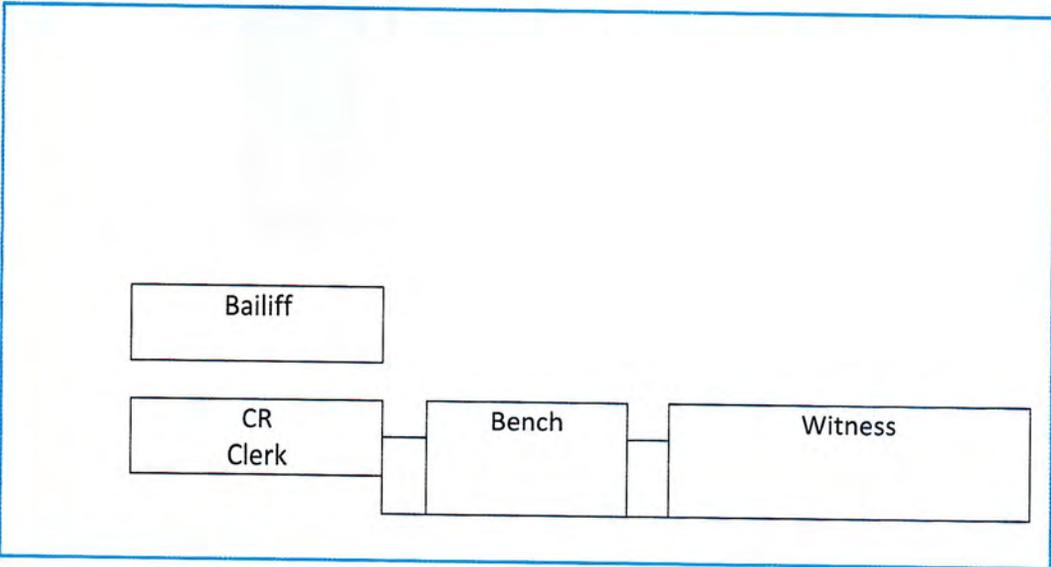
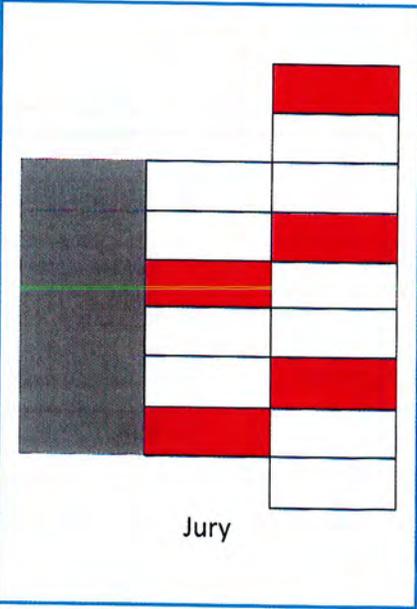
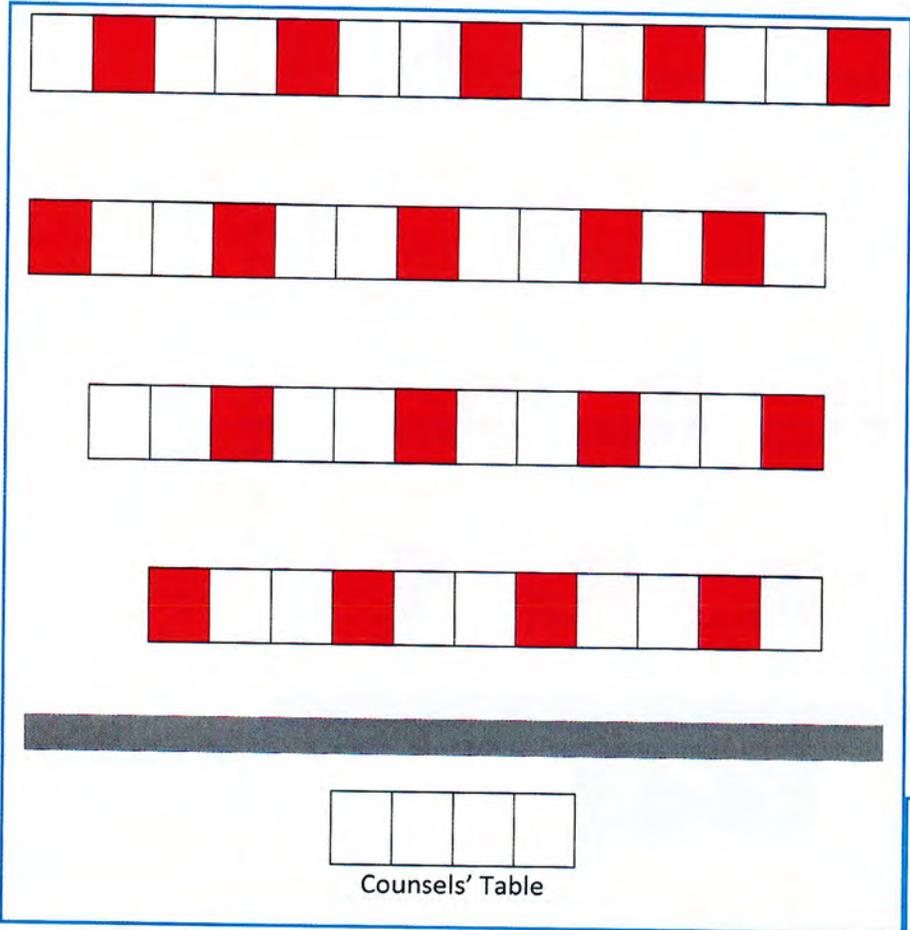
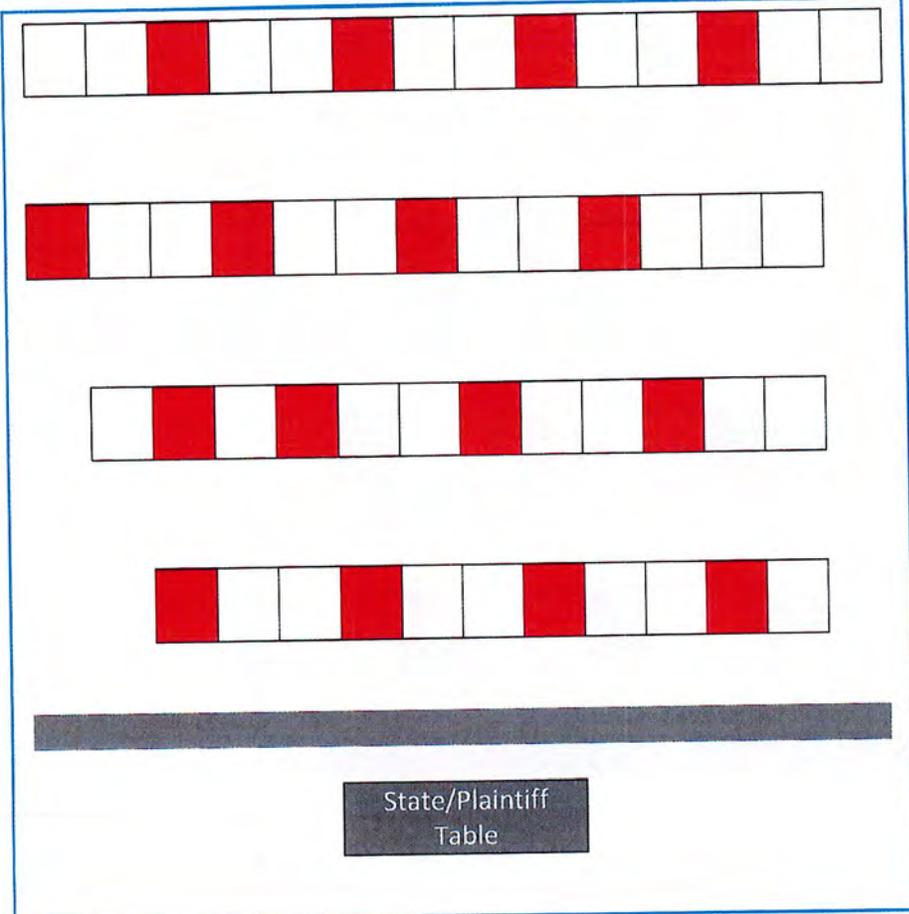
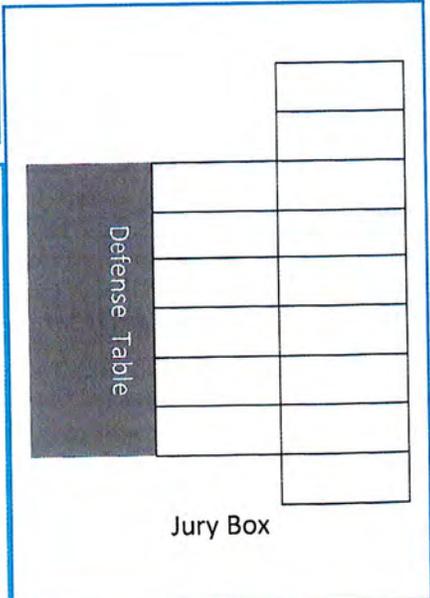


EXHIBIT 9 – SIXTH FLOOR COURTROOM SEATING SOCIAL DISTANCING 16 GALLERY SEATS

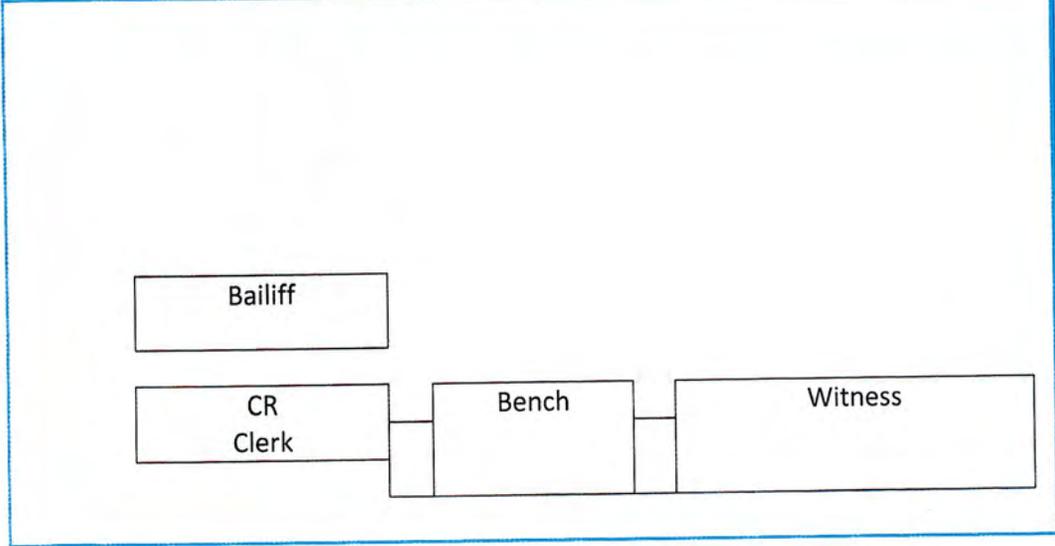


State/Plaintiff  
Table



Defense Table

Jury Box



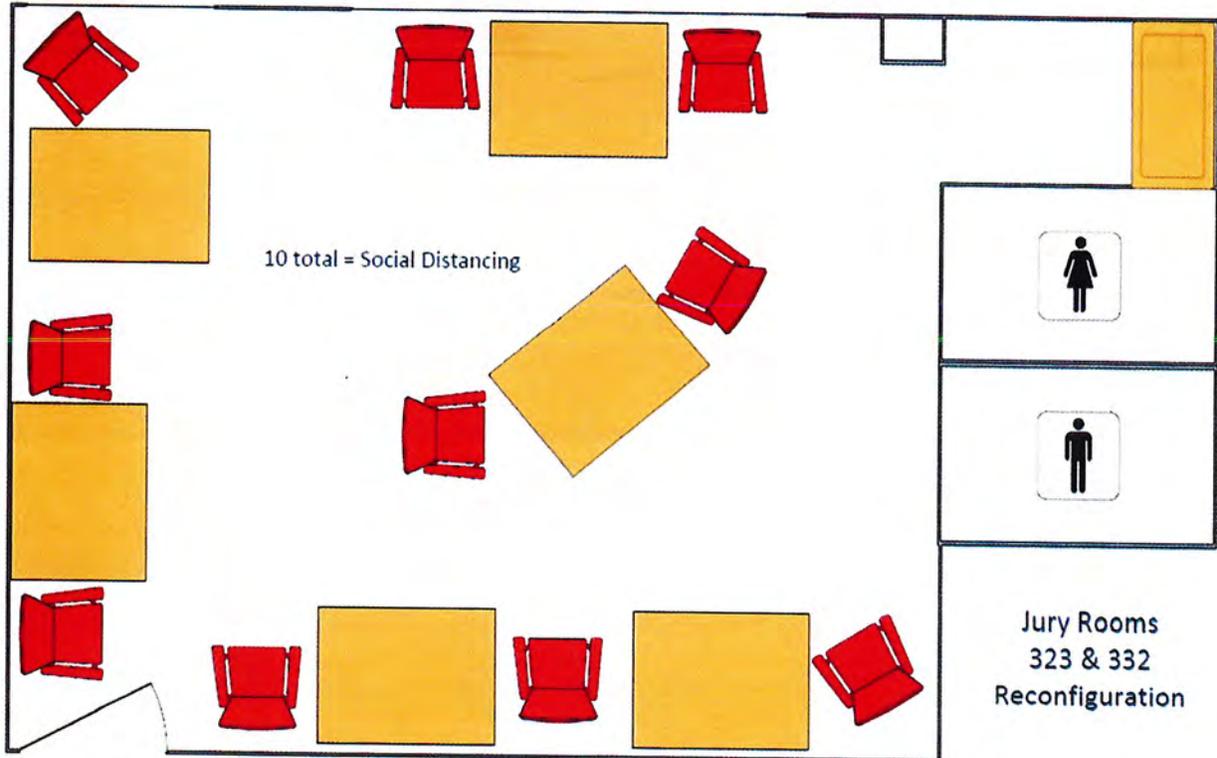
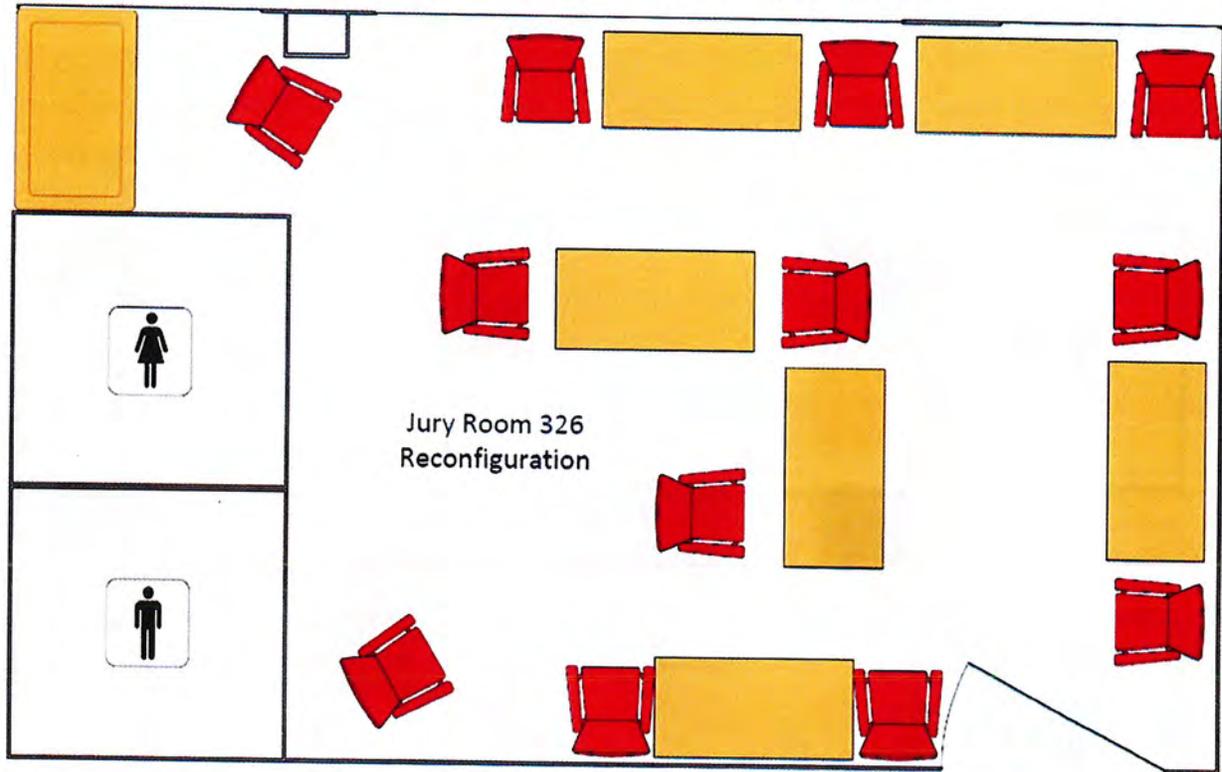
Bailiff

CR  
Clerk

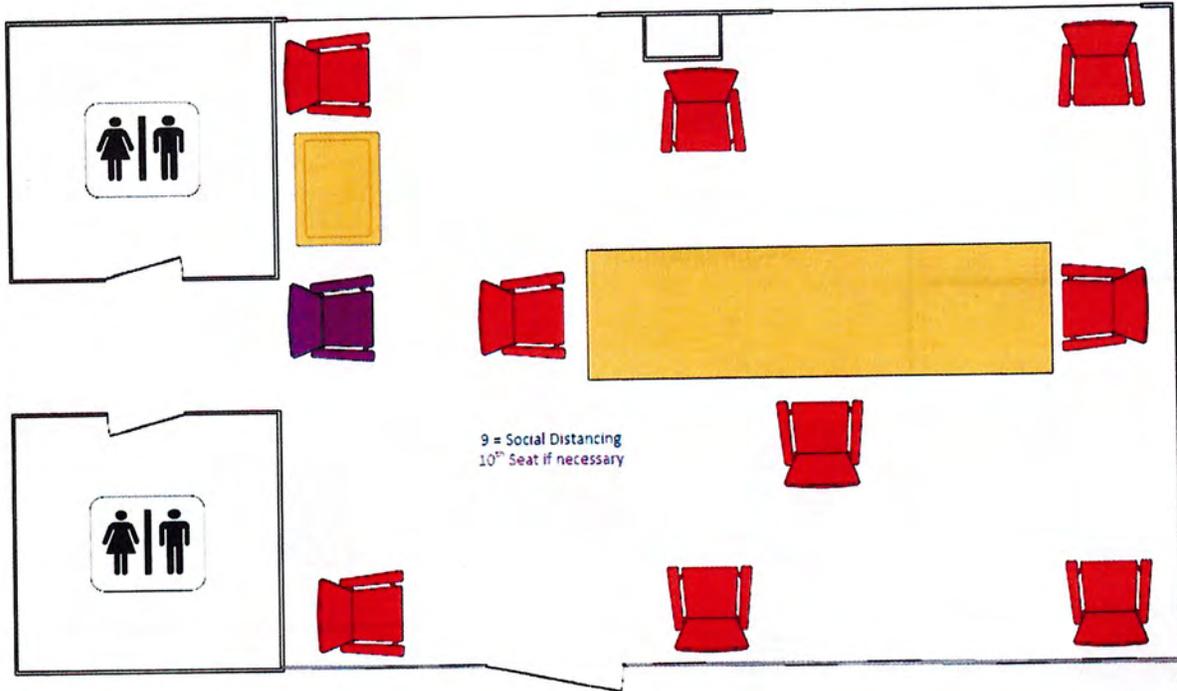
Bench

Witness

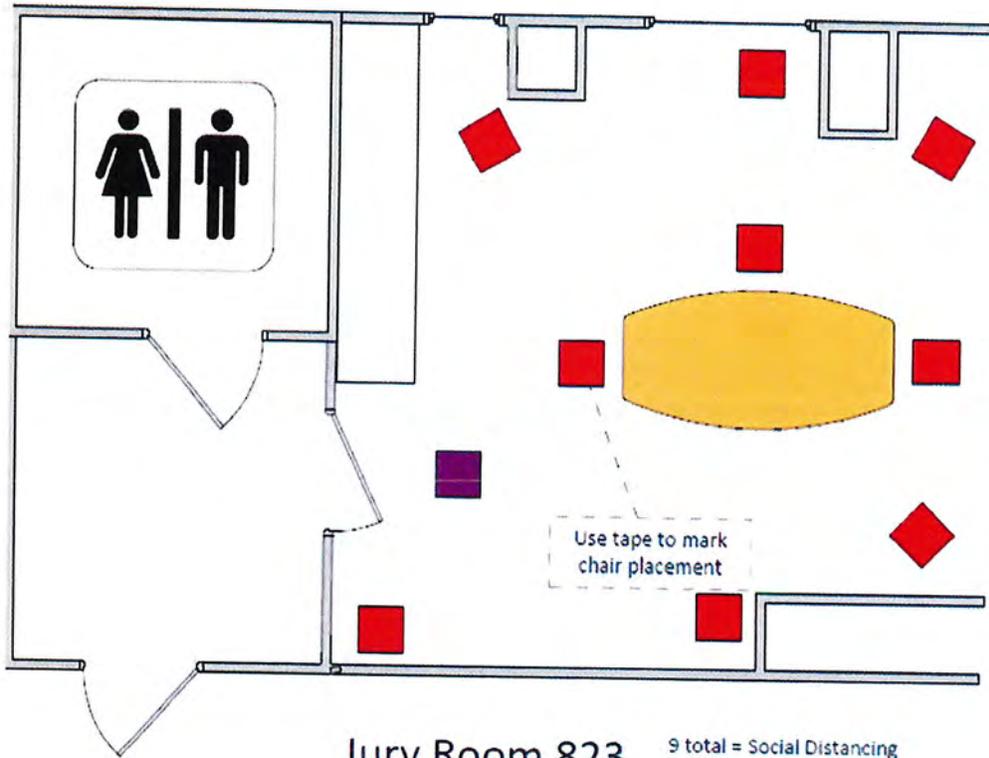
EXHIBIT 10 – JURY ROOM DIAGRAMS SOCIAL DISTANCING 9 to 12 SEATS



# Floors Four, Five and Six - 9 to 10 Total

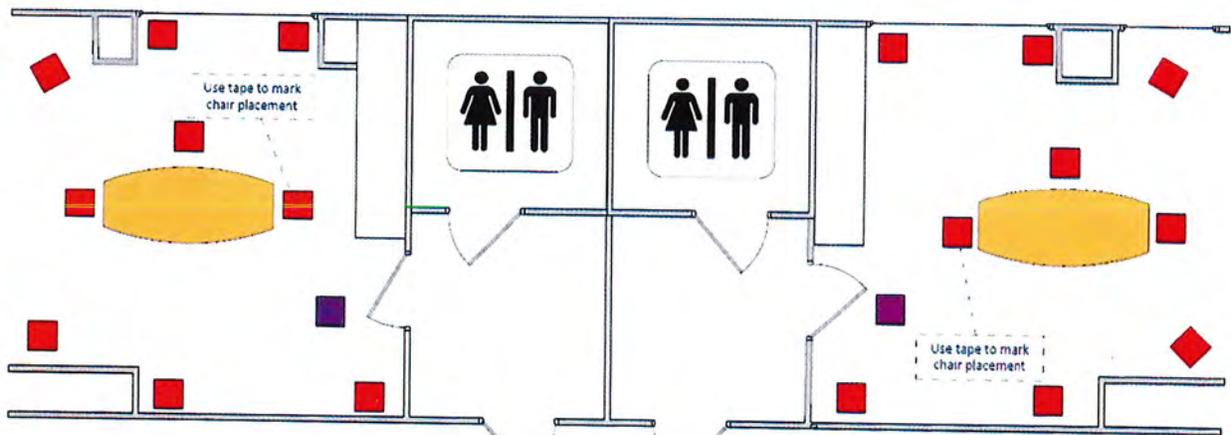


### Eighth Floor – 9 to 10 Total



Jury Room 823

9 total = Social Distancing  
10<sup>th</sup> Seating if needed



Jury Room 887

9 total = Social Distancing  
10<sup>th</sup> Seating if needed

Jury Room 890



IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
AUTHORIZING LIMITATION OF	)	Administrative Order
COURT OPERATIONS DURING A	)	No. 2020 - <u>75</u>
PUBLIC HEALTH EMERGENCY	)	(Replacing Administrative
AND TRANSITION TO RESUMPTION	)	Order No. 2020-70)
OF CERTAIN OPERATIONS	)	
	)	

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Due to concern for the spread of COVID-19 in the general population, the Governor of the State of Arizona declared a statewide public health emergency on March 11, 2020 pursuant to A.R.S. § 26-303 and in accordance with A.R.S. § 26-301(15). Since March 18, 2020, several administrative orders have been issued in response to the COVID-19 public health threat that limited and modified court operations to ensure justice in Arizona is administered safely. The most recent such order, Administrative Order No. 2020-70 issued on April 24, 2020, directed Arizona’s courts to conduct business in a manner that reduced the risks associated with COVID-19. This order supersedes that administrative order and provides direction on transition to resumption of certain operations in an orderly way that prioritizes the safety of the public, judges, and employees of the judiciary.

For the purposes of this order, the term “judicial leadership” refers, as applicable, to the chief judge of the court of appeals, the presiding superior court judge, the presiding judge of a limited jurisdiction court that has multiple judges, or, for limited jurisdiction courts that have only one judge, the judge of such court.

Arizona courts remain open to serve the public. Nevertheless, given the ongoing threat to public safety, certain limitations and changes in court practices and operations are still necessary. These changes will occur in phases consistent with this order and the Standards in Attachment A.

Therefore, pursuant to Article VI, Sections 3 and 5, of the Arizona Constitution,

IT IS ORDERED that all Arizona Courts and the office of the presiding disciplinary judge may begin transitioning to in-person proceedings on June 1, 2020 to the extent this can be safely accomplished.

IT IS FURTHER ORDERED that presiding superior court judges continue to meet with local criminal justice system stakeholders to coordinate how best to handle the phasing-in of normal procedures in criminal proceedings, including resuming petit and grand jury proceedings.

IT IS FURTHER ORDERED that presiding superior court judges shall determine for the courts in their respective counties how in-person court proceedings and courthouse activities are

to be phased-in and conducted, consistent with this order, in a manner that protects the health and safety of all participants. The chief judge of each court of appeals division shall determine how in-person court proceedings are to be phased-in and conducted.

IT IS FURTHER ORDERED that:

**I. TO PROTECT COURTHOUSE SAFETY:**

1. The presiding superior court judge of each county and the chief judge of each division of the court of appeals is authorized to adopt or suspend any local rule or order needed to address the current public health emergency in cooperation with public health officials and to take any reasonable action that circumstances require to enable necessary operations of the Court of Appeals (COA) and the superior, justice and municipal courts in each COA division or county.
2. Until Arizona enters Phase II and except where the size of the staff or other constraints will not allow, judicial leadership shall implement a staffing plan, which may include dividing personnel into two or more teams or using other methods to prevent all or a substantial portion of court personnel from becoming infected or requiring quarantine at the same time due to work-related contact. The presiding judge may exempt personnel who perform critical court functions from this provision if there is no practical alternative.
3. Courts should modify operations to limit the number of transportation events to necessary in-court hearings for individuals in custody or receiving services pursuant to court order, including combining hearings subject to maximum gathering size required by this order, and to minimize mixing of populations to eliminate avoidable quarantines when such individuals are returned to custody following court hearings.
4. Rule 10.2, Rules of Criminal Procedure; Rule 42.1, Rules of Civil Procedure; Rule 2(B), Rules of Procedure for Juvenile Court; Rule 6, Rules of Family Law Procedure; and Rule 133(d), Justice Court Rules of Civil Procedure, all of which provide litigants with a change of judge as a matter of right, are suspended until December 31, 2020 to reduce the risk of virus exposure inherent in out-of-county judges' travel, and to ensure adequate judicial resources for backlog reduction.
5. Judicial leadership shall adopt practices following the gathering size and social distancing standards in Attachment A, considering the size of the courtrooms and other spaces where people gather in and around the courthouse. A court should not schedule in-person multiple, simultaneous proceedings that are inconsistent with these standards. Until Phase II, in extraordinary circumstances and with appropriate precautions, judicial leadership may authorize a maximum of 30 persons to gather in one location provided social distancing measures are taken. The intent of this requirement is to discourage scheduling of multiple

i

court hearings at a single date and time. Courts should coordinate with law enforcement to require staggered citation appearance times.

6. Judicial leadership must require all participants in court proceedings, including attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons, to notify the court prior to appearing at the courthouse, of any COVID-19 diagnosis, symptoms, or exposure notification by public health authorities and to make alternative arrangements to participate.
7. Until Phase III, judicial leadership should limit any required in-person proceedings to attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons, where necessary to maintain the recommended social distancing within the courthouse, including each courtroom, and the judge in each proceeding is authorized to make reasonable orders to ensure the health and safety of hearing participants consistent with the parties' right to due process of law.
8. Judges shall liberally grant continuances and make accommodations, if necessary and possible, for attorneys, parties, victims, witnesses, jurors, and others with business before the courts who are at a high risk of illness from COVID-19 or who report any COVID-19 diagnosis, symptoms, or exposure notification by public health authorities.
9. The Administrative Office of the Courts shall provide judicial leadership with a health screening protocol used to detect COVID-19-related symptoms consistent with recommendations by public health officials to prevent the spread of the virus. Through Phase I, judicial leadership should implement the COVID-19 screening protocol for court and judicial personnel. Not later than June 1, 2020, court staff and judicial officers shall wear their own or court-provided masks, face coverings, or face shields when having any in-person contact with other personnel or the public, or as allowed by section I(11).
10. The Administrative Office of the Courts shall provide judicial leadership with a health screening protocol used to detect COVID-19-related symptoms consistent with recommendations by public health officials to prevent the spread of the virus. Through Phase I, judicial leadership should implement the COVID-19 screening protocol for the public. Through Phase I, and where courthouse entrance security screening is available, the COVID-19 screening protocol may require body temperature screening for the public. Judicial leadership shall require court participants and visitors to wear their own or a court-provided mask or other face-covering in the courthouse beginning not later than June 1, 2020. Courts shall exclude persons from the courthouse who refuse to cooperate with or who do not pass established screening protocols or refuse to wear a mask or face covering. Judicial leadership shall post these requirements at entrances and on their public website.

11. During in-courtroom proceedings, the judge may authorize removal of masks or face coverings for purposes of witness testimony, defendant identification, making an appropriate record, or other reasons as deemed necessary by the judge provided that appropriate social distancing or other protective measures are followed.
12. Judicial leadership should establish and implement social distancing and sanitation measures established by the [United States Department of Labor](#) and the [CDC](#).

## **II. TO USE TECHNOLOGY TO MINIMIZE IN-PERSON PROCEEDINGS:**

1. Proceedings in all Arizona appellate, superior, justice, juvenile, and municipal courts and before the presiding disciplinary judge may be held by teleconferencing or video conferencing, consistent with core constitutional rights.
2. During Phases I and II, judicial leadership should limit in-person contact as much as possible by using available technologies, including alternative means of filing, teleconferencing, video conferencing, and use of email and text messages to reasonably ensure the health and safety of all participants.
3. Judges may hold ex parte and contested hearings on orders of protection electronically.
4. Judicial leadership may authorize the use of available online dispute resolution (ODR) platforms to resolve cases.
5. Judicial leadership may authorize the use of electronic, digital, or other means regularly used in court proceedings to create a verbatim record, except in grand jury proceedings.
6. When the public is limited from attending in-person proceedings, beginning July 1, 2020, to the extent logistically possible, the presiding judge of the superior court shall provide public access by video or audio to civil and criminal court proceedings typically open to the public to maximize the public's ability to observe court proceedings. The presiding judge or single judge of a limited jurisdiction court should make video and audio proceedings, excluding small claims cases, available to the public to the greatest extent possible. The presiding judge of the superior court should also list the availability of video and audio proceedings on the AZCourt site.
7. The 100-mile distance requirement for a limited jurisdiction court to accept a telephonic plea under Rule 17.1 (f) of the Rules of Criminal Procedure is suspended through December 31, 2020.

8. Clerks may attend court proceedings by teleconferencing or video conferencing to comply with A.R.S. § 12-283(A)(1).
9. Title 36 Chapter 5, A.R.S. matters are confidential and not open to persons other than the parties, witnesses, and their respective counsel. When these proceedings are not conducted in-person, judicial leadership must use technology in a manner that protects the patient's rights to privacy and confidentiality.
10. The judge in each proceeding conducted using video-conferencing may limit and permit recording as appropriate to apply the policies provided in Rule 122, Rules of the Supreme Court, to those proceedings.

### **III. TO APPROPRIATELY PRIORITIZE CASE PROCESSING:**

1. Constitutional and statutory priorities for cases continue to apply unless otherwise waived.
2. For cases where the right to a jury trial has not been waived, but where limits on courthouse facilities or judicial or court personnel capacity require prioritization and recognizing that constitutional and statutory preferences govern for specific issues raised in a specific case, cases shall be scheduled in the following order of priority:
  - (a) Criminal felony and misdemeanor cases, where the defendant is in custody;
  - (b) Sexually violent person trials;
  - (c) Criminal felony cases, where the defendant is not in custody;
  - (d) Criminal misdemeanor cases, where the defendant is not in custody; and
  - (e) Civil and any other jury trial cases.
3. Where limits on courthouse facilities or judicial, or court personnel capacity require prioritization and recognizing that constitutional and statutory preferences govern for specific issues raised in a specific case, cases shall be scheduled in the following order of priority:
  - (a) Juvenile;
  - (b) Criminal;
  - (c) Mental Health;
  - (d) Family (involving minor children);
  - (e) Family (not involving minor children);
  - (f) Probate (involving protected persons);
  - (g) Civil;
  - (h) General Probate; and
  - (i) Tax and Administrative cases.

4. Where backlogs exist, judicial leadership should expand case disposition capacity, including calling back retired judges, using judges pro tempore and temporarily reassigning judges from other assignments.

#### **IV. TO SAFELY PROVIDE FOR JURY TRIALS AND GRAND JURIES:**

1. Trials of cases to a jury may resume when Arizona enters Phase I, but not prior to June 15, 2020.
2. The presiding judge of the superior court in each county should determine when jury trials can safely begin, taking into consideration the physical space of individual courthouses and courtrooms. Judicial leadership shall employ appropriate social distancing and other measures necessary for the protection of jurors and the general public and shall post on court websites a schedule and information describing the protective measures taken.
3. Until December 31, 2020, to reduce the number of citizens summoned to jury duty, procedural rules (including Rule 18.4(c), Rules of Criminal Procedure; Rule 47(e), Rules of Civil Procedure; and Rule 134(a)(1), Justice Court Rules of Civil Procedure) are modified to afford litigants only two peremptory strikes for potential jurors per side in all civil and felony cases tried in the superior court, and one peremptory strike per side in all misdemeanor cases, and all civil cases tried in limited jurisdiction courts. This provision does not apply to capital murder cases.
4. To accommodate social distancing standards, courts may stagger times for prospective jurors to report for jury duty, direct them to individual courtrooms rather than jury assembly rooms, and conduct voir dire remotely or in multiple groups. At the direction of the presiding judge, prospective jurors may be summoned to non-courthouse facilities that can accommodate larger numbers of individuals.
5. Judicial leadership may authorize the use of technology to facilitate alternatives to in-person appearance for selecting grand and petit jurors and for conducting grand jury proceedings, and with the permission of the presiding superior court judge, for jury trials.
6. As required by A.R.S. § 21-202(b)(2), jury commissioners must temporarily excuse prospective jurors whose jury service would substantially and materially affect the public welfare in an adverse manner, including but not limited to those who report a COVID-19 diagnosis, symptoms, or notification by a public health official of exposure to COVID-19 and may temporarily excuse potential jurors who are highly vulnerable to COVID-19.
7. The presiding judge of the superior court in coordination with the county attorney in each county may determine when grand juries can be resumed in a

safe manner with proper social distancing. Grand jury selection may be conducted in-person by staggering the appearance of prospective jurors or by electronically screening them. The presiding judge may authorize grand jury proceedings to be held by video-conferencing.

**V. TO CALCULATE TIME CONSIDERING THE EMERGENCY:**

1. The period of March 18, 2020 through August 1, 2020 is excluded from calculation of time under rule provisions and statutory procedures that require court proceedings to be held within a specific period of time, including Rule 8, Rules of Criminal Procedure; Rules 17, 25, 79 and 100, Rules of Procedure for the Juvenile Court; Rules 2, 3, and 15, Rules of Procedure in Eviction Actions; and Rule 38.1(d)(2), Rules of Civil Procedure. A judge, pursuant to Rule 8, may extend this exclusion of time in criminal cases, for good cause including, but not limited to COVID-19 illness, quarantine and travel restrictions.
2. The time for conducting preliminary hearings for in-custody defendants under Rule 5.1(a) and (d) and probation revocation arraignments under Rule 27.8 (a)(1), Rules of Criminal Procedure is extended to twenty (20) days from an initial appearance that occurs through July 3, 2020.
3. Until August 1, 2020, notwithstanding Rule 6 (b)(2), Rules of Civil Procedure, in an individual case, the court may extend the time to act under Rules 50(b), 52(b), 59(b)(1), (c), and (d), and 60(c) as those rules allow, or alternatively, may extend the time to act under those rules for 30 days upon a showing of good cause.
4. The following are not excluded from calculations of time:
  - (a) For persons held in-custody: initial appearances, arraignments, preliminary hearings, in-custody probation violation, and conditions of release;
  - (b) Domestic violence protective proceedings;
  - (c) Child protection temporary custody proceedings;
  - (d) Civil commitment hearings and reviews;
  - (e) Emergency protection of elderly or vulnerable persons proceedings;
  - (f) Habeas corpus proceedings;
  - (g) COVID-19 public health emergency proceedings;
  - (h) Juvenile detention hearings;
  - (i) Election cases; and
  - (j) Any other proceeding that is necessary to determine whether to grant emergency relief.
5. For the period of March 18, 2020 through August 1, 2020, if a judge is unable to rule on a pending matter due to the judge's illness or is otherwise unable to work, the judge is deemed to be physically disabled, and the period of time the judge is ill or unable to work is excluded from the calculation of the 60 days

from the date of submission in which a matter must be determined under A.R.S. § 12-128.01 or § 11-424.02.

**VI. IN GENERAL:**

1. Court offices shall remain accessible to the public by telephone and email during their regular business hours to the greatest extent possible, including using drop boxes for documents that cannot be e-filed if it becomes necessary to close court offices to the public.
2. During this period of reduced operations, courts and court clerks shall make reasonable efforts to provide alternative methods of accessing court records.
3. Probation officers are authorized to use social distancing and technology of all types to supervise those on criminal and juvenile probation, including, where appropriate, for contacts with such individuals.
4. Clerks of the court shall continue to issue marriage licenses and may do so remotely if the available technology allows licenses to be properly issued.
5. A judge may perform a marriage ceremony at the courthouse with no more than 10 persons present with proper social distancing and may perform a marriage ceremony in the electronic presence of the couple and witnesses at the parties' request.
6. The Administrative Office of the Courts may use technology to ensure social distancing for its operations, including the Court Appointed Special Advocate program, the Foster Care Review Boards program, and the Certification and Licensing programs under Part 7, Chapter 2, of the Arizona Code of Judicial Administration.
7. Limited jurisdiction judicial leadership may issue orders as necessary to implement the provisions of this order and take actions consistent with this order and orders issued by their presiding superior court judge.
8. Judicial leadership must notify court customers, the public, and the Administrative Director of all administrative orders issued under the authorization provided by this order using the most effective means available.
9. Judicial leadership must provide information regarding court access and operations in both English and Spanish.
10. The presiding superior court judge of a county and judges and staff in leadership in the limited jurisdiction courts in the county shall periodically meet to coordinate county-wide court activities impacted by the current COVID-19 crisis. Attendance at such properly scheduled meetings is mandatory unless excused by the county presiding judge.

Dated this 8th day of May, 2020.

FOR THE COURT:

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ROBERT BRUTINEL  
Chief Justice

## ATTACHMENT A

### Standards for Resumption of On-site Court Operations During a Public Health Emergency

In planning for a phased resumption of on-site court operations, courts<sup>1</sup> must consider the following factors:

1. The status of the pandemic in each local court jurisdiction;
2. The size and functionality of courthouse facilities, both in terms of courtrooms and other public meeting areas; and
3. The size of the bench and supporting court staff.

The timing of the phases will be largely determined by Arizona specific directives. The Administrative Office of the Courts (AOC) will notify the judicial leadership in advance of phase transition dates. Taking these factors into account, local courts should systematically resume on-site operations as follows:

**Phase Zero (Current Phase):** Due to the statewide public health emergency, all in-person court proceedings should be avoided to the greatest extent possible, consistent with constitutional rights.

- Courts should follow CDC social distancing guidelines and limit the number of persons at any court event to 10. Judicial leadership may authorize groups larger than 10, but not to exceed 30.
- The empaneling of new petit juries is suspended.
- In-person contact is to be limited through the use of virtual hearings (audio or video), electronic recording of court proceedings and electronic transmission of documents.
- Certain state and local court rules are suspended or amended to maximize public safety.

**Phase I:** Courts may begin transitioning to in-person proceedings to the extent this can be safely accomplished on June 1, 2020 in compliance with the following standards:

- Courthouse Safety:
  - Until Arizona enters Phase II and except where the size of the staff or other constraints will not allow, judicial leadership shall implement a staffing plan, which may include dividing personnel into two or more teams or other methods to accomplish the goal of preventing all or a substantial portion of court personnel

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<sup>1</sup> In this attachment, courts include Arizona courts, Office of the Presiding Disciplinary Judge, and Court of Appeals.

from becoming infected or requiring quarantine at the same time due to work-related contact.

- Judicial leadership shall limit any required in-person proceedings to attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons.
- Judicial leadership should modify operations to limit the number of transportation events to necessary in-court hearings for individuals in custody.
- Courts should follow CDC social distancing guidelines and limit the number of persons at any court event to 10. Judicial leadership may authorize groups larger than 10, but not to exceed 30.
- Courts shall utilize the AOC's health screening protocol.
- Courts shall require masks or face coverings to be worn in the courthouse.
- Courts shall exclude persons failing the screening protocol from entry to the courthouse.
- Rules which provide litigants a change of judge as a matter of right are suspended until December 31, 2020.
- Courts shall exclude persons failing the screening protocol from entry to the courthouse and attempt to make alternative arrangements for them to conduct court business. If an excluded person is attempting to attend a scheduled court proceeding, the appropriate court shall be notified of the person's inability to enter the courthouse.
- Technology
  - Courts shall continue the use of virtual hearings, electronic recording and electronic transmission of documents.
  - Courts shall provide public access by video or audio to court proceedings which are typically open to the public, specifically for the case types designated in this Administrative Order.
  - Courts shall consider and encourage the use of on-line dispute resolution (ODR).
- Appropriately Prioritize Case Processing
  - Courts shall follow the prioritization of case types, both for jury and non-jury cases.
  - Courts shall expand case disposition capacity, using retired judges and judges pro tempore and temporarily reassigning judges from other assignments.
- Jury Trials and Grand Juries
  - Jury trials may resume on June 15, 2020, subject to the approval of the presiding superior court judge.
  - Courts shall utilize appropriate social distancing and measures necessary for the protection of jurors, including the use of technology for virtual selection of petit and grand jurors and conducting of grand jury proceedings and, with the approval of the presiding superior court judge, for jury trials.
  - The presiding superior court judge may determine when grand juries can be resumed.
- In General
  - Courts may use drop boxes for filing documents that cannot be e-filed.

**Phase II:** Scheduling of in-person court proceedings can resume, while limiting the projected number of courthouse visitors during peak times.

- Courthouse Safety
  - On-site court staffing should systematically increase during Phase II, as necessary to serve the increased number of visitors at the courthouse. Courts should continue to maintain two or more teams, with some teams working at the courthouse while others work remotely, or otherwise ensure that an exposed employee will not interrupt the operations of the court.
  - Courts should follow CDC social distancing guidelines and limit the number of persons at any court event to 30. Judicial leadership may authorize groups larger than 30, but not to exceed 50.
- Technology
  - The use of technology should continue, both to maximize public safety and to maximize efficiencies in court operations.
- Appropriately Prioritize Case Processing
  - Some courts may no longer have a need to expand case disposition capacity.
- The other Phase I provisions remain in effect during Phase II, specifically the sections of this Administrative Order regarding:
  - Jury Trials and Grand Juries
  - In General

**Phase III:** Scheduling of in-person court proceedings and other on-site court services can fully resume, while limiting the projected number of courthouse visitors during peak times.

- Courthouse Safety
  - On-site court staffing should be largely restored during this phase to serve the increased number of visitors at the courthouse. Courts may still opt to have some staff continue working remotely. These staff would be available for deployment to the courthouse in the event that on-site staff become infected.
  - Courts should follow CDC social distancing guidelines and limit the number of persons at any court event accordingly.
  - Consistent with guidance from CDC, courts may relax screening protocols for court participants and visitors, including the wearing of masks in the courthouse.
- Technology
  - The use of technology should continue, both to maximize public safety and to achieve efficiencies in court operations.
- Jury Trials and Grand Juries
  - Courts should continue to employ appropriate social distancing and other measures necessary for the protection of jurors, including the use of technology for virtual selection of petit and grand jurors and conducting of grand jury

proceedings and, with the approval of the presiding superior court judge, for jury trials.

- In General
  - Courts should continue to use drop boxes for documents that cannot be e-filed.

**Phase IV:** Return to normal operations – no restrictions.



20 MAY 11 PM 2:30  
JACQUELYN BURRELL

IN THE SUPERIOR COURT

IN AND FOR THE COUNTY OF PIMA

BY   
DEPUTY

IN THE MATTER OF:  
RESTRICTING PHYSICAL ACCESS TO  
PIMA COUNTY SUPERIOR COURT  
FACILITIES DUE TO A PUBLIC HEALTH  
EMERGENCY

ADMINISTRATIVE ORDER  
2020-20  
(Replaces AO 2020-19)

Due to concern for the spread of COVID-19 in the general population, Arizona Governor Doug Ducey declared a statewide public health emergency. Arizona Supreme Court Chief Justice Robert Brutinel issued Administrative Order No. 2020-75 to address measures to be taken by the Judicial Branch to conduct business in a manner that reduces the risk associated with this public health emergency. Supreme Court Administrative Order No. 2020-75 directs the presiding superior court judge of each county to determine how in-person proceedings are to be conducted in each of the county's court rooms under conditions that protect the health and safety of participants and the public. The Order allows individual presiding judges to issue orders limiting in-person courtroom contact, following the social distancing recommendations of the Center for Disease Control, and limiting the number of persons present in a courtroom. The Order further sets forth a process Courts in Arizona are to use to return to full operation over time in phases. The Order identifies the present state of the Courts as Phase 0.

This Court issued Administrative Orders 2020-12 and 2020-19 to address the Court's response to the COVID-19 pandemic. This Administrative Order replaces 2020-19. The extent to which it impacts 2020-12 is set forth below. This Order addresses only Pima County Superior Court functions. As a result of increased spread of COVID-19 and pursuant to Supreme Court Administrative Order No. 2020-75 and Supreme Court Administrative Order No. 2017-79:

**IT IS ORDERED** Arizona Supreme Court Administrative Order 2020-75 is hereby incorporated by this reference and adopted in its entirety.

**IT IS ORDERED** that until and through June 1, 2020, with limited exceptions as set forth below, no in-person proceeding will occur in Pima County Superior Court. Although most in-person hearings and events will no longer occur in superior court during the pendency of this Administrative Order, the court will continue to hold telephonic hearings and remain available to process all case types and non-appearance proceedings.

**IT IS FURTHER ORDERED** that attendance at any in-person event held pursuant to one of the limited exceptions below will be limited to parties, witnesses, victims, sheriff's deputies, detention officers, law enforcement officers, parents in juvenile delinquency matters and lawyers, who are participating in the hearing or event. Each judge has discretion to control and limit the number of people in a courtroom, and

may excuse any person from the courtroom as deemed appropriate or necessary to meet the ends of this Administrative Order.

**IT IS FURTHER ORDERED** that any person intending to be present at a court proceeding who has been diagnosed with COVID-19, has exposure to COVID-19, or has symptoms of COVID-19 as defined by the U.S. Center for Disease Control must contact via telephone or email the assigned division to arrange to appear telephonically, have their appearance waived, or have the proceeding reset.

**IT IS FURTHER ORDERED** that all persons entering the courthouse, including attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons, must notify the court in advance of any COVID-19 diagnosis, symptoms, or exposure notification by public health authorities and to make alternative arrangements to participate.

**IT IS FURTHER ORDERED** all persons, upon entering Pima County Superior Court and the buildings on the campus of Pima County Superior Court, Juvenile Division will have their temperature checked upon entering the building. Protocols for the process of allowing entry into the building will be made available at points of entry.

**IT IS FURTHER ORDERED** that all persons entering the courthouse, including attorneys, parties, victims, witnesses, jurors, court personnel, and other necessary persons wear their own or court provided masks or face shields while in the courthouse.

**IT IS ORDERED** any in-person appearance may be converted to a telephonic or video appearance by order of the court, unless an in-person appearance is required by statute or the Arizona or United States Constitution.

**IT IS ORDERED** the following bench-specific hearings may be conducted during the term of this Administrative Order, and that all other matters not listed specifically hereinafter will not be conducted.

**CRIMINAL:**

The following essential hearings will be conducted telephonically:

- Initial Appearance
- Arraignments
- Change of Plea (if to be released)
- Motions to Modify Conditions of Release (if to be released)
- Sentencings and Dispositions (if to be released)
- Preliminary Hearings

Hearings in the following non-essential matters may be conducted, at the discretion of the Court, and only via telephone, subject to the limitations set forth in “Other Orders” below:

- In-custody Case Management Conferences
- In-custody Status Conferences

- Settlement Conferences
- Out of Custody Changes of Plea

**CIVIL:**

The following essential hearings will be conducted telephonically:

- TROs and preliminary injunctions
- Stay of judgment pending appeal
- Elections cases
- Special Action relief against arbitrary or capricious acts by local governmental entities
- Forcible Entry and Detainer Actions (evictions)

Hearings in the following non-essential matters may be conducted, at the discretion of the Court, and only via telephone, subject to the limitations set forth in “Other Orders” below:

- Motions for Summary judgment arguments
- Structured Settlement approvals
- Motions to Dismiss
- Motions for Judgment on the Pleadings
- Excess Proceeds matters
- Defaults

**PROBATE:**

The following essential hearings will be conducted telephonically:

- Title 36 Mental Health Hearings
- Appointment of Guardian and/or Conservator, both emergency/temporary requests and permanent requests
- Requests to remove a guardian and/or conservator
- Petitions to open a probate with or without a will and the appointment of a personal representative or special administrator
- Requests to remove a personal representative or special administrator
- Requests for the release of restrictions on assets in estate
- Petitions to remove a trustee
- Petitions regarding disposition of a decedent’s body
- Petitions to determine the validity of or enforce a health care directive

## **FAMILY:**

The following essential hearings will be conducted telephonically:

- Ex Parte Orders of Protection and Injunction Against Harassment hearings.
- Hearings regarding Child Support Warrants if the person is in custody
- Contested Order of Protection Hearings.
- Rule 48(d) hearings will be conducted by the assigned judge.

Hearings in the following non-essential matters may be conducted, at the discretion of the Court, and only via telephone, subject to the limitations set forth in "Other Orders" below:

- Expedited process request to enforce parenting time or legal decision-making
- Rule 47 pre-decree motions for parenting time, legal decision-making and support
- Motions for temporary orders for exclusive use of marital home
- Child support establishment hearings, IV-D and non IV-D
- Settlement conferences
- Defaults

## **JUVENILE:**

Only essential hearings will be conducted in person, as follows:

- All in-custody delinquency hearings
- Competency hearings
- juvenile mental health hearings
- out of home placement hearings
- dependency matters subject to a statutory timeline
- other hearings required by law to be heard at juvenile subject to a statutory timeline

The court may order that the above hearings be conducted telephonically. Any party to a dependency proceeding as defined by Rule 37 (A), Rules of Procedure for the Juvenile Court, may file a motion seeking an in-person hearing in lieu of a telephonic hearing. Such motion must be filed no less than 24 hours before the hearing and must be emailed directly to the assigned Division.

Hearings in the following non-essential matters may be conducted, at the discretion of the Court, and only via telephone, subject to the limitations set forth in "Other Orders" below:

- out of custody delinquency hearings
- adoptions

**OTHER ORDERS:**

**IT IS ORDERED** that each bench presiding judge may issue bench-specific internal protocols to manage personnel and process caseloads during the pendency of this Administrative Order. Each presiding judge is to make any such internal protocols available upon request, subject to any limitations or conditions provided by rule, statute or constitutional considerations.

**IT IS ORDERED** all hearings shall presumptively be conducted telephonically. Essential matters shall take priority over non-essential matters. Each bench presiding judge may limit the number of non-essential hearings judges on that particular bench may conduct. Judges conducting hearings, both essential and non-essential, may place time limits on matters and exercise any other control over proceedings deemed appropriate or necessary to meet the terms of this Administrative Order and further the interests of justice.

**IT IS ORDERED** judges in individual cases may, for good cause shown, allow essential hearings to be conducted in person. Such decisions must be made on a case-by-case basis, and judges considering ordering a court event to occur in-person shall balance the objectives of this Administrative Order with the constitutional or statutory rights of the individuals involved in the particular case.

**IT IS FURTHER ORDERED** that all emergency public health cases will proceed as directed by the court.

**IT IS ORDERED** that requests by media to appear at a proceeding must be made to the Court's Public Information Officers via email at [communityrelations@sc.pima.gov](mailto:communityrelations@sc.pima.gov) to coordinate such an appearance.

**IT IS FURTHER ORDERED** that any person not authorized to attend a proceeding may submit a request to the assigned judicial officer for permission to attend.

**IT IS FURTHER ORDERED** the Presiding Judge may grant contractors and attendant personnel access to Court buildings.

**IT IS FURTHER ORDERED** that to the extent this order is inconsistent with Superior Court Administrative Order 2020-12, this order controls.

Dated this 11<sup>th</sup> day of May, 2020

  
KYLE BRYSON  
PRESIDING JUDGE

Handwritten signature or initials, possibly "H. R."

11/27

CC: Ron Overholt, Court Administrator  
Superior Court Judges  
Juvenile Court Judges  
Community Relations  
Gary Harrison, Clerk of Court  
Michelle Madrid, Director, Case Management Services  
Terri Faust, Managing Court Reporter  
Ramiro Alviar, Director, Interpreter's Office  
Barbara LaWall, Pima County Attorney  
Dean Brault, Pima County Public Defense Services  
Joel Feinman, Pima County Public Defender  
James Fullin, Pima County Legal Defender  
Verne Hill, Office of Court Appointed Counsel  
Kevin Burke, Pima County Legal Advocate's Office  
Judicial Security  
Conciliation Court

