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# MEMORANDUM

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Date: September 10, 2020

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

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Wearing of Masks by Supervisors and Staff in the Board of Supervisors Hearing Room**

The Chairman of the Board of Supervisors has asked that members of the Board who wish to attend the public Board meetings without wearing a mask, as required by County policy and widely accepted public health standards to reduce the spread of COVID-19, notify me before the meeting to allow the County's Facilities Management staff to install a plexi glass barrier at your seat on the dais to reduce the potential spread of COVID-19.

I would appreciate advanced notice from any Supervisor who desires to attend these meeting without a face covering. This will allow our staff sufficient time to install appropriate barriers, which will allow you to attend a Board meeting without potentially exposing yourself or others to COVID-19.

I would also remind you that the Chairman's explicit policy regarding attendance of public meetings in the Board Hearing Room as well as adopted Board policy requires all individuals, including your staff to wear a mask. Please notify your staff if they intend to attend the public Board meetings, they should wear the appropriate face covering. As you know, face coverings have been provided to all County employees, including Board staff. The Clerk of the Board will also continue to provide masks to everyone attending Board meetings.

Any County staff who attempts to attend the Board meetings without an appropriate mask will be asked to leave the meeting.

I would appreciate it if you would inform your staff of these requirements that have been adopted Board policy for months. Any staff not wearing a face mask will be required to leave the meeting.

CHH/anc

c: Sgt. Ryan Roher, Pima County Sheriff's Department  
Julie Castañeda, Clerk of the Board of Supervisors  
Jan Leshner, Chief Deputy County Administrator  
Lisa Josker, Director, Facilities Management