



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**ADMINISTRATION**  
County of Placer

TO: Board of Supervisors  
FROM: Todd Leopold, County Executive Officer  
SUBJECT: COVID-19 Update

DATE: May 19, 2020

---

**ACTION REQUESTED**

Receive an update from the County Executive Officer.

**BACKGROUND**

On March 16, 2020, Placer County offices went on a modified work schedule in coordination with Governor Newsom’s stay-at-home Order and commensurate Placer County Public Health Officer Directive issued the same day. Aside from essential employees who are required to report to work, other staff members were requested to stay at home and work remotely, as appropriate. Subsequent to that initial direction to move to a modified work schedule, three additional two-week extensions were issued with the most recent one extending to May 1, 2020.

Operationally, the County technical infrastructure and bandwidth capacity has been optimal. We have not experienced any unknown system-wide network outages. Daily network capacity has been accessible to over 1,000 users with no known delays from our internal operating systems. These include online services, as well as internal administrative functions such as the Workday HR/Payroll and Financial system.

Most department operations and services remain open either via the county website, online portals, or telephonically. To date, less than 10% of our workforce has been identified as being unable to work remotely; however, we have asked those individuals to be prepared to assist other departments as opportunities arise. We have also implemented social distancing protocols with our field staff who may be interacting with existing staff members or the general public to ensure they are adhering social distancing guidelines in the various Orders currently in place.

The County Operations Task Force has been meeting regularly and diligently preparing to resume onsite operations and have crafted a checklist including physical distancing guidelines, screening protocols, implementation of cleaning and disinfecting protocols, necessary modifications to facilities especially in public-facing areas and procurement of cleaning supplies and face coverings.

**FISCAL IMPACT**

Potential fiscal impact projections related to COVID-19 were shared during the FY 2019-20 3<sup>rd</sup> Quarter Fiscal Update before the Board on April 21, 2020.

**ATTACHMENTS**

None

