

**HUMBOLDT BAY HARBOR, RECREATION  
AND CONSERVATION DISTRICT**

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**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE HUMBOLDT BAY HARBOR, RECREATION, AND  
CONSERVATION DISTRICT RELATING TO EMPLOYEE PROCEDURES, LEAVE  
ACCRUALS AND TELECOMMUTING IN RESPONSE TO COVID-19**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to Exist in California as a result of the threat of COVID-19; and

**WHEREAS**, on March 11, the Humboldt County Health Officer declared a local emergency as a result of the threat of COVID-19; and

**WHEREAS**, the County of Humboldt, in collaboration with the State of California and the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

**WHEREAS**, Harbor District employees exposed to COVID-19 may be temporarily unable to work due to illness caused by COVID-19 or quarantines related to COVID-19; and

**WHEREAS**, certain Harbor District employees may be at higher risk of acquiring COVID-19 due to their high number of interactions with members of the public, their own compromised immune systems or personal vulnerabilities to the effects of COVID-19, and/or exposure to co-workers who may show symptoms of the virus; and

**WHEREAS**, several daycare centers in Humboldt County have closed, and more daycare centers, as well as local K-12 schools, have the flexibility to close at some point due to COVID-19 concerns; and

**WHEREAS**, under the California Occupational Safety and Health Act (Cal-OSHA), employers, including the Harbor District, are required to maintain safe and healthy working conditions for employees. Such conditions require departments to require an employee to go home if the employee is showing symptoms of a communicable disease (such as fever, coughing and/or shortness of breath); and

**WHEREAS**, the Harbor District is committed to providing its essential services to the community under all circumstances and hazards and is working on developing a Continuity of Operations Plans that identifies essential functions, personnel and mission critical systems, among other aspects, in order to continue carrying out critical functions in all circumstances.

**WHEREAS**, the Harbor District is committed to ensuring a safe, healthy workforce and community, especially during times of emergency.

**NOW, THEREFORE, BE IT RESOLVED that:**

1. Effective immediately, all Harbor District employees shall receive an advance of 80 hours of sick leave. This sick leave shall be recouped over approximately the next 22 pay periods with no further accruals during that recoupment period.
2. While the local emergency related to COVID-19 is in effect, Harbor District employees may use any portion of their benefit time to take off from work for issues related to COVID-19 including, but not limited to, school and/or daycare closures, and contracting COVID-19 or caring for loved ones who have contracted the virus.
3. Harbor District employees who miss time from work because they have been medically diagnosed with COVID-19 will be placed on paid administrative leave if they have exhausted their benefit time.
4. Harbor District departments shall proactively take considerations to remove vulnerable employees from scenarios that put them at higher risk of contracting COVID-19. Such considerations include, but are not limited to, moving vulnerable employees to workstations that do not require them to interact frequently with the public.
5. At the discretion of the Executive Direction, departments may close and/or limit in-person interactions with members of the public and staff provided that alternative procedures, such as telephonic and/or web-based services are available and accessible during such closures or times of limited service.
6. In order to protect members of the public, staff and the broader community, if members of the public appear at a Harbor District facility and present symptoms of COVID-19, Harbor District staff may require that they do not enter the facility provided that staff can deliver services through alternative procedures, such as via telephone and/or through web-based means.
7. Executive Director shall exercise the Continuity of Operations Plans, and modify it where necessary, to ensure appropriate staffing and resources to carry out essential functions during this local emergency.
8. Harbor District employees are designated under Government Code Section 3100 as Disaster Service Workers (DSW) and any time there is a declared local emergency may be required to return to work or remain at work for a disaster or emergency-related assignment. As Disaster Service Workers, employees may be deployed to different work sites than usual or be asked to perform work duties or tasks that are different from their regular work responsibilities. No employee will be assigned duties they are not qualified or trained to perform.
9. In order to facilitate alternative work arrangements during the current local health emergency, the *Interim Policy for Remote Working*, attached hereto as Exhibit A, is hereby adopted.

**PASSED AND ADOPTED** by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the 18<sup>th</sup> day of March 2020, by the following polled vote:

**AYES:** Dale, Doss, Higgins, Kullmann, Marks

**NOES:** 0

**ABSENT:** 0

**ATTEST:**

  
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**PAT HIGGINS, Secretary**  
**Board of Commissioners**

  
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**STEPHEN KULLMANN, President**  
**Board of Commissioners**

## **CERTIFICATE OF SECRETARY**

The undersigned, duly qualified and acting Secretary of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, does hereby certify that the attached Resolution is a true and correct copy of RESOLUTION NO. 2020-05 entitled,

### **A RESOLUTION OF THE HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT RELATING TO EMPLOYEE PROCEDURES, LEAVE ACCRUALS AND TELECOMMUTING IN RESPONSE TO COVID-19**

as regularly adopted at a legally convened meeting of the Board of Commissioners of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, duly held on the 18th day of March 2020; and further, that such Resolution has been fully recorded in the Journal of Proceedings in my office, and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 18<sup>th</sup> day of March 2020.



**PATRICK HIGGINS**, Secretary  
Board of Commissioners