

MOTION BY SUPERVISORS KATHRYN BARGER  
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JUNE 23, 2020

**RESPONSIBLE REOPENING OF COUNTY FACILITIES AND PHASED TRANSITION  
TO RESUMPTION OF REGULAR OPERATIONS FOR OUR WORKFORCE**

As a result of the COVID-19 public health emergency, the County of Los Angeles' (County) workforce underwent a rapid change in daily operations beginning in March 2020. Since then, the County has been continuously evaluating our day-to-day operations and re-envisioning how we will provide services to our residents as we begin reopening the County and its economy and work toward resumption of a new normal environment. As we continue to develop plans to reopen, we must remain committed to our first priority - the health and safety of the County's residents and employees. This will require incorporating the lessons learned during this pandemic, including the public health guidance on physical distancing, use of personal protective equipment (PPE), and heightened awareness of personal hygiene and sanitation.

The Chief Executive Office – Office of Emergency Management, in collaboration with 7 workgroups led by various department heads and CEO leadership, developed a framework to be utilized by County departments as guidance to safely reopen County facilities to the public, once the COVID-19 curve had flattened.

The reconstitution framework was issued to the Board of Supervisors and County departments on June 8<sup>th</sup>, 2020. The intent of the framework is to assist County departments in moving towards reopening their facilities under the various public health guidelines in place during the Covid-19 pandemic. The framework allows flexibility for each department to reopen facilities and resume modified operations using a phased approach. Utilizing the framework, departments are expected to develop department-specific plans and resume public facing operations in County facilities, with a recommended opening of no earlier than July 6, 2020.

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These plans should provide a projected timeline for the phased reopening of department facilities and be submitted to the Chief Executive Office by July 31, 2020. As the County reopens, we need to affirm our commitment to the communities we serve by providing them with the resources and assistance they need to get through this pandemic and to address their ongoing needs.

As public health guidelines are updated, departments are expected to be flexible and adapt accordingly to be consistent with the updates with respect to working conditions and general health and safety requirements that must be followed for employee and public health. Each department should assign the review and update of employee health and safety guidelines to ensure a continuous effort towards protecting health and safety.

In addition, we must recognize the significant work of many County departments that have quickly adapted and have shifted to remote operations on the fly.

Many departments have had to move significant portions of their staff to full time teleworking in order to continue to provide services to our communities. While this has posed some challenges, it has also shown significant efficiencies and benefits, and showed that the County can be nimble and respond to challenges when called to action. Much has been done in the County to enhance the working arrangements of employees and it is important to continue to find ways to embrace changing the way we deliver services to better serve our constituents.

Some of the barriers to telework programs include internal resistance from some supervisors and managers and the need for objective measures to certify employee productivity. During this pandemic, many departments have been forced to adapt to the changing landscape and have had a chance to move towards teleworking and should have data, experience, and feedback to inform future operational plans. These operational plans should consider telework options, staggered schedules, modified schedules, and other innovative ways to continue to serve the needs of our constituents in more efficient ways that also meet the public health guidelines for operation. Finally, as we move towards the resumption of normal operations during the Covid-19 emergency, we must also consider childcare challenges for County employees. As day and summer camps and other childcare options are reopening in limited capacities, working parents are struggling to address their childcare needs. County departments that will be modifying operations and shifting parts of the workforce to part or full time teleworking, should consider the reallocation of existing facilities to try and ease this burden.

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**WE, THEREFORE MOVE**, that the Board of Supervisors adopt the reconstitution framework submitted on June 8, 2020 and direct all County departments, supported by the County Emergency Operations Center (CEOC) and the Department of Public Health, to:

1. Develop and submit department-specific plans by July 31, 2020 to the Chief Executive Office, to resume public facing operations in County facilities, with a timeline for the phased reopening(s) of no earlier than July 6, 2020, with an emphasis on both client and employee safety.
2. Develop plans and processes for buildings and floors where multiple County departments are housed in a collaborative manner with input from each resident department. The plans should:
  - a. Include formalized processes for shared spaces such as lobbies, kitchens, cafeterias, supply rooms, restrooms, and meeting spaces.
  - b. Include formalized processes for queueing of clients in the common areas such as lobbies and hallways.
  - c. Include revised facility operations, such as additional partitions and barriers where necessary, for public facing counters and operations
  - d. Be reviewed by the building management/owners for all leased facilities.
3. Develop capabilities for a web-based model for providing County services to the general public.

**WE, FURTHER MOVE**, that the Board of Supervisors directs the Chief Executive Office and Department of Human Resources to work with County Departments and report back in 6 weeks on the following:

1. Identification of internal and external essential functions that could continue to be provided using existing telework models and make them permanent, where appropriate, with accompanying metrics to continually assess the efficacy and viability of these models;
2. Recommendations for the potential use of modified work schedules, where appropriate, to comply with physical distancing and other public health guidelines;
3. Recommendations for the re-use of existing County facilities and buildings, utilizing newly available space resulting from the shift of some employees to telework, for new uses including on-site childcare services.

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