



COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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KATHRYN BARGER

March 13, 2020

TO: All Department Heads

FROM: KATHRYN BARGER
Supervisor, Fifth District
Chair, Board of Supervisors

SUBJECT: CORONAVIRUS (COVID-19)

On March 4th, the Board of Supervisors declared a state of a local emergency as a result of the increased transmission of COVID-19 throughout the United States and the identification of numerous confirmed cases within Los Angeles County. This pandemic has amplified the need for many of the critical services managed by your respective departments. While there have been directives to limit or cancel public gatherings, we must continue to protect the health, safety, and well-being of the public and our employees, through the effective delivery of our core services and programs. It is imperative that we continue to share timely, relevant, and accurate information amongst County departments, the public, and other governmental agencies.

In response to the latest announcement by Governor Gavin Newsom regarding public gatherings and meetings, Los Angeles County is taking steps to further mitigate the spread of COVID-19. Certain information below concerns the County's interface with the public and other information regards the County workforce.

Effective immediately, and until further notice:

Public

- All County departments are directed to postpone or cancel all non-essential public community events or group activities that require close contact and meetings with 50 or more participants.
- All County departments are also directed to postpone or cancel all non-essential public events that require close contact of vulnerable individuals, including those over 60 years old or with compromised immune systems.

County Workforce

- All non-essential, new or pre-approved business travel by County employees is prohibited until further notice to all destinations, domestic and foreign. Waivers of this policy are only provided by written approval from the Chief Executive Office (CEO).
- The CEO, along with the Departments of Human Resources (DHR) and Public Health (DPH) are collaborating on telework matters, and guidance will be issued on Monday.

County Board of Supervisors Meetings

The Board of Supervisors meetings will be modified to conform with our ability to conduct the people's business while protecting the public at the highest level possible. As you all know, the March 17, 2020 Board meeting has been cancelled; and beginning with the March 24th meeting through the end of April, we plan to hold the Board meetings remotely (with the Supervisors, County Department Heads and the public attending telephonically or via "WebEx"). We will also suspend all Board presentations and invited guest speakers during this period.

The Executive Office will provide instructions for you to address the Board on your agenda items. While we will encourage and notify the public to only participate remotely, we will provide for limited in-person public attendance in the Board Room for those without remote access capabilities. Given the social distancing criteria of six feet, we can accommodate no more than 60 individuals in the audience at any given time. For any other essential meetings, the guidelines referenced on the attached document from the California State Department of Public Health shall be followed to limit the risk of potential exposure to COVID-19. The Executive Office will provide further guidance on Commission meetings in the coming weeks.

I would like to thank each and every one of you for your leadership during this unprecedented time as we work together to protect the public health of our communities and our workforce.

KB:amc

c: All Supervisors