



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 30, 2020**

**FROM: AL ZELINKA** **WARDS: ALL**  
**DIRECTOR OF EMERGENCY SERVICES**

**SUBJECT: REVIEW MINIMUM STAFFING ORDER TO SLOW DOWN THE SPREAD OF COVID-19 ISSUED ON MARCH 19, 2020 AND RATIFIED BY CITY COUNCIL ON MARCH 31, 2020 AND EXTEND BY AN ADDITIONAL 30 DAYS**

## **ISSUE:**

Review the Order of the Director of Emergency Services to provide for minimum staffing in order to slow down the spread of COVID-19 and extend by an additional 30 days.

## **RECOMMENDATIONS:**

That the City Council:

1. Review the Order of the Director of Emergency Services to provide for minimum staffing in order to slow down the spread of COVID-19 among City staff;
2. Continue Minimum Staffing; and
3. Return to City Council in thirty (30) days with a further review of Minimum Staffing.

## **LEGISLATIVE HISTORY:**

The California Emergency Services Act (Government Code section 8550, et seq.), Government Code section 8630, and Riverside Municipal Code sections 2.68.010 and 9.20.060 empower the Director of Emergency Services and the Riverside City Council to proclaim a Local Emergency when the City Council is not in session when there exist conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the City of Riverside which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat.

## **BACKGROUND:**

On March 4, 2020, Governor Newsom declared a state of emergency for the State of California as a result of the threat of COVID-19. On March 11, 2020, Governor Newsom issued his policy recommending the cancellation of public gatherings of 250 people or more and limitations on

gatherings of people who are at higher risk for COVID-19 to 10 people or fewer, and delaying or canceling meetings where attendees cannot observe at least six (6) feet of “social distance” from one another.

On March 8, 2020, the Riverside County’s Public Health Officer declared a local health emergency based on an imminent and proximate threat to public health from the introduction of a Novel Coronavirus (COVID-19) in Riverside County. On March 10, 2020, the County of Riverside ratified the local emergency.

On March 11, 2020, the Work Health Organization characterized COVID-19 as a pandemic.

On March 13, 2020, President Trump declared the COVID-19 pandemic a national emergency.

On March 13, 2020, the City of Riverside declared a local emergency to increase its efforts to protect the public from COVID-19. The City of Riverside’s proclamation of local emergency notes that “there exists conditions of a disaster or of extreme peril to the safety of persons or property within the territorial limits of the City of Riverside that are beyond the control of the services, personnel, equipment and facilities of the City for the reason of COVID-19.” The declaration of local emergency was ratified by the City Council on March 17, 2020.

On March 19, 2020 a Minimal Staffing Order was issued to provide for minimum staffing in order to slow down the spread of COVID-19 amongst City Staff. The order was ratified by the City Council on March 31, 2020 and continued for 30-days on May 26, 2020.

On June 16, 2020, the City Council reviewed the minimum staffing order. After discussion the City Council voted to extend the order to June 30, 2020 for further discussion.

## **DISCUSSION:**

It is critical that the City of Riverside do everything necessary to reduce the likelihood of exposure to COVID-19, thereby slowing the spread of COVID-19. In order to protect the health of our employees and the public we serve, a “Return to Work Plan” is required for each City facility prior to reopening to ensure compliance with federal, state, county and city requirements and/or guidance. Several Plans are complete and have been implemented. However, many facilities need additional time to complete a Plan to enable staff to return to work in a safe manner, ensure we have appropriate personal protective equipment (i.e. sneeze guards for public counters, hand sanitizer, etc.), signage, other requisite equipment (i.e. thermometers, etc.) and can complete a walk-through with the Human Resources Department and the General Services Department. The Safe Return to Work “steps” and “status update” are attached. All Plans will be consistent with the stages outlined in the Governor’s Resilience Roadmap and, as a result, some services/facilities fall into later stages and will not be allowed to open at this time. It is also worth noting our environment is constantly changing and that additional changes will likely occur after printing this report. Any updated information will be included in the presentation.

In an effort to slow down the spread of COVID-19 and help mitigate the impacts resulting from measures taken to slow down the spread of the illness, the Director of Emergency Services issued the following Orders, which have been ratified by the City Council and require further review:

1. Proclamation declaring a local emergency to increase the City’s efforts to protect the public from COVID-19:
  - a. Issued March 13, 2020

- b. Ratified by the City Council on March 17, 2020
  - c. Most recently reviewed and extended by City Council on June 16, 2020
- 2. Order to provide for minimum staffing in order to slow down the spread of COVID-19 amongst City Staff:
  - a. Issued March 19, 2020.
  - b. Ratified by the City Council on March 31, 2020
  - c. Most recently reviewed and extended by City Council on June 16, 2020
  - d. Next review by City Council on June 30, 2020

**FISCAL IMPACT:**

The total fiscal impact of the recommended actions of this report are significant but unknown at this time.

Prepared by:            Al Zelinka, Director of Emergency Services

**Attachments:**

- 1. Minimum Staffing Order – March 19, 2020
- 2. Return to Work Status Update
- 3. Steps for Safe Return to Work