

County of Santa Clara

Office of the Sheriff

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MEMORANDUM

Laurie Smith
Sheriff

TO : All Personnel

FROM : Laurie Smith, Sheriff

SUBJECT : COVID-19 Update

DATE : March 13, 2020

I would like to provide an update regarding the continued steps we are taking to help keep our employees healthy and minimize potential exposure to COVID-19, while performing your duties as employees of the Sheriff's Office.

We continue to evaluate and make significant operational changes throughout the Sheriff's Office to reduce non-essential functions. Our goal is to help reduce potential exposure of employees while still maintaining our mandated service to the community. We are also deploying additional Personal Protective Equipment to all divisions and facilities to ensure all staff have the ability to maintain a sanitary workplace and protect themselves as necessary to minimize potential exposure.

As many of you may have heard, the County Superintendent of Schools announced today the decision to close all schools within Santa Clara County for at least the next three weeks. This decision was supported by County Public Health to allow schools an opportunity to develop and implement enhanced processes to maintain a sanitized school environment for children.

As a result of the school closures in our county, we understand the impact this will have for many of our employees who may now face daycare issues for your children and potentially prevent you from being able to report to work. Your first and primary focus should be to ensure your family is safe and cared for during this difficult time. You all have my support and the support of the entire agency to help ensure this can be accomplished so you are able to continue providing our essential services to the community.

Some of the options we are exploring to help those of you who may not have any family or friends as an option to care for your children are as follows:

- Possibly identifying areas within your assigned division or a centralized location in or near Sheriff's Headquarters where we can have staff watch your children within designated age groups
- Depending on your work assignment allowing employees to bring children to work and be with you in your work space within designated age groups
- Creating a teenage daycare option for those employees who may be willing to have their teenage children help care for other children during the day
- Evaluating which classifications can be authorized to telecommute from home

We have directed all divisions to reach out to all employees to identify those who may have childcare issues that will prevent you from reporting to work. Once we have a baseline of how widespread this impact will be within our office we will be able to identify which options are most feasible to implement. This is a high priority for us and we hope to have a decision made as quickly as possible to assist those employees who have no emergency daycare options.

In closing I want to assure everyone that we are also working closely with the Emergency Operations Center to find out when we will be able to get COVID-19 testing available for first responder personnel. Meanwhile we will continue to keep you informed and updated on operational changes pursuant to our Continuity of Operations Plan (COOP) and what temporary options we will implement to address the impact created by the school closures.