



**WHATCOM COUNTY
EXECUTIVE ORDER 2020-04**

**CONTINUING ESSENTIAL OPERATIONS
MARCH 30 – APRIL 6, 2020**

WHEREAS, Whatcom County must act to slow the transmission of COVID-19 to protect our employees and citizens and mitigate impacts on our healthcare system; and

WHEREAS, the Governor issued a "Stay Home, Stay Healthy" Proclamation for the period March 26 through April 6; and

WHEREAS, leaders in County departments have defined essential services to ensure continuation of local government functions critical to public health and safety; and

WHEREAS, public access to County office buildings is restricted, essential meetings are held remotely, and technology tools are being deployed to support telework; and

WHEREAS, the majority of County employees will be essential to the continuing operations of County government,

NOW, THEREFORE, BY virtue of the power vested in me by the home rule charter for Whatcom County, I hereby order the following through April 6, 2020:

- Healthy employees performing essential work, either in-office or remotely, will continue to perform their assigned duties following methods to preserve distancing and personal safety; and
- Employees whose work is currently determined by the department head to be non-essential will be available for reassignment (in or outside the office) to:
 - Back up essential duties of staff within the department
 - Projects to remove workload backlogs or help shift to digital processes
 - Incident Command - Emergency Operations Center. Departments who have employees who may be available for this assignment should contact HR Representative, Bea Acland.
 - Other departments on an as-needed basis; and
- When work is not available, in-office or remotely, an employee in a position not presently designated as essential will remain home in paid status ready and available to work during normal working hours. Prior to approval of this option, all efforts should be made to provide tasks and assignments to employees that provide operational, developmental, or business-related benefits to the County. These tasks may be different from those normally assigned; and
- Employees not available to work (due to reasons such as illness, school closures, vacation, etc.) shall use applicable leave accruals per County policy or Collective Bargaining agreements.

DATED this 30th day of March, 2020.

Satpal Singh

Satpal Singh Sidhu, Whatcom County Executive