



## CITY OF IRVINE

### EMERGENCY MEASURES FOR THE MANAGEMENT AND OPERATION OF PUBLIC FACILITIES AND SERVICES DURING THE CORONAVIRUS EMERGENCY

The novel coronavirus (COVID-19) has spread globally to over 70 countries, infecting more than 181,000 persons and killing more than 7,100 individuals worldwide. The World Health Organization, the United States Government, the State of California, and the County of Orange have all declared states of emergency to address COVID-19. Consistent with those declarations, on March 18, 2020, the City Manager in his capacity as the Director of Emergency Services for the City of Irvine issued a proclamation declaring a local emergency (Local Emergency Declaration). Ratification of that proclamation will be considered by the City Council at its March 24, 2020 meeting.

The Local Emergency Declaration empowers the Director of Emergency Services to exercise the authority outlined in Irvine Municipal Code section 4-9-107, including (i) controlling and directing the emergency organization of the City, (ii) issuing rules and regulations on matters reasonably related to the protection of life and property as affected by the emergency, (iii) obtaining vital supplies, equipment as needed for the protection of life and property. Pursuant to and consistent with that authority, the Director of Emergency Services orders as follows (all orders are effective as of March 18, 2020 and shall remain in place until further notice):

1. **Closure of City Hall to the Public:** City Hall shall be closed to the public. City staff shall remain available to provide services to the maximum extent practicable online, via telephone, and/or via video conference. City staff shall continue to participate in meetings (by telephone or videoconference), conduct plan checks (through the online portal), and allow for class and other community services registrations (online). This general rule is subject to the following two exceptions:
  - a. **Public Safety:** The public is strongly encouraged to interface with the Public Safety department via telephone, email, or internet access to the maximum extent feasible. Where in person contact is necessary, public safety personnel will be available (e.g., for interviews of witnesses and victims of crimes). However, public safety personnel are directed to ensure that a safe social distance is maintained during interactions with the public.
  - b. **Other Essential Services Interactions:** Where (i) business cannot be completed by telephone, videoconference, or online, and (ii) the business is integral to the maintenance of public safety and/or the core functions of the City, an in-person meeting may be arranged upon express

prior approval of the Director of Emergency Services. Safe social distances and other appropriate protective measures shall be utilized during such meetings.

Access shall be controlled to ensure that only City employees and persons subject to one of the two preceding exceptions can enter City Hall.

2. **Public Safety/Police:** Public Safety personnel shall continue providing for the safety of the Irvine community while also taking all appropriate measures to provide for their personal protection.
3. **After School and Spring Break Programs:** Through its motion adopted on March 12, 2020, the Irvine City Council directed that all adult programs and the majority of youth programs from the Community Services department be postponed, but deferred for further evaluation the postponement of after school and spring break programs for children. Given the closures of Irvine Unified School District, Santa Ana Unified School District, and Tustin Unified School District, those remaining programs (after school and spring break) are postponed.
4. **Animal Care Center:** The Irvine Animal Care Center shall remain open on an appointment-only basis. No drop-in services shall be available.
5. **Community Centers:** All City of Irvine Community Centers shall be closed to the public. This includes, William Woollett Jr. Aquatics Center and Northwood Aquatic Center, Irvine Fine Arts Center, Irvine Child Resource Center (CRC), and all public facilities at the Orange County Great Park, including the Visitors Center, Artists Studio, and Art Gallery. City employees identified by the Department Director, shall continue to staff community centers monitoring public use, and ensuring preventative measures established by all government agencies are followed in accordance with recommended guidelines.
6. **No Meetings Outside of City Hall:** City staff shall not attend any work meetings outside of City Hall. Any meeting that previously would have been held off-site will be converted to a teleconference. In addition, staff shall not leave City Hall (or any other City building) for lunch; staff shall take lunch on site.
7. **Personnel Scheduling:** Consistent with the President's directive to "[work and engage in schooling from home whenever possible](#)," the following staffing rules are established:
  - a. **Vulnerable Employees:** Employees that are 65 years old or older, and employees that have conditions or diseases that render them particularly vulnerable to COVID-19 (*e.g.*, diseases that compromise the immune system) shall telecommute.
  - b. **Parents of Minor or Disabled Children:** Parents that need to care for minor or disabled children who are home due to school and/or care closures shall telecommute. Department Directors shall have discretion to make modifications as necessary to balance an employees' caregiving and work responsibilities.

- c. **Essential Services Personnel (Working Inside City Buildings)**: Each City department has identified two teams of core personnel that will alternate weeks working inside City Hall and inside other City buildings; it shall be the duty and responsibility of those employees to manage the continuing provision of the essential services of each department. On weeks when a team of personnel is not working at City Hall, that team shall telecommute.
- d. **Remaining City Employees with Primary Job Duties Performed Outside**: City employees that perform their primary job responsibilities outside a City building shall continue to perform their job responsibilities, unless otherwise directed by their Department Director.
- e. **Remaining City Employees With Primary Job Duties Performed in a City Building or as Part of a Suspended or Cancelled Program**: Any employee whose job cannot be performed -- either due to their normal place of work being closed to the public or due to the suspension of the program or service in which the employee is normally engaged -- can be assigned to other reasonable duties at the discretion of the employee's Department Director.
- f. **Telecommuting Responsibility**: These telecommuting rules are designed to (i) maintain essential services to the public, (ii) protect the health and safety of City staff, and (iii) maximize the going-forward productivity and responsiveness of the City to community needs. Consistent with those goals, all telecommuting employees shall to the maximum extent possible discharge their job duties from home. That includes answering all calls and responding to all emails in a timely, meaningful, and professional manner, and working diligently to complete the business of the City. Department Directors may modify or augment employee duties as necessary to increase telecommuting productivity or render an employee's duties more consistent with telecommuting. Those employees with job duties that are not amenable to telecommuting shall remain on call and ready to respond to work assignments as directed by the Department Director.
- g. **Information Technology**: Information technology staff are directed to train and support City staff as necessary to facilitate telecommuting and the conduct of City business via telephone, video conference, and online services.

The changes in work and home life caused by COVID-19 are significant and evolving. The measures that the City Council put in place on March 12, 2020 were appropriate and forward looking at that time. But the breadth and depth of the emergency continues to grow. We have devised these additional rules with a goal of protecting all employees while continuing to do the public's business. Those are our guiding principles. We recognize that we may have to change and adapt as we learn more about both the public health crisis. We are asking for your assistance, understanding, and flexibility as that occurs.