

AGENDA
Special Meeting
VIA CONFERENCE CALL
Dial in Number: 712-432-3900 – Conference id: 419973 #
TULELAKE CITY COUNCIL
March 24, 2020
5:30 PM

In doing our part to keep the community safe, we are practicing "social distancing" and holding City Council meetings by conference call until further notice. Join the meeting by calling the number listed above and entering the Conference id number.

1. Call to Order
2. Pledge of Allegiance
3. Approval of the March 03, 2020 regular meeting minutes. Discussion/Action.
4. Approval of bills. Discussion/Action.
5. Approve the adoption of the County of Siskiyou guidance procedures for COVID-19 (coronavirus). Discussion/Action. (Mayor Ebinger)
6. Possible course of action and options with regard to City operations during Governor Newsom's March 19, 2020, "Stay in Place" directive related to COVID-19.
7. Department head updates. Discussion/Action.
8. Comments from the public.

This is the time set aside for citizens to address the Council on matters not on the agenda. Comments should be limited to matters within the jurisdiction of Council. If your comment concerns an item on the agenda please address the Council after that item is open for public comment. By law, the Council cannot discuss or take action on matters that are not on the agenda. The Mayor reserves the right to limit the duration of each speaker to three (3) minutes. Speakers may not give their time to others.

COMMENTS:

9. Comments from City Engineer
10. Comments from City Attorney
11. Comments from City Building Inspector
12. Comments from Library Branch Manager
13. Comments from Chief of Police
14. Comments from Director of Public Works
15. Comments from Finance Director
16. Comments from City Treasurer
17. Comments from City Clerk
18. Comments from City Hall Administrator
19. Comments from City Administrative Clerk
20. Comments from Councilmember Nicholson
21. Comments from Councilmember Fensler
22. Comments from Councilmember Marcillac
23. Comments from Councilmember Velador
24. Comments from Councilmember Ebinger
25. Adjournment

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aids in order to participate in a public hearing should make the request to the Clerk at least 48 hours prior to the meeting.

The City Attorney, Megan Annand, may appear by telephone from 6101 Griffin Lane, Medford, OR 97501 (541)779-7131

The City Finance Director, Will M Sargent, CPA, may appear by telephone from 125 Riverside Drive, Klamath Falls, OR 97601 (541) 882-2668

Tulelake City Council
Regular Meeting Minutes
March 03, 2020

Mayor Ebinger called the meeting to order at 5:36 PM. Mayor Ebinger alongside Mayor Pro Tem Marcillac, Council Members Velador and Fensler attended the meeting. Council Member Nicholson and City Administrative Clerk, Heidi Cureton were absent. Director of Public Works, Brett Nystrom; Chief of Police, Tony Ross; Will Sargent, Finance Director; City Hall Administrator, Jenny Coelho; City Treasurer, Sarah Luscombe and City Clerk, Raul Figueroa were also present.

APPROVAL OF THE FEBRUARY 18, 2020 REGULAR MEETING MINUTES

Council Member Velador made a motion to approve the February 18, 2020 Regular Meeting Minutes. Mayor Pro Tem Marcillac seconded the motion. Motion carried. (Motion 20-37)

APPROVAL OF THE BILLS

Council Member Velador made a motion to approve the bills presented. The motion was seconded by Mayor Pro Tem Marcillac. Motion carried. (Motion 20-38)

PRESENTATIONAL UPDATE ON THE LAVA BEDS MONUMENT

Larry Whalon, Superintendent of the Lave Beds & Tulelake National Monuments, reported that tourism for the month of February was exceptionally good at the park this year due to the unusually nice weather. Mr. Whalon also discussed some of the projects they were working on this year, including the renovation of the jail and more hiking trails. Information only. No action taken.

APPROVAL OF FY19/20 CITY OF TULELAKE SALARY SCHEDULE WITH UPDATED CALIFORNIA MINIMUM WAGE RATES AND SALARY RATES BEGINNING JANUARY 01, 2020

Mayor Ebinger made a motion to approve the salary schedule as presented. It was seconded by Mayor Pro Tem Marcillac. Motion carried. (Motion 20-39)

CORRECTION ON DIRECTOR OF PUBLIC WORKS SALARY RATE PER HOUR FROM \$24.76 TO \$24.84 EFFECTIVE AS OF JANUARY 05, 2020

City Hall Administrator, Jenny Coelho, explained that a correction was needed in order to fix a mistake that was made in calculating the hourly wage after Brett Nystrom, Director of Public Works, received his raise back in January. Mayor Ebinger made a motion to make the correction moving the rate per hour from \$24.76 to \$24.84. Council Member Velador seconded. Motion carried. (Motion 20-40)

APPROVAL TO PAY NEGATIVE DECLARATION FEE OF \$2,406.75 AND CLERK PROCESSING FEE OF \$50.00 TO SISKIYOU COUNTY TO FILE THE NOTICE OF DETERMINATION FOR THE TULELAKE VETERAN'S PARK EXPANSION

It was discovered that the Negative Declaration Fee of \$2,406.75 did not need to be paid. Only the \$50.00 Processing Fee needed to be paid. Mayor Ebinger made a motion to pay the \$50.00 to Siskiyou County. Council Member Velador seconded. Motion carried. (Motion 20-41)

REVIEW PROGRESS OF CLEANUP AND BUILDING CODE CORRECTIONS, WHICH ARE TO BE COMPLETED BY MARCH 21, 2020 AT THE LEASED PROPERTY LOCATED AT APN 050-201-010-000 AND FOLLOW UP WITH ALL VIOLATIONS

Chief of Police, Tony Ross, informed the Council that there had been some progress with clean-up on the property. Some vehicles have been removed and the elevator was removed from the roof. The people that were supposed to remove the metal have backed out so they are still looking to find someone to remove the metal. Negotiators still need to meet in order to come up with an agreeable solution for both parties involved in rewriting this Lease. No action taken.

REVIEW INTERPRETATION OF PAID HOLIDAYS IN CHAPTER 12.5 OF THE CITY OF TULELAKE PERSONNEL POLICY MANUAL

Will Sargent explained to council that it was a matter of City policy, not State law in deciding if an employee should be paid for a holiday if the holiday fell on an employees regularly scheduled day off. Council discussed the different ways the current City Personnel Policy Manual reads and decided that employees should not be penalized for the work schedule they were given by not getting paid for a holiday that falls on a Monday or Friday and that employees has one of those days off. Mayor Ebinger made a motion for employees to get 8 hours of holiday pay even if they were not scheduled to work on that holiday and to make the appropriate changes in the Personnel Manual. Mayor Pro Tem Marcillac Seconded. Motion carried. (Motion 20-42)

ADJOURNMENT

Mayor Ebinger made a motion to adjourn the meeting at 6:52 PM. Mayor Pro Tem Marcillac seconded the motion. Motion carried. (Motion 20-43)

Henry A Ebinger, Mayor

Attest:

Raul Figueroa Tamayo, City Clerk

COUNTY OF SISKIYOU

COUNTY ADMINISTRATIVE OFFICE

Terry Barber, County Administrator
P.O. Box 750 • 1312 Fairlane, Yreka, CA 96097
Phone: (530) 842-8005, Fax Number: (530) 842-8013
www.co.siskiyou.ca.us

GUIDANCE FOR COVID-19 (Novel Coronavirus)

Effective March 17, 2020 the following procedures are to be followed per direction of the County Administrator

This document provides guidance to Siskiyou County staff for potential employee related issues related to COVID-19. (Please Note: Guidance and Direction from our Office will be updated and subject to immediate change as we obtain additional guidance from State, Local and Federal Government Officials)

➤ What is Coronavirus (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

➤ What are the symptoms of Coronavirus?

Individuals affected with COVID-19 have mild to severe respiratory illness with symptoms of fever, cough, and shortness of breath. Link to California Department of Public Health.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

➤ Preventing Transmission of the Virus in the Workplace

- The County will be providing soap and water, alcohol-based hand sanitizer that has an alcohol content of 62% and alcohol-based hand wipes in your workplace.
- Clean and wash hands often with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- When using hand sanitizer, use an alcohol-based sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol (according to the CDC). See link.
<https://www.cdc.gov/coronavirus/2019-ncov/infection-control/hcp-hand-sanitizer.html>
- ****Please NOTE: for employees who have allergies, please see the list of contents in the hand sanitizer and wipes at the end of this document.****
- Disposable wipes and cleaning agents should be used by staff to clean commonly used surfaces by both employees and members of the public (for example, doorknobs, keyboards, remote controls, desks, countertops, etc.).
- Use tissues and no-touch disposal receptacles whenever possible.

➤ Employee is sick (non-Coronavirus)

This section applies to employees who have symptoms of acute respiratory illness (fever, cough, shortness of breath) but have no known exposure to COVID-19, do not have a positive COVID-19 diagnosis, and/or have not traveled to a high-risk area identified by the CDC.

- At this time, the County is strongly encouraging symptomatic employees to stay home to care for themselves; doing so will not be viewed negatively by the County. We are also encouraging employees who live with someone who is symptomatic to stay home as well.
- Employees should stay home and not come back to the office until they are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
- During this period of the COVID-19 epidemic, we will NOT be requiring a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.

➤ **Employees exposed to or diagnosed with COVID-19**

This section applies to an employee who has been (or the employer reasonably believes has been) exposed to COVID-19, has a COVID-19 diagnosis, or has recently traveled to a high-risk area identified by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>).

- Employees should stay home (isolate) for a minimum period of 14 calendar days, unless a health care provider indicates that the employee may return earlier. In this case, employees would be required to provide a doctor's note prior to returning to work.
- If during the isolation period, the employee's treating physician diagnoses the employee with COVID-19, the employee will qualify for FMLA/CFRA leave because the condition constitutes a "serious health condition".

➤ **Employees who are compromised due to age or health conditions**

- Employees who feel they are compromised due to their age (the State is using a universal age of 65 but we understand that this parameter may vary from person to person) may stay home and use their sick leave with no doctors note required. The County will not negatively view employees for taking self-care.
- Employees who have a comprised immune systems or health conditions and who choose to stay home due to this may use their sick leave or leave accruals as noted below, with no doctors note or to return to work. The County will not negatively view employees for taking self-care.

➤ **Use of Accrued Leave/ Sick Leave and Exhaustion of Leave Balance**

This section applies to symptomatic employees, those exposed to or diagnosed with COVID-19, those who are compromised due to age of health conditions, those caring for sick family members, or those caring for children due to school closures.

Employees will be required to use their accrued leave balances in the following order:

1. Accrued sick leave.
2. Other accrued leave (e.g. vacation, float, admin comp etc...).
3. Should the employee not have accrued leave balances to use, or should they deplete them, the County will advance sick leave accrual for a maximum of 80 hours (or may possibly be extended

depending on how matters develop), or will provide leave as governed by the State of California if the news laws are implemented.

- New employees who normally would not yet eligible to use accruals, will be allowed to use accrued vacation leave during this time.
- In addition to the protocol above, the County Administrator encourages and supports the use of flex scheduled to accommodate parents who need to care for children due to school closures. Please contact your Department Head to discuss and arrange flex schedules.

➤ **Please contact Personnel or County Administrator for Other Potential Scenarios related to COVID-19**

Please contact Personnel or County Administration 530-842-8005 for specific guidance if any of the following occur as they will be handled on a case-by-case basis and will be fact specific:

- The employee is off work for an extended period (for these purposes -beyond fourteen days) while suffering from an acute respiratory illness;
- If an employee refuses to take time off to care for themselves while suffering from an acute respiratory illness;
- If an employee who has been sent home provides certification from their healthcare provider that the symptoms they are experiencing are non-communicable;
- If an employee refuses to provide services to a client in your department (related to COVID-19 concerns)
- If an employee in a healthcare setting refuses to provide services to a patient suffering from COVID-19 or claims their health/safety is at-risk due to caring for a COVID-19 patient;
- If an employee notifies you that they have been diagnosed positive with COVID-19 or have been in close contact with someone diagnosed positive with COVID-19.

➤ **Department Preparedness**

County Department Management are in the process of identifying their essential functions, essential jobs, and critical elements to maintain daily operations in the event a decision is made by public officials to reduce hours to the Public or close non essential County offices. Department Managers will make every effort to put plans in place that contemplate increased absenteeism and identify potential solutions. Please contact the County Administrative Office should you need guidance.

The County does not have a Telework policy, however, telework may be approved on a case-by-case basis by the Department Head in consultation with the Personnel Manager. Please contact County Administration should you need guidance. The following basic requirements should be considered prior requesting/approving Telework:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home as they do when working at their County work location.
- Employees must be available to their supervisors and co-workers during core work hours.
- Employees must be able to attend scheduled meetings (e.g., conference call) and participate in other required office activities.

- Employee must be able to manage/arrange for childcare during their workhours.

➤ **Employee Travel - Work Related**

All Departments shall review any upcoming work-related travel and evaluate the business necessity and any potential alternatives available in lieu of the travel. Should you determine travel is essential, you must have such travel approved by the County Administrator.

➤ **Personal Travel**

An employee who has recently returned from personal travel and is symptomatic should be sent home consistent with the advice above. An asymptomatic employee who has recently returned from personal travel to an area identified by the CDC as a high-risk area must remain at home and away from work for no less than 14 days after such travel unless a health professional advises the employer that the employee may return earlier.

➤ **Additional Measures to Consider**

- Guidance as to travel and health notices for each country can be found on the CDC’s site linked here: <https://wwwnc.cdc.gov/travel>
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions>
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Product:	Contents:
Purell Hand Sanitizer:	Ethyl Alcohol 62%
Super Sani Cloth wipes	n-Alkyl dimethyl ethylbenzyl ammonium chlorides .25%, n-Alkyl dimethyl benzyl ammonium chlorides .25% Isopropyl alcohol 55% Other Ingredients 44.50%
Clorox Wipes	n-Alkyl dimethyl ethylbenzyl ammonium chlorides .145% n-Alkyl dimethyl benzyl ammonium chlorides .145% Other ingredients 99.710%

EXHIBIT A

COUNTY OF SISKIYOU STATE OF CALIFORNIA

PROCLAMATION OF A LOCAL EMERGENCY **BY THE DIRECTOR OF EMERGENCY SERVICES**

WHEREAS, Siskiyou County Code Section 3-2.06(a)(1) authorizes the Siskiyou County Director of Emergency Services to proclaim the existence of a "Local Emergency" when the Board of Supervisors is not in session when the County of Siskiyou is threatened by conditions of disaster or extreme peril to the safety of persons and property within the County that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County, and the Board of Supervisors is not in session; and,

WHEREAS, the Director of Emergency Services finds:

1. That at the time of this proclamation the Board of Supervisors is not in session; and,
2. Conditions of extreme peril to the safety of persons and property have arisen within the County of Siskiyou due to the following:
 - i. A novel coronavirus (named "2019-nCoV") was first detected in Wuhan City, Hubei Province, China, in December 2019. The Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat, based on current information. In part, the virus is considered a serious public health threat because much is unknown. The exact modes of transmission, the factors facilitating human-to-human transmission, the extent of asymptomatic viral shedding, the groups most at risk of serious illness, the attack rate, and the case fatality rate all remain active areas of investigation. The CDC believes at this time that symptoms appear two to fourteen days after exposure. Currently, there is no vaccine or specific antiviral treatment for 2019-nCoV.
 - ii. The number of reported cases of 2019-nCoV and number of reported deaths from 2019-nCoV has escalated dramatically over a short period of time. To date, there are more than one hundred twenty-thousand (120,000) confirmed cases of 2019-nCoV and over four thousand (4,000) deaths from 2019-nCoV worldwide. Cases of 2019-nCoV, though concentrated in China, have been reported in more than one hundred and fourteen (114) countries, and include individuals who never visited China. Transmission from an asymptomatic individual has been documented. Community transmission of 2019-nCoV has been documented in patients in the United States with no known history of travel to a location with confirmed 2019-nCoV cases, and no known contact with a person with a confirmed 2019-nCoV case. The World Health Organization (WHO) has declared the outbreak to be a global health pandemic. The United States Health and Human Services Agency has declared a public health emergency for the United States. California Governor Gavin Newsom has declared a state of emergency for California. More than thirty-eight (38) states have reported cases of 2019-nCoV throughout the United States. Thirteen (13) states in the United States have declared states of emergencies.
 - iii. To date, the number of reported cases of 2019-nCoV in the United States is over one thousand and eighty (1080), and thirty-one (31) reported deaths. The number of reported cases of 2019-nCoV in California, to date, is one hundred and fifty-seven (157), including cases in neighboring Shasta County and Humboldt County. As of March 11, 2020, there have been three (3) confirmed deaths in California due to 2019-nCoV. Deaths have also been reported in Washington State, Florida, New Jersey and South Dakota. The State of Washington reports two hundred and seventy-three (273) confirmed cases of 2019-nCoV and New York State reports one hundred and seventy-six (176) cases to date. The State of Oregon has reported confirmed cases of 2019-

nCOV in numerous counties including neighboring Jackson County and Klamath County. The Siskiyou County Public Health Officer has determined that there is an imminent and proximate threat to public health from the introduction of 2019-nCOV to Siskiyou County, and has declared a Local Public Health Emergency as a result.

- iv. These conditions are beyond the control of the services, personnel, equipment, and facilities of Siskiyou County and require the combined forces of other political subdivisions to prepare for and combat. These conditions represent an imminent and proximate threat to public health in Siskiyou County from the introduction of 2019-nCOV in California

WHEREAS, the potential of the aforementioned conditions of disaster and extreme peril warrant and necessitate the proclamation of a "Local Emergency";


NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a "Local Emergency" exists throughout the County of Siskiyou; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said "Local Emergency", the powers, functions and duties of the Director of Emergency Services and the Office of Emergency Services of this County shall be those prescribed by State law and the ordinances, resolutions and approved plans of the County of Siskiyou in order to mitigate the effects of said "Local Emergency"; and,

IT IS FURTHER PROCLAIMED AND ORDERED that said "Local Emergency" shall be deemed to continue to exist for the next seven (7) days, and thereafter by ratification of the Board of Supervisors, until its termination is proclaimed by the Board of Supervisors of the County of Siskiyou; and,

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Governor of California with the request that he proclaim the existence of a State of Emergency throughout the impacted areas of Siskiyou County and provide or request all eligible State and Federal financial assistance to the County and impacted local jurisdictions.

Dated: March 12, 2020
Time: 2:42 PM


Jasen Vela, Deputy Director of Emergency
Services
County of Siskiyou

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Californians.

In accordance with this order, the State Public Health Officer has designated the following list of “Essential Critical Infrastructure Workers” to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

HEALTHCARE / PUBLIC HEALTH

Sector Profile

The Healthcare and Public Health (HPH) Sector is large, diverse, and open, spanning both the public and private sectors. It includes publicly accessible healthcare facilities, research centers, suppliers, manufacturers, and other physical assets and vast, complex public-private information technology systems required for care delivery and to support the rapid, secure transmission and storage of large amounts of HPH data.

Essential Workforce

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response.
- Health care providers and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists).
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric, Residential, Rural Health Clinics and Federally Qualified Health Centers, cannabis retailers).
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

- Public health / community health workers, including those who compile, model, analyze and communicate public health information.
- Behavioral health workers (including mental and substance use disorder) responsible for coordination, outreach, engagement, and treatment to individuals in need of mental health and/or substance use disorder services.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers that manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers who provide support to vulnerable populations to ensure their health and well-being including family care providers
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers conducting research critical to COVID-19 response.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Pharmacy employees necessary for filling prescriptions.
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to behavioral health services to the family members, responders, and survivors of an incident.
- Workers supporting veterinary hospitals and clinics

EMERGENCY SERVICES SECTOR

Sector Profile

The Emergency Services Sector (ESS) is a community of highly-skilled, trained personnel, along with the physical and cyber resources, that provide a wide range of prevention, preparedness, response, and recovery services during both day-to-day operations and incident response. The ESS includes geographically distributed facilities and equipment in both paid and volunteer capacities organized primarily at the federal, state, local, tribal, and territorial levels of government, such as city police departments and fire stations, county sheriff's offices, Department of Defense police and fire departments, and town public works departments. The ESS also includes private sector resources, such

as industrial fire departments, private security organizations, and private emergency medical services providers.

Essential Workforce - Law Enforcement, Public Safety and First Responders

- Including front line and management, personnel include emergency management, law enforcement, Emergency Management Systems, fire, and corrections, search and rescue, tactical teams including maritime, aviation, and canine units.
- Emergency Medical Technicians
- Public Safety Answering Points and 911 call center employees
- Fusion Center employees
- Fire Mitigation Activities
- Hazardous material responders and hazardous devices teams, from government and the private sector.
- Workers – including contracted vendors -- who maintain digital systems infrastructure supporting law enforcement and emergency service operations.
- Private security, private fire departments, and private emergency medical services personnel.
- County workers responding to abuse and neglect of children, elders and dependent adults.

Essential Workforce - Public Works

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences.
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste.

FOOD AND AGRICULTURE

Sector Profile

The Food and Agricultural (FA) Sector is composed of complex production, processing, and delivery systems and has the capacity to feed people and animals both within and beyond the boundaries of the

United States. Beyond domestic food production, the FA Sector also imports many ingredients and finished products, leading to a complex web of growers, processors, suppliers, transporters, distributors, and consumers. This sectors is critical to maintaining and securing our food supply.

Essential Workforce

- Workers supporting groceries, pharmacies, and other retail that sells food and beverage products, including but not limited to Grocery stores, Corner stores and convenience stores, including liquor stores that sell food, Farmers' markets, Food banks, Farm and produce stands, Supermarkets, Similar food retail establishments, Big box stores that sell groceries and essentials
- Restaurant carry-out and quick serve food operations – including food preparation, carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Employees and firms supporting food, feed, and beverage distribution (including curbside distribution and deliveries), including warehouse workers, vendor-managed inventory controllers, blockchain managers, distribution
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Workers supporting cannabis retail and dietary supplement retail
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

ENERGY

Sector Profile

The Energy Sector consists of widely-diverse and geographically-dispersed critical assets and systems that are often interdependent of one another. This critical infrastructure is divided into three interrelated segments or subsectors—electricity, oil, and natural gas—to include the production, refining, storage, and distribution of oil, gas, and electric power, except for hydroelectric and commercial nuclear power facilities and pipelines. The Energy Sector supplies fuels to the transportation industry, electricity to households and businesses, and other sources of energy that are integral to growth and production across the Nation. In turn, it depends on the Nation's transportation, information technology, communications, finance, water, and government infrastructures.

Essential Workforce - Electricity industry:

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission, and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data
- Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

Essential Workforce - Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers

- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.

Essential Workforce - Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

WATER AND WASTEWATER

Sector Profile

The Water and Wastewater Sector is a complex sector composed of drinking water and wastewater infrastructure of varying sizes and ownership types. Multiple governing authorities pertaining to the Water and Wastewater Sector provide for public health, environmental protection, and security measures, among others.

Essential Workforce

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing

- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

TRANSPORTATION AND LOGISTICS

Sector Profile

The Transportation Systems Sector consists of seven key subsectors, or modes:

- Aviation includes aircraft, air traffic control systems, and airports, heliports, and landing strips. Commercial aviation services at civil and joint-use military airports, heliports, and sea plane bases. In addition, the aviation mode includes commercial and recreational aircraft (manned and unmanned) and a wide-variety of support services, such as aircraft repair stations, fueling facilities, navigation aids, and flight schools.
- Highway and Motor Carrier encompasses roadway, bridges, and tunnels. Vehicles include trucks, including those carrying hazardous materials; other commercial vehicles, including commercial motorcoaches and school buses; vehicle and driver licensing systems; taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies; traffic management systems; AND cyber systems used for operational management.
- Maritime Transportation System consists of coastline, ports, waterways, and intermodal landside connections that allow the various modes of transportation to move people and goods to, from, and on the water.
- Mass Transit and Passenger Rail includes terminals, operational systems, and supporting infrastructure for passenger services by transit buses, trolleybuses, monorail, heavy rail—also known as subways or metros—light rail, passenger rail, and vanpool/rideshare.
- Pipeline Systems consist of pipelines carrying natural gas hazardous liquids, as well as various chemicals. Above-ground assets, such as compressor stations and pumping stations, are also included.
- Freight Rail consists of major carriers, smaller railroads, active railroad, freight cars, and locomotives.
- Postal and Shipping includes large integrated carriers, regional and local courier services, mail services, mail management firms, and chartered and delivery services.

Essential Workforce

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers
- Taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

COMMUNICATIONS AND INFORMATION TECHNOLOGY

Sector Profile

The Communications Sector provides products and services that support the efficient operation of today's global information-based society. Communication networks enable people around the world to contact one another, access information instantly, and communicate from remote areas. This involves creating a link between a sender (including voice signals) and one or more recipients using technology (e.g., a telephone system or the Internet) to transmit information from one location to another. Technologies are changing at a rapid pace, increasing the number of products, services, service providers, and communication options. The national communications architecture is a complex collection of networks that are owned and operated by individual service providers. Many of this sector's products and services are foundational or necessary for the operations and services provided by other critical infrastructure sectors. The nature of communication networks involve both physical infrastructure (buildings, switches, towers, antennas, etc.) and cyber infrastructure (routing and

switching software, operational support systems, user applications, etc.), representing a holistic challenge to address the entire physical-cyber infrastructure.

The IT Sector provides products and services that support the efficient operation of today's global information-based society and are integral to the operations and services provided by other critical infrastructure Sectors. The IT Sector is comprised of small and medium businesses, as well as large multinational companies. Unlike many critical infrastructure Sectors composed of finite and easily identifiable physical assets, the IT Sector is a functions-based Sector that comprises not only physical assets but also virtual systems and networks that enable key capabilities and services in both the public and private sectors.

Essential Workforce - Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

Essential Workforce - Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and

- information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

Essential Workforce

- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans and Continuity of Government plans.
- County workers responsible for determining eligibility for safety net benefits
- The Courts, consistent with guidance released by the California Chief Justice
- Workers to ensure continuity of building functions
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers
- Workers who are critical to facilitating trade in support of the national, state, and local emergency response supply chain
- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors

- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures, including measures to protect homeless populations.
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of construction sites and construction projects (including those that support such projects to ensure the availability of needed facilities, transportation, energy and communications; and support to ensure the effective removal, storage, and disposal of solid waste and hazardous waste)
- Commercial Retail Stores, that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Workers supporting the entertainment industries, studios, and other related establishments, provided they follow covid-19 public health guidance around social distancing.
- Workers critical to operating Rental Car companies that facilitate continuity of operations for essential workforces, and other essential travel
- Workers that provide or determine eligibility for food, shelter, in-home supportive services, child welfare, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities and critical sector services
- Faith based services that are provided through streaming or other technology
- Laundromats and laundry services

CRITICAL MANUFACTURING

Sector Profile

The Critical Manufacturing Sector identifies several industries to serve as the core of the sector: Primary Metals Manufacturing, Machinery Manufacturing, Electrical Equipment, Appliance, and Component Manufacturing, Transportation Equipment Manufacturing Products made by these manufacturing industries are essential to many other critical infrastructure sectors.

Essential Workforce

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

HAZARDOUS MATERIALS

Essential Workforce

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

FINANCIAL SERVICES

Sector Profile

The Financial Services Sector includes thousands of depository institutions, providers of investment products, insurance companies, other credit and financing organizations, and the providers of the critical financial utilities and services that support these functions. Financial institutions vary widely in size and presence, ranging from some of the world's largest global companies with thousands of employees and many billions of dollars in assets, to community banks and credit unions with a small number of employees serving individual communities. Whether an individual savings account, financial derivatives, credit extended to a large organization, or investments made to a foreign country, these products allow customers to: Deposit funds and make payments to other parties; Provide credit and liquidity to customers; Invest funds for both long and short periods; Transfer financial risks between customers.

Essential Workforce

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

CHEMICAL

Sector Profile

The Chemical Sector—composed of a complex, global supply chain—converts various raw materials into diverse products that are essential to modern life. Based on the end product produced, the sector can be divided into five main segments, each of which has distinct characteristics, growth dynamics, markets, new developments, and issues: Basic chemicals; Specialty chemicals; Agricultural chemicals; Pharmaceuticals; Consumer products

Essential Workforce

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/ or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

DEFENSE INDUSTRIAL BASE

Sector Profile

The Defense Industrial Base Sector is the worldwide industrial complex that enables research and development, as well as design, production, delivery, and maintenance of military weapons systems, subsystems, and components or parts, to meet U.S. military requirements. The Defense Industrial Base partnership consists of Department of Defense components, Defense Industrial Base companies and their subcontractors who perform under contract to the Department of Defense, companies providing incidental materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities. Defense Industrial Base companies include domestic and foreign entities, with production assets located in many countries. The sector provides products and services that are essential to mobilize, deploy, and sustain military operations.

Essential Workforce

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities