

Erin Valdez
Deputy Director-Administration
Director of Fiscal/Administration

HEALTH & HUMAN SERVICES AGENCY
Christine Zoppi, Director

Grinnell Norton
Deputy Director-Public Health
Director of Nursing

Amy Lindsey
Deputy Director-Behavioral Health
Director of Behavioral Health



Bill Wathen
Deputy Director-Social Services
County Welfare Director

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Business Guidelines during State Stay at Home Order

If your business provides an essential service and can safely continue to operate abiding by social distancing measures, then your business may remain open. Workplace modifications should be done to promote the use of telecommuting, no in-person meetings, no congregation of staff and break rooms, no sustained client contact and remaining 6 feet or more in social distancing.

If your business does not provide an essential service to the community, requires sustained contact with clients, cannot be modified, or can close to decrease the number of people out and about in our community, then you should close and send your staff home. Please go to our business page on our county's COVID-19 webpage, at <https://www.countyofglenn.net/COVID-19> under [Help for Local Businesses](#) tab. This page is being updated daily.

The continuity of business operations, guidelines are as follows:

1. Individuals may leave their residence to provide any services or perform any work necessary to the construction, operation, and/or maintenance of "**Essential Infrastructure,**" including, but not limited to: public works construction, construction of housing (in particular housing for individuals experiencing homelessness or affordable housing), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunication systems (including the provision of essential global, national, and local infrastructure for computer services, business infrastructure, communication, and web based services), providing that they carry out those services or that work in compliance with Social distancing requirements, as defined in this document, to the extent possible.
2. All first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from these guidelines. Further, nothing in these guidelines shall prohibit any individual from performing or assessing "**Essential Governmental Functions,**" as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental

P.O. Box 611, Willows, CA 95988 Phone: (530) 934-6514 Fax: (530) 934-6521
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Function. All Essential Governmental Function shall be performed in compliance with Social Distancing Requirements as defined in this document, to the extent possible.

3. Covered businesses including any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
4. For the purposes of these guidelines, “*Essential Businesses*” means:
 - a. Healthcare Operations and Essential Infrastructure;
 - b. Blood donation and related activities
 - c. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in retail sales of canned foods, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products.) This includes stores that sell groceries in addition to other non-grocery products, and products necessary to maintaining the safety sanitation, and essential operation of residents;
 - d. Any form of agricultural production and processing, including the cultivation of products for personal consumption or use through farming, ranching, livestock, and fishing, as well as business activities that support production and processing by providing essential agricultural supplies and services, including but not limited to, transportation, manufacturing, chemicals, equipment, and services such as cooling, storing, packaging, and distribution of such productions for wholesale or retail sale;
 - e. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - f. Newspapers, television, radio, and other media services;
 - g. Gas stations and auto-supply, auto-repair, and related facilities;
 - h. Banks and related financial institutions;
 - i. Hardware stores;
 - j. Solid waste collection and removal
 - k. Plumbers, electricians, exterminators, landscaping/yard maintenance, and other service providers who provide services that are necessary to maintaining safety, sanitation, and essential operations of residents, Essential Activities, and Essential Businesses;
 - l. Businesses providing mailing and shipping services, including post office boxes;
 - m. Educational institutions – including public and private K-12 schools, colleges, and universities – for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - n. Laundromats, drycleaners, and laundry service providers;
 - o. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. School and other entities that typically provide free food services to students or members of the public may continue to do so under these guidelines on the condition that the food is provided to students and members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site, unless such services is in support of dormitory living facilities;

- p. Businesses that supply products needed for people to work from home;
 - q. Businesses that supply essential Businesses with the support or supplies necessary to operate;
 - r. Businesses that ship or deliver groceries, food, goods, or services directly to residents;
 - s. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in these guidelines;
 - t. Home-based care for seniors, adult, or children;
 - u. Residential facilities and shelters for seniors, adults, and children;
 - v. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - w. Childcare facilities providing services that enable employees exempted in these guidelines to work in Essential Activities, Essential Governmental Function, Essential Businesses, or Minimum Basic Operations as permitted. To the extent possible, childcare facilities must operate under the following conditions:
 - i. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children as in the same group each day);
 - ii. Children shall not changes from one group to another;
 - iii. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - iv. Childcare providers shall remain solely with one group of children.
5. For the purposes of these guidelines, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined in this document, to the extent possible, while carrying out such operations:
 - a. The minimum necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or for related functions.
 - b. The minimum necessary activities to facilitate employees of the business being able to continue work remotely form their residence.
 6. For the purposes of these guidelines, residents include hotels, motels, shared rental units, and similar facilities.
 7. For the purposes of these guidelines, “***Social Distancing Requirements***” includes maintains at least six-foot social distancing from other individuals, washing hands with soap and water for at least 20 (twenty) seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.