

## **BYLT Covid-19 Staffing Guidelines and Directives**

Zoom Meeting with Co-EDs Erin Tarr and Erika Seward  
and BOD Letty Litchfield, Terry Hundemer, and Robin Milam  
11:00am March 23, 2020

### **Agenda**

- Notices to staff and public about Stay Home and working remotely (direct communications, at the office and on website)
- Notice to staff about new laws and postings at office
- Consistency with State Law and stay at home directives
- Mail – how to handle
- Check in on how staff is doing and addressing their needs
- Status of trails and city plans
- Land management considerations – Garden Bar and Rice’s Crossing
- Nevada County Covid-19 Task Force update

### **Notices to staff**

Erika and Erin are being proactive in communicating with staff, BOD and Governance Committee, and the public during this unprecedented, rapidly evolving time. Before County Guidelines and the State mandate were issued, Erika sent a notice to staff on March 9 regarding strict sanitation practices given the Covid-19 outbreak. That notice was included in the EC meeting minutes and the March BOD package. Additionally, both reviewed language for a notice to be sent to Staff similar to what Placer Land Trust provided to their employees. Erin sent a version of this notice to staff on March 16 further expanding on strict sanitation practices given the Covid-19 outbreak.

Robert Smail, as President of the Board and with the review of the Governance Committee, sent a notice to the staff on March 21 including Executive Order N-33-20, that stated BYLT’s commitment to staff safety and wellbeing through the stay at home mandate and the requirement to work remotely, effective immediately for all employees. Erin and Erika will assure that each staff member has what they need to work remotely.

Erin and Erika are developing a BYLT COVID-19 Contingency Planning document for Staff review Wednesday, March 25.

## **Notice to staff about new laws and postings at office/Consistency with State Law and stay at home directives**

This team has been monitoring a variety of State, County, fellow Land Trust and not-for-profit online sources for guidance. Letty has been monitoring the changing landscape of the California workplace safety and health regulations through the State Department of Labor and forwarding related communications to Erin and Erika. Changes are happening rapidly. Postings about social distancing and sanitation are on the BYLT office door. Additional, new required postings will be made at the office both to the front door and employee areas as appropriate.

Erika sent an update including this Labor Department notice on March 23 to the Board and Staff, to include Nevada County's CODE RED alert.

ACTION: Letty to continue State Labor Department monitoring

ACTION: Erika is contacting Nestor Borrego, BYLT Human Resources attorney for further recommendations.

ACTION: Updated postings will be made as appropriate.

## **Public about operations status**

BYLT public communications regarding COVID-19 actions include the primary banner on BYLT.org includes a bold banner that states:

*Due to public health and safety concerns from the COVID-19 pandemic, BYLT will be canceling community gatherings and volunteer days through May 1st, as guided by Gov. Newsom's executive order. Our staff is working remotely per the stay at home directive. Contact staff by email: [name@bylt.org](mailto:name@bylt.org).*

Facebook postings and email communications to the BYLT community include similar notices. Another email to the BYLT community is targeted for later this week, after the March 24 Board meeting.

ACTION: Robin will work with Erika to create a Covid-19 information repository on the Board Member Resource page including updated Labor Laws, Paid Leave, FMLA, and other vital related information.

ACTION: Robin updated language on COVID-19 banner as noted above.

## **Mail – how to handle**

Lisa has been handling the mail at the post office and deposits this past week per agreement of the staff. Call participants determined that staff should not pick up mail at the post office until after the Board meeting and/or further notice. In agreeing, Erin and Erika expressed concern for timely receipt of grant payments in addition to donations being mailed.

### **Check in on how staff is doing and addressing their needs**

Erin and Erika are working with staff to be sure their needs are addressed. Pay is continuing at their current levels. Remote team meetings are planned for this afternoon and a remote staff meeting is planned for Wednesday, with weekly meetings to follow.

Erin and Erika are setting up expanded Google Docs, Google chat and Dropbox capabilities to facilitate communications and workflow, as well as the Asana project management tool. Additional information on cyber security and related information is being provided to the staff. Cyber security notice is another example of the effective collaboration going on among neighboring land trusts and our local community.

### **Status of trails and city plans**

Erin has designed signage for BYLT trails to alert the public to the State mandate and social distancing referencing the State order. Attorney Marsha Burch has reviewed the text and Erin is distributing to Board members for further review.

Erin has the capacity to create, print and laminate the signs from her home office.

ACTION: Erin is distributing sign language to the call team for review. A determination as to who and when posting will occur will be made after the BOD meeting and in collaboration with Nevada City and Grass Valley police and city management.

### **Land management considerations**

Erin expressed concern for security and trespassing on BYLT properties such as Garden Bar and Rice's Crossing. It was noted that Jim Gates has been going to Garden Bar approximately once a week to care for his cattle.

ACTION: TBD, for now no onsite staff actions

### **Nevada County Covid-19 Task Force update**

Erika and Erin are working closely with County leadership to monitor local directives and responses. Erika is actively involved with a **Nevada County Community Covid-19 Task Force** organized by the County CEO Office with 70+ community leaders from various sectors - from law enforcement to Cities/County Staff, non-profits and businesses across Nevada County. Recognizing the State mandate and at Erika's request, the county attorney is seeking clarification from the State as to what qualifies as essential functions such as trail maintenance, vegetation/land management and wildfire mitigation. Currently city trails including those with BLYT easements are open and are being heavily used. City parks are closed because of the propensity for public gather and sanitation considerations.

Trail status can change at any time. It was noted that Pt Reyes was closed because of challenges with social distancing given the number of people on site.

Erika reached out to the County Executive Officer Monday, 3/23 who confirmed the following:

*Our counsel shared updates on “essential employees”. It included “Fire Mitigation Activities” as part of “Law Enforcement, Public Safety and First Responders.” And “Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)” in community based gov-ops section.*

*We will most definitely send you information as it becomes available.*

### **Overall**

BYLT fully understands that the State mandates govern over County or local mandates.

Board members on the call reaffirmed with Co-EDs that BYLT is maintaining an *employees-first priority over security and land management*. BYLT will follow the Stay at Home directive with no exceptions. Board members on the call reiterated that applies to our Co-ED team also.

Board members acknowledged the proactive urgent leadership Erika and Erin are demonstrating both in their management of the staff through a very volatile time and their active networking among colleagues and experts as well as the Board to stay on top of the rapid legal and social changes.

Letty will lead the Covid-19 discussion at the Board Meeting, especially as it relates to State mandates and essential services.

Robin Milam  
Secretary, Board of Directors  
Bear Yuba Land Trust