

**RESOLUTION NO. 1430
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION RATIFYING CITY MANAGER'S ACTIONS IN
RESPONSE TO DECLARATION OF EMERGENCY**

Whereas, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

Whereas, on March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

Whereas, on March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon; and

Whereas, on March 13, 2020, the City Council of Prineville declared a state of emergency as a result of the COVID-19 pandemic per Resolution 1429; and

Whereas, on March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency; and

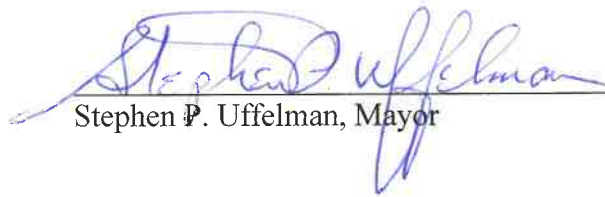
Whereas, on March 16, 2020, Prineville City Manager, Steve Forrester, issued the attached Administrative Order to protect the public and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

Whereas, on March 17, 2020, the Prineville City Manager adopted the attached Temporary City Policy to protect the health and safety of City employees.

NOW, THEREFORE, the City of Prineville resolves and declares the following:

1. The attached Administrative Order is hereby ratified by the City Council.
2. The attached Temporary City Policy is hereby ratified by the City Council.

Approved by the City Council this 24th day of March, 2020.


Stephen P. Uffelman, Mayor

ATTEST:


Lisa Morgan, City Recorder



ADMINISTRATIVE ORDER DATED MARCH 16, 2020
of the
City Manager of the City of Prineville, Oregon

**ORDER TO PROTECT THE PUBLIC AND EFFICIENTLY CONDUCT ACTIVITIES
THAT MINIMIZE OR MITIGATE THE EFFECT OF EMERGENCY**

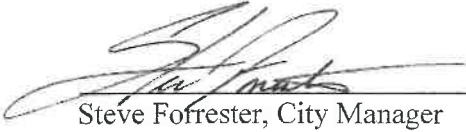
The City Manager of the City of Prineville find that:

- A. COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020.
- B. COVID-19 are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions.
- C. On March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1).
- D. On March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon.
- E. On March 13, 2020, the City of Prineville City Council declared a state of emergency relating to COVID-19 in the City of Prineville (Resolution 1429).
- F. On March 16, 2020, Governor Kate Brown announced that effective March 17, 2020, social gatherings shall be limited to no more than 25 persons.
- G. Pursuant to Resolution 1429, I have the authorization to take such actions and issue such orders as are determined to be necessary to protect the public and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency as described in Prineville City Code 31.05.

Now, therefore, based on the above findings, THE CITY MANAGER OF THE CITY OF PRINEVILLE ORDERS THAT:

1. To protect the health and safety of City employees, with input from the City Human Resource Department, IT, legal, and other City department heads, I have and will continue to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other polices that will be in effect for the duration of the emergency.
2. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Prineville is canceling all standing advisory committee meetings and activities.
4. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, City Hall shall be closed to the general public. Citizens may call City Hall at 541.447.5627 for any governmental needs. Citizens may pay utility bills by utilization of the drop box behind City Hall, over the phone at 541.447.5627, by mail, or through the City's website at <https://www.cityofprineville.com/>.
5. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the Prineville Police Department lobby will be closed to the general public. Citizens may call the Prineville Police Department at 541.447.4168.
6. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, all non-emergency service calls by Prineville Police shall be handled by telephone.
7. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Prineville project-based meetings shall be done telephonically and/or by live feed. If the meeting is unable to be conducted telephonically and/or by live feed then the meeting shall be cancelled.
8. At this time, scheduled City Council meetings will continue to occur, but with social distancing modifications, including increased space between chairs, encouragement of telephonic and livestreaming options, and limiting the in-person attendance to no more than 25 persons.
9. The City will not send shut-off notices or shut-off water for non-payment of unpaid water bills while this emergency is in place. Any late fees caused as a result of the emergency shall be eligible for a future credit.
10. All permitted special events of more than 25 persons are cancelled during this emergency.
11. This Order shall be effective March 17, 2020 at 8:00 a.m. and shall remain in effect until April 12, 2020 at 4:30 p.m. unless superseded sooner.

So Ordered this 16th day of March, 2020



Steve Fofrester, City Manager
City of Prineville

ATTEST:



Lisa Morgan, City Recorder
City of Prineville



TEMPORARY CITY POLICY: RESPONSE TO COVID-19

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Prineville locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

Definitions:

Novel Coronavirus / COVID-19: a respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019". (abbreviated "COVID-19")

Curtailed operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon Family Leave Act: The spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and cancelling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Crook County Health Department: The regional health authority for public health concerns in Crook County.

GENERAL POLICY:

The City of Prineville is following the guidance of the Governor's Office, Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Crook County Health Department. The city is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

The City of Prineville has designated Humans Resource Director, Darla Rhoden, as the employee responsible to establish, implement, and enforce social distancing policies, consistent with the guidance from the Oregon Health Authority.

CURTAILED OPERATIONS:

- A. Effective 03/17/20 0800 and until further determination the lobby of City Hall will be closed to the public. The City will not disconnect water service for non-payment of sewer/ water bills during this time. Customers are still responsible for sewer/ water charges due now and accrued during this time of social distancing. Customers should continue to pay their utility bill. The City offers many different ways to pay your bill that minimizes person to person contact. Payments can be made through our drop box behind City Hall, over the phone (541-447-5627), by mail, or through our website at <https://www.cityofprineville.com/>. For those customers who prefer paying in cash, a money order can be purchased at the 7-11 convenient store across the street.
- B. The City will not send shut-off notices or shut-off water for non-payment of unpaid water bills while this emergency is in place. Any late fees caused as a result of the emergency shall be eligible for a future credit.
- C. Planning Department related business for applications, payment and general questions will be required to contact Joshua Smith at: jsmith@cityofprineville.com, 541-447-2367 or Casey Kaiser at: Ckaiser@cityofprineville.com, 541-447-8338 for alternative solutions to Planning Department transactions.
- D. All non-essential city related business travel shall be postponed.
- E. Standing advisory committee meetings and activities are cancelled.
- F. At this time, scheduled City Council meetings will continue to occur, but with social distancing modifications including reducing meeting length, increased space between chairs and encouragement of livestreaming options. Meetings may be conducted telephonically, consistent with Oregon Public Meetings law.
- G. Face to face city business meetings shall ensure that a distance of at least six feet between individuals be maintained at all time. Electronic and telephonic meetings shall be utilized whenever possible.
- H. City Hall, and its reservable meeting rooms will be closed to outside uses. The City will make available video conferencing services for groups who routinely use these facilities.
- I. The Prineville Police Department business lobby will be closed to the public effective 3/17/20.
- J. All non-emergent Prineville Police Department Calls for service will be handled telephonically.
- K. All employees must remain at least six feet distant from each other while on duty.

PERSONNEL LEAVE GUIDANCE

This policy applies to all employees, and specifically those who fall into one of the following categories:

- A. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
- B. An employee or household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
- C. The school or daycare center of an employee's dependent has closed due to COVID-19;

- D. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent; or
- E. The employee is subject to a federal, state, or local quarantine or isolation order.

POLICY GUIDELINES:

- A. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Payroll Code Reason Code ([PHE-Covid19](#)) to account for the absence.
- I. Reason Code ([PHE-Covid19](#)) will pay an employee's regular wage without utilizing leave accruals.
- II. This Reason Code does not identify whether or not an employee is ill, but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19.
- III. If employees utilize Reason Code ([PHE-Covid19](#)) absence they must complete the Coronavirus Form and turn it in to their direct supervisor before submitting a timecard.
- IV. The direct supervisor will then forward the completed form to HR. Supervisors shall NOT retain a copy of this form in their supervisor file.
- B. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.
- C. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill:
 - I. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
 - II. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor and IT Department to gain approval and make appropriate arrangements for telecommuting.
 - III. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
 - IV. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Reason Category (to be determined) should be utilized to account for time away from work.
- D. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts). No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request the FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.
- E. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
- F. Implementation: Elected officials, department directors and all supervisory staff are responsible for implement this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)

G. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon and City of Prineville.