



CITY OF COBURG • P.O. BOX 8316 • COBURG



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## **Administrative Order 2020-15 Temporary City Policy: Response to COVID-19**

**November 16, 2020**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, has impacted the State of Oregon, Lane County and of Coburg locally. Per the Governor's Guidelines issued on November 13, 2020, and per the OSHA Temporary Rule Addressing Workplace Risks, the City finds it necessary to make the following temporary policies beginning on Monday, November 16 through December 31, 2020. This policy may be changed or extended due to further state guidelines or temporary rules as they are implemented.

**Public Meetings** – No Public Meeting will be held in person. All meeting must take place remotely, or rescheduled after December 31, 2020

**Curtailed Operations** - City Hall will be closed to the Public beginning on Wednesday November 18<sup>th</sup> through Wednesday, December 31, 2020. Staff will be available for assistance to the public by appointment only by calling or emailing.

**Visitor to City Hall** - All visitors to City Hall are to wear masks, and to remain in the lobby area. Any meetings that take place are to be in the City Council Chamber where social distancing must be practiced.

**Change in Policy** - This policy may be subject to change based upon further guidance issued by the Governor of the State of Oregon at any time during this period. Please consult with your supervisor if you are unsure of any part of this policy.

### **Employee Work Hours**

Our employees are at the forefront of our concern as we work to adapt quickly to this continued public health threat and navigate temporary 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.

**Essential Staff** – Only necessary and identified essential staff will report to work during this time period. All other staff will work from home when possible. Employees reporting to work are encouraged to stagger shifts and work cooperatively in order to ensure the least risk of exposure.

**Work Station and Assigned Work Areas** - All employees are assigned work areas that must be at least 6 feet from other staff members. Employee are responsible for cleaning and disinfecting their own work areas on a daily basis. Cleaning supplies will be provided to each employee.

**Telecommuting Staff** –Staff working from home will continue to be in contact with their supervisor through phone, email and remote meetings. A schedule for staff working from home will be provided to the City Administrator no later than the end of the day on November 18, 2020.

**Social Distancing and Face Coverings** –All staff are to continue to practice social distancing when in City Hall and/or when working in the capacity of their department. Face Coverings are to be worn at all times when in City Hall or in the line of service throughout the City except when eating or drinking. Exemptions to this policy will be given as provided through the OSHA Temporary Rule. Staff are to avoid congregating in hallways, lunchroom or offices.

**Covid-19 Infection exposure, Quarantine or Isolation** – All employees who have been exposed, recommended for quarantine and or isolation whether recommended by a physician or health authority, or by your employer, must do so. Employee’s will be allowed to work from home to the greatest extent possible. If an employee can’t work from home due to the nature of your position, then you will be granted up to two weeks Covid-19 pay based up regular scheduled hours and rate of pay.

**Sick Leave Policy** – Employees who are sick due to Covid-19 are eligible for up to 80 hours of sick leave based upon their regular rate of pay.

**Covid-19 Training** – Per OSHA requirements, all employees will be required to take a Covid-19 online training no later than December 21, 2020. Further information will be provided regarding training.

**Exceptions** - Exceptions to this temporary policy may only be granted by the City Administrator or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

**Implementation** - Supervisory staff are responsible for implementing this policy within their respective departments. Employees should look to their Department Supervisor for direction as to whether they have been deemed essential or not, and to manage their regular work, or work from home hours.

DATED this 17<sup>th</sup> day of November, 2020



Anne Heath, City Administrator

Ratified by City Council on December 8, 2020

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Ray Smith, Mayor