



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



OREGON 97408 • 541-682-7850 FAX 541-485-0655

Administrative Order 2020-10

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as Covid-19 continues to impact the City of Coburg. However, per Governor Kate Brown's orders the State of Oregon has moved to Phase II of recovery and therefore the City policy will change as it pertains to the operations of the City

As of June 5, 2020 the City of Coburg will provide the following guidelines for City Operations:

- Hours of City Hall will be from 8-5 daily. Customers will be encouraged to wear masks and utilize the hand sanitizer provided by the front door. Only two customers will be allowed in the lobby at one time. Customers waiting will be provided a waiting area to provide proper social distancing of at least 6 feet.
- Customers are encouraged to make appointments with the professional staff of the City. All requirements stated above will be in effect for scheduled meetings.
- Public meetings will return to normal to the extent possible. Face Masks and social distancing will be required for all of the City Council, Commissions, and Committees as well as the public participating in the meetings. The City Council room capacity may only hold 20, therefore public will be admitted as allowable by the capacity of the room based upon the attendance of necessary members of council, Commissions and Committees and staff required for support of the meeting. The City encourages public participation in all City meetings. At this time there is limited seating due required social distancing guidelines. Please contact the City Recorder to discuss what options that are available for participating in public meetings at 541-682-7852.

Return to Work

Employees who are telecommuting may return to work under the following conditions:

- All sick policies as they pertain to Covid-19 remain in effect as set in Administrative Order 2020-02.
- All policies stipulated in Administrative Order 2020-08 will remain in effect.

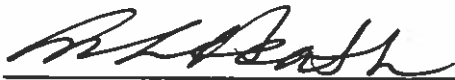
Opening of Parks:

Per the Governor's Guidelines for Phase II opening, the following will be the policy for Parks and Open Space:

- All parks and trails will be open for use
- Restrooms in Norma Pfeiffer Park will be open. The restrooms will be cleaned once a day. The City does not have the capacity to clean them twice per day. Therefore, the public should use at their own risk.
- Per the Governors Guidelines playground equipment and basketball courts will remain closed until further notice.
- All City Parks will close at 10 p.m.
- Picnic tables, shelters and benches may be used with proper and responsible social distancing.
- Park reservations may be made for gatherings per the established policy at the time of the reservation. Special policies may exist and therefore those interested in reserving the park should call 541-682-7850. All reservations may be subject to change based upon changes in the Governor's guidelines.
- When parking at the parks leave one empty space between cars when possible.
- The Public is strongly encouraged to follow social distancing guidelines of six feet and wear a face covering when visiting the parks and trails.

This Administrative Order will remain in effect until there is a change in the Governor's Guidelines.

Established June 5, 2020



Anne L. Heath, City Administrator

Ratified by City Council on July 14, 2020

Ray Smith, Mayor

Attest:

Sammy Egbert, City Recorder