



ADMINISTRATIVE POLICIES

SECTION:	Health and Safety	POLICY #:	COVID-19 Temporary Emergency Policy 1
TITLE:	COVID-19 Social Distancing	PROCEDURE #:	N/A
		ORDER #:	
DEPT:	Board of Commissioners	PROGRAM:	N/A
ADOPTED:	03/20	REVIEWED:	REVISED:

PURPOSE: The purpose of this policy is to mitigate the impacts and reduce the spread of Novel Coronavirus Disease 19 (COVID-19).

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the methods through which the Board of Commissioners takes formal action on administrative policy. They are the official record of county administrative policy.

APPLICABILITY: Elected officials, department heads, all regular and temporary county employees, volunteers, and contractors.

GENERAL POLICY: The Centers for Disease Control and Prevention/Oregon Health Authority have issued new guidelines to mitigate the impacts and reduce the spread of COVID-19. Marion County's priority is to maintain essential services and critical business needs as defined by department Continuity of Operations Plans (COOP).

DEFINITIONS:

Essential employee: An employee designated by their department head that provides for and maintains the functions of county essential services.

SUBJECT: COVID-19 SOCIAL DISTANCING

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.

Social distancing: Keeping one’s distance from others, even if you and they feel well.

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. While county offices are closed to the public, services remain open by phone, email, and pre-arranged appointment.
- 1.2. Implement social distancing by increasing the physical space between staff and/or the public to at least 6 feet and/or stagger work schedules when feasible.
 - 1.2.1. Persons in individual cubicles are considered sufficiently distanced. Those sharing a cubicle should face away from one another when possible and must maintain a distance of 6 feet.
 - 1.2.2. Employees whose work stations do not allow adequate social distancing should work with their supervisor to move to another work space if possible, or find an alternate work solution.
- 1.3. Cancel non-essential in-person work gatherings and events including non-essential staff meetings until further notice.
- 1.4. Cancel non-essential in-person advisory and other committee meetings, trainings or forums for the next 30 days, especially when those intended to participate are at risk of severe illness (those over 60 or who have underlying health conditions like diabetes, heart or lung disease.)
- 1.5. Cancel large in-person gatherings of 25 people or more until further notice.
- 1.6. Consider offering audio/visual alternatives for meetings and events when feasible.
- 1.7. Limit non-essential travel until further notice.
- 1.8. Review and update department and office COOP plans to ensure essential functions are available, especially services that are necessary for high risk and vulnerable populations. Departments should consider different staffing options.
- 1.9. For the health and safety of Marion County employees, it is the responsibility of each elected official, department head, regular and temporary county employee, volunteer, and contractor to follow the rules set out in this policy.

SUBJECT: COVID-19 SOCIAL DISTANCING

2. EXCEPTIONS

There are no exceptions to this policy.

3. IMPLEMENTATION

Elected officials, department heads, managers, and supervisors are responsible for implementing this policy in their departments and divisions.

4. PERIODIC REVIEW

This is a temporary policy that shall be in effect until the Board of Commissioners rescinds the COVID-19 emergency declaration.

Adopted: 03/25/20