

CITY OF NEWPORT
EMERGENCY ORDER NO. 2020-05

WHEREAS, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

WHEREAS, the City of Newport staff began meeting in early March regarding planning for a response to the COVID-19 emergency in Newport; and

WHEREAS, the Acting City Manager for the City of Newport declared an emergency on March 13, 2020, which was ratified by the Newport City Council at its meeting of March 16, 2020; and

WHEREAS, Newport staff took actions in an effort to “flatten the curve” of the COVID-19 virus, and by this Order, document those actions that include:

I, Spencer R. Nebel, City Manager, hereby order:

March 26, 2020 Approved a COVID-19 Temporary Social Distancing Policy. A copy of the policy is attached.




Spencer R. Nebel, City Manager

Dated: March 26, 2020



Temporary Policy Social Distancing – COVID-19

POLICY NUMBER: COVID-19.3	EFFECTIVE DATE: March 25, 2020
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: 	DATE: 03-26-20

POLICY

In response to the COVID-19 pandemic, when telework and work-from-home options are not available for an employee, the city has implemented a social distancing policy.

This policy establishes the protocols for maintaining social distancing for business critical visitations and business practices in compliance with Executive Order 20-12/Workplace Restrictions.

The city will utilize telework and work-at-home to the maximum extent possible. Work in offices is specifically prohibited if telework or work-at-home measures are available, in light of position duties, availability of teleworking equipment, and network adequacy.

This policy applies to all city employees.

Definitions

Social Distancing

Social distancing is a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease. The Health Officer has the legal authority to carry out social distancing measures. Since these measures will have considerable impact on our community, any action to start social distancing measures would be coordinated with local agencies such as cities, police departments and schools, as well as with state and federal partners.

The following procedures are effective March 25, 2020 and until further notice.

Procedures

- Minimize contact with people unless absolutely necessary
- Maintain an immediate distance of at least six feet from others. This includes all work areas including break and lunch rooms
- Only business critical visitors will be allowed inside city facilities
- Emergency responders and safety professionals will have access as necessary
- When social distancing is not possible, appropriate personal protective equipment (PPE) will be used by city employees when interacting with business critical visitors
- Cancel all non-essential face-to-face meetings and trainings

- If a face-to-face meeting is necessary, space each person at least six feet apart
- If you are not able to meet the social distancing requirements for a meeting, the meeting should be cancelled
- Use phone conferencing where possible
- Do not shake hands

All employees are expected to comply with this temporary social distancing policy.