



*A place where families and businesses thrive.*

**CITY COUNCIL SPECIAL MEETING AGENDA**

**THURSDAY, MARCH 26, 2020  
WEBEX MEETING COMMUNITY AUDITORIUM  
1915 MAIN STREET**

**NOTICE: VIDEO CONFERENCE SPECIAL MEETINGS**

The City will be using Cisco Webex Meetings to remotely host the special meetings. Due to circumstances resulting from COVID-19 (Coronavirus disease) and as a precaution, the Council is limiting in-person contact and promoting social distancing. No oral public comments will be taken. The Council is asking that anyone wishing to speak on an item not on the agenda to submit written comments by March 26, 2020, 5:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). The City Council Special Meeting will be televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-meetings-forest-grove>.

- 6:00 PM URBAN RENEWAL AGENCY SPECIAL MEETING**
- 6:30 PM SOLID WASTE CEP ADVISORY COMMITTEE (CEPC) SPECIAL MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President  
Timothy A. Rippe  
Elena Uhing

Mariana Valenzuela  
**Adolph “Val” Valfre, Jr.**  
VACANCY

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

- ➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.
- ➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

Bryan Pohl, Community  
Development Director  
Jesse VanderZanden, City  
Manager

**6:00**

**URBAN RENEWAL AGENCY SPECIAL MEETING:**

The Urban Renewal Agency (URA) Board of Directors will be video conferencing remotely during this meeting. The Board shall sign-in at 6:00 p.m. and join the Webex meeting. Refer to Page 4 for instructions. (***Refer to separate meeting agenda and packet***)

(PowerPoint Presentation)  
Paul Downey, Administrative  
Services Director  
Bev Maughan, Executive Assistant  
Jesse VanderZanden, City  
Manager

**6:30**

**SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) SPECIAL MEETING**

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will be video conferencing remotely during this meeting. The Committee shall sign-in at 6:30 p.m. and join the Webex meeting. Refer to Page 4 for instructions. (***Refer to separate meeting agenda and packet***)

**7:00**

1. **CITY COUNCIL SPECIAL MEETING:** Call to Order and Roll Call. The City Council will be video conferencing remotely during this meeting. The Council shall sign-in at 7:00 p.m. and join the Webex meeting. Refer to Page 4 for instructions.

2. **CITIZEN COMMUNICATIONS:**

No oral public comments will be taken. As a precaution, the Council is limiting in-person contact and promoting social distancing. The Council is asking that anyone wishing to speak on an item not on the agenda to submit written comments by March 26, 2020, 5:00 p.m. via e-mail to: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov). Thank you.

3. **CONSENT AGENDA:** None.

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS: COVID-19 (Coronavirus disease):**

(PowerPoint Presentation)  
Michael Kinkade, Fire Chief  
Jesse VanderZanden, City  
Manager

**7:10**

5. A.

- *State Update, Michael Kinkade*
- *County Update, Michael Kinkade, Fire Chief*
- *City Update*
  1. *COVID Situation Report, Jesse VanderZanden, City Manager*
  2. *COVID Leave Policy, Brenda Camilli, Human Resources Manager*
  3. *April Public Meetings, i.e., B/C Meetings, Jesse VanderZanden, City Manager*
  4. *Police Prescription Drug Pick Up Program, Henry Riemann, Interim Police Chief*

- 5. *Parks Closure & Restrooms, Tom Gamble, Parks and Recreation Director*
- 6. *Financial Update, Paul Downey, Administrative Services Director*

- |   |                    |   |
|---|--------------------|---|
| Paul Downey, Administrative Services Director<br>Jesse VanderZanden, City Manager | 8:00               | 6. <b><u>RESOLUTION NO. 2020-30 ESTABLISHING A CUSTOMER ASSISTANCE PROGRAM FOR WATER FOR CITY OF FOREST GROVE WATER UTILITY CUSTOMERS</u></b>   |
| Peter Truax, Mayor  | 8:15               | 7. <b><u>RESOLUTION NO. 2020-31 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON APRIL 30, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-29</u></b> |
| City Councilors   | 8:20               | 8. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>   |
| Peter Truax, Mayor  | 8:30               | 9. <b><u>MAYOR'S REPORT:</u></b>  |
|   | 8:40               | 9. A. <ul style="list-style-type: none"><li>• <i>Motion to Approve Submitting a Letter of Support on behalf of the City Council for the State of Oregon Governor's Executive Order Placing a Temporary Moratorium on Residential Evictions for Nonpayment</i></li></ul>                 |
|   | <b><u>8:45</u></b> | 10. <b><u>ADJOURNMENT:</u></b>  |

## INSTRUCTIONS FOR VIDEO CONFERENCING FOR CITY COUNCILORS AND CITY OFFICIALS:

This meeting will be televised live by TVCTV, Ch 30, from the projector screen at the Community Auditorium. The City will be using Cisco Webex Meetings to host the meeting remotely for City Councilors and City Officials:

- *Please ensure that Cisco Webex App has been downloaded to your iPad.*
- *Please ensure that iPad is fully charged and plugged-in if possible.*
- *Use headphones/AirPods with a microphone if possible.*
- *Have a good internet connection.*
- *Be seated in an area that is quiet.*
- *If connection is lost, you can join the meeting again. The meeting will continue as long as a quorum is present.*
- *If you do not have a good internet connection, please notify the Chief Kinkade for contingency plan instructions.*
- *You will be unable to view documents on your iPad while video conferencing. It is best to print a hardcopy or request a hardcopy be delivered to you by notifying the City Recorder.*

Instructions once the Meeting is Called to Order:

1. The Mayor will be seated at the dais and will sign-in and call the Meeting to Order. All City Councilors and city officials will join the meeting. Everyone will be able view the Mayor from the screen.
2. A city official will be hosting at the center of the room and projecting the video meeting on the large projector screen. Due to screen limitations, only the person speaking will be forefront.
3. Everyone will be muted with exception of the Mayor:
  - If a Councilor has a comment or question, raise your hand (staff will be scrolling the screen and be able to see everyone) and the Mayor will recognize you by name and you will be unmute and asked to speak.
  - Roll call votes will be taken.
4. The City Manager will be setup remotely. The City Manager will use this offsite location and call upon Department Directors by name to give the staff report and address questions/comments from the Council.



# Oregon COVID-19 SITUATIONAL STATUS REPORT



Summary as of: 3/23/2020 at 0900

Oregon OEM Executive Duty Officer Cell: 800-452-3111 Email: edo@mil.state.or.us

Public Health Duty Officer Cell: 971-246-1789 Email: php.duty-officer@state.or.us

## Current Oregon Public Health Emergency Response Activation Level: Level 1 for COVID-19



The highest level of response reserved for critical emergencies and includes full AOC/ECC activation. The Oregon Public Health Division assigns the largest number of staff possible to work on the response. Incident leadership decides when a lower level of response is needed.

Operation Center	Status	Comment
State Emergency Coordination Center (ECC)	Activated	Activated at 1200 on 03/02/2020
State ESF-8 PHD-AOC	2020-0178 PHD Incident Management Team	Activated on 1/21/2020
State ESF 8 Liaison Desk in ECC	Staffed as of 1200 on 3/2/2020	Activated on 03/01/2020 for 2020-0178

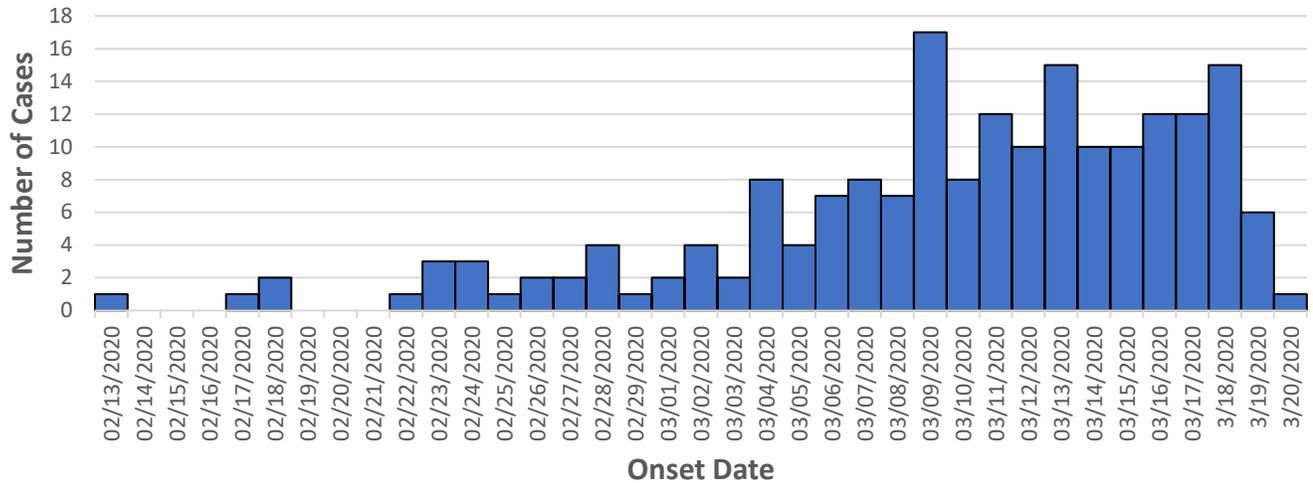
## Brief Update of Overall Situation in Oregon

### Cases, PUIs and PUMs

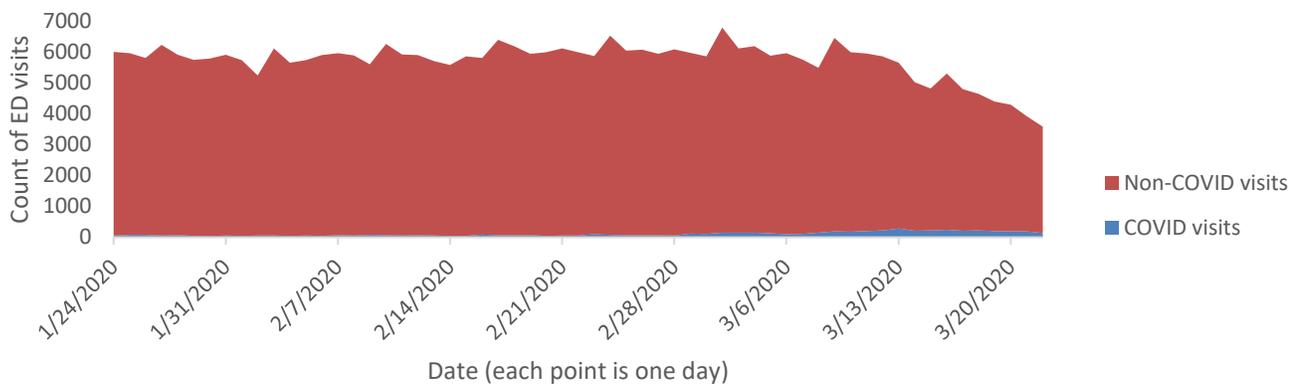
- 191 confirmed cases of COVID-19
- 5 deaths reported in Oregon
- 3649 persons under investigation with negative test results
- This report will no longer include the number of pending test results. Those numbers are only available from the Oregon State Public Health Lab. Commercial labs have the ability to conduct testing on an industrial scale, but do not report pending results, so this number no longer accurately reflects the number of pending results. (last report)
- 71 specimens were received at the Oregon State Public Health Lab (OSPHL) 3/22
- 109 OSPHL test results were released on 3/22

Oregon Test Results	
Positive	191
Negative	3649
Total tested	3840
Reporting total tested by person, not specimen. This number is subject to change as records are reconciled	

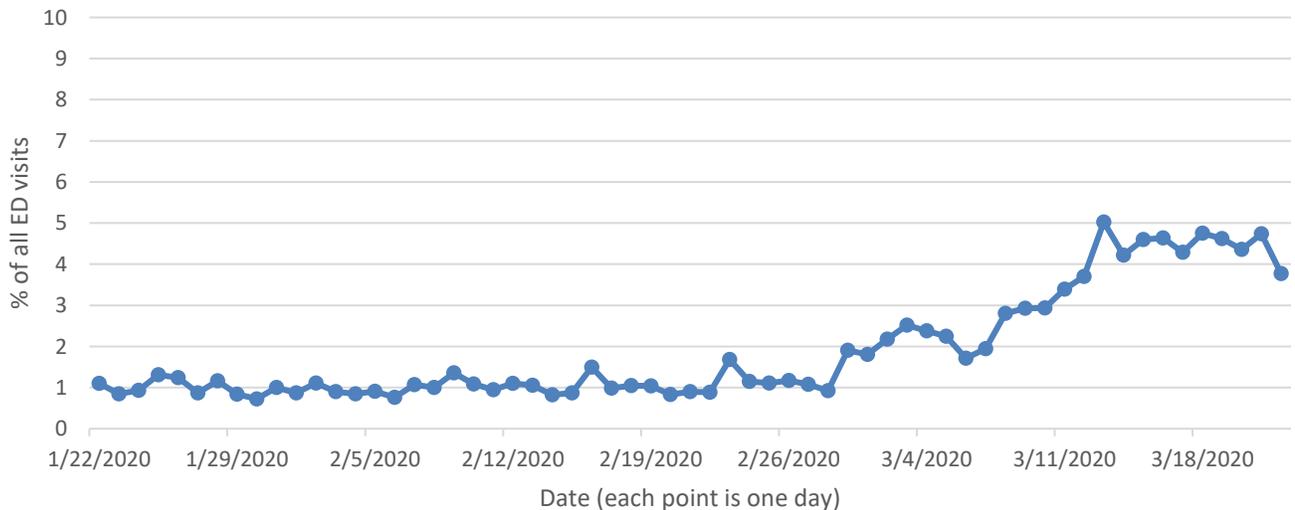
## COVID-19 Cases by Symptom Onset Date, Oregon, 2020



## COVID-like visits still make up a small proportion of all reported ED visits reported, and total ED visits might be decreasing ...



## ... but the percentage of COVID-like visits is increasing.



## ESF-8 PPE Burn Rate

Supplies as of 3/23/2020

NON-EXPIRED PPE	N95s	Face Shields	Splash Shields	Gowns
Current level	<b>118,009</b>	<b>402</b>	0	0
Starting amount (with state reserve)	580,500	8,160	521	16,280
Burn rate so far*	<b>79.67%</b>	<b>95.07%</b>	100%	100%
EXPIRED PPE	Procedural Masks	N95	Gloves	Gowns
Current level	<b>1,925</b>	<b>789</b>	<b>317,513</b>	<b>964</b>
Starting amount	49,254	7,420	1,354,920	7,193
Burn rate so far*	<b>96.09%</b>	<b>89.37%</b>	<b>76.57%</b>	<b>86.60%</b>

\*This chart reflects PPE distributed by OHA. Orders have been filled for 3 weeks. The total includes 30% of the non-expired PPE reserved - 20% for state agencies and 10% for tribes; tribes are receiving all of their allocated PPE. The PPE allocation plan will be revised during this operational period and PPE collection and distribution will be maintained by the ECC.



# Health & Medical Lifeline Summary

Component		Status	ANTICIPATED INSTABILITY
 <p>Medical Care</p>	<p><b>ESF8 Hospital Task Force</b> <b>ESF8 Long-term Care Task Force</b></p> <ul style="list-style-type: none"> <li>- Dialysis</li> <li>- Pharmacies</li> <li>- Long-term Care Task Force</li> <li>- VA Health System</li> <li>- Veterinary Services</li> <li>- Home Care</li> </ul>	<b>Impact</b>	<ul style="list-style-type: none"> <li>- Projected patient influx to Oregon hospitals in the coming week if infection rates continue will cause significant surge and PPE shortage throughout the region</li> </ul>
		<b>Actions</b>	<ul style="list-style-type: none"> <li>- OHA Joint Task Force subgroups (EMS, Hospitals and Healthcare Systems, Long-term Care and other Congregate Care for Vulnerable Populations) continue to meet to finalize recommendations and respond collaboratively to the increased demand on our healthcare system from COVID-19.</li> <li>- <b>Developing and piloting a plan for reporting available licensed hospital beds, intensive care beds, and ventilators using hospital reporting in HOSCAP</b></li> <li>- <b>Finalizing the Health and Medical Community Lifeline Status tool with available information on medical, public health, patient transport, medical supply chain, and mass fatality businesses and organizations</b></li> <li>- <b>Updated long-term care facility (LTCF) guidance to include information on safe readmission of LTCF residents that required hospitalization in coordination with DHS, ESF-8 senior health advisor and Depart of Justice (DOJ).</b></li> <li>- <b>Drafted survey for Ambulatory Surgery Centers to assess number of ventilators for possible repurpose to critical care settings</b></li> <li>- <b>Continuing to support planning for Oregon Medical Station Operations</b></li> <li>- Ordered isolation pods to critical access hospitals (last report)</li> </ul>
		<b>Limiting Factors</b>	<ul style="list-style-type: none"> <li>- PPE stock is strained in the state and across the nation</li> <li>- Forecasted blood supply shortage due to reduced donation</li> </ul>

 <b>Patient Movement</b>	<b>ESF8 EMS Task Force</b> <ul style="list-style-type: none"> <li>- Behavioral Health</li> <li>- Emergency Medical Services</li> </ul>	<b>Status</b>	<b>STABLE</b>
		<b>Impact</b>	No Impact
		<b>Actions</b>	<ul style="list-style-type: none"> <li>- Coordinating with Oregon State Fire Marshal's office related to EMS/Fire PPE needs</li> </ul>
		<b>Limiting Factors</b>	
 <b>Public Health</b>	<ul style="list-style-type: none"> <li>- Epidemiological Surveillance</li> <li>- Laboratory</li> <li>- Clinical Guidance</li> <li>- Assessment/Interventions/Treatments</li> <li>- Human Services</li> <li>- Behavioral Health</li> </ul>	<b>Status</b>	<b>UNSTABLE</b>
		<b>Impact</b>	<ul style="list-style-type: none"> <li>- 191 confirmed cases of COVID-19</li> </ul>
		<b>Actions</b>	<ul style="list-style-type: none"> <li>- Contracts awarded to local public health authorities and tribes in all 42 jurisdictions to support COVID-19 efforts are issued as of 3/18/2020. Approximately 25% have been signed and returned by partners (last report).</li> <li>- Planning for procurement and deployment of testing kits (last report)</li> <li>- <b>Requested guidance for Early Learning Division partners and messaging for EL providers, parents and community, including grandparents as caregivers</b></li> <li>- <b>Addressing communications requests from state agency partners for Deaf and Hard of Hearing Communities</b></li> <li>- Collaborating with Oregon Department of Education and Department of Human Services on guidance for continuity of mental health services per Governor's Executive Order</li> <li>- Planning development of guidance for migrant workers and families</li> <li>- Requested guidance for safety measures for health care interpreters</li> <li>- <b>Continuing to ensure LPHAs and Tribes have current information on allocation and type of recommended PPE and to provide clear messaging to respond to inquiries on homemade PPE</b></li> <li>- Preparing to recruit and onboard approximately 500 new SERV-OR healthcare volunteers by 3/28/20</li> </ul>
		<b>Limiting Factors</b>	<ul style="list-style-type: none"> <li>- Public Health staffing at the local, Tribal and state level are strained</li> <li>- <b>Alignment and coordination to prevent duplicate efforts and streamline information for state, local and community partners</b></li> <li>- <b>Need to ensure that all guidance documents are up-to-date</b></li> </ul>
<b>Fatality Management</b>	Mortuary and post mortuary services	<b>Status</b>	<b>STABLE</b>
		<b>Impact</b>	<ul style="list-style-type: none"> <li>- 5 deaths in Oregon</li> </ul>

		<b>Actions</b>	- Continuing to monitor
		<b>Limiting Factors</b>	

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Prepared by Katie Kopania, SITL • Reviewed by Danielle Brown, Deputy PSC

• Approved by Ian Yocum & Melissa Powell, ICs



# Food, Water & Shelter Lifeline Summary

<p><b>Component</b></p>  <p>Food</p>	<p><b>ESF 6 Task Force: Feeding Vulnerable Populations</b></p> <p><b>ESF 6 Task Force: Unemployment</b></p> <ul style="list-style-type: none"> <li>- Commercial food distribution</li> <li>- Commercial food supply chain</li> <li>- Food Distribution Programs</li> </ul>	<p><b>Status</b></p> <p><b>Impacts</b></p> <p><b>Actions</b></p> <p><b>Limiting Factors</b></p>	<p><b>ANTICIPATED INSTABILITY</b></p> <p>Food Supply, Security and Distribution</p> <p>ESF 11 Operations conducted under the Mass Care Operations Team (MCOT)</p> <p>MCOT Feeding Task Force lead by DHS, Oregon Food Bank (OFB) and Red Cross. Working with local jurisdictions, multiple state and federal agencies and NGOs. Focused work includes:</p> <ul style="list-style-type: none"> <li>• Child Nutrition Programs</li> <li>• Stability of Oregon Food Bank Network</li> <li>• Feeding Oregon's vulnerable populations               <ul style="list-style-type: none"> <li>○ Elderly and home bound</li> <li>○ Persons with disabilities</li> <li>○ Homeless Population</li> </ul> </li> </ul> <p>Maintaining close contact with Private/Public Partnership liaison and ESF 18, Business and Industry to monitor fluctuations in supply chains</p> <p>Vulnerabilities in volunteer work force. Many volunteer organizations in Oregon depend on older populations. Homeless shelters and food distribution operations losing staff to complete work.</p>
<p><b>Component</b></p>  <p>Water</p>	<p><b>ESF 6</b></p> <ul style="list-style-type: none"> <li>- Drinking Water</li> <li>- Utilities</li> <li>- Wastewater systems</li> <li>- Commercial Water Supply</li> </ul>	<p><b>Status</b></p> <p><b>Impacts</b></p> <p><b>Actions</b></p> <p><b>Limiting Factors</b></p>	<p><b>STABLE</b></p> <p>None identified at this time</p>
<p><b>Component</b></p>  <p>Shelter</p>	<ul style="list-style-type: none"> <li>- Homeless Populations Task Force</li> <li>- Childcare Task Force</li> <li>- Abuse and Neglect Working</li> </ul>	<p><b>Status</b></p> <p><b>Impacts</b></p> <p><b>Actions</b></p>	<p><b>ANTICIPATED INSTABILITY</b></p> <p>Ensuring whole community safety, security and wellbeing.</p> <p>DHS has activated the ESF 6 Mass Care Operations Team (MCOT) to address whole community impacts created by COVID-19. This team is responsible for ensuring local jurisdictions receive the support and assets necessary to ensure children and families are safe and</p>

	Group - Alternative Facilities for Step-Down Patient care/Support OHP IMT - Housing (e.g. homes, shelters) - Commercial Facilities (e.g. hotels)		secure; and that shelter food and water are in sufficient supply. The Mass Care Operations Team includes all state agencies and non-governmental organizations identified in the Oregon Emergency Operations plan. Multiple task forces and work groups are established to lessen impacts of Oregon's most vulnerable populations and they continue work towards development of actionable response plans for both short-term and long-term considerations.  Task Force/Work Groups active in MCOT <ul style="list-style-type: none"> <li>• Homeless Populations</li> <li>• Childcare/Children Safety</li> <li>• Food/Feeding Vulnerable Populations</li> <li>• Employment</li> <li>• Abuse and Neglect</li> </ul> Maintains close partnership with ESF 15: Volunteers and Donations
		<b>Limiting Factors</b>	Community and social norms are significantly impacted by the spread of COVID-19
Component			
 Agriculture	Animals and Agriculture	<b>Status</b>	<b>STABLE</b>
		<b>Impacts</b>	
		<b>Actions</b>	
		<b>Limiting Factors</b>	None identified at this time

Prepared by Jasen McCoy SITL • Reviewed by Ron Zilli PSC • Approved by Jim Walker ECC

### Oregon Resources

- [OHA Public Health COVID-19](#)
- [Local Public Health Authority Directory](#)
- [ODE and OHA's CD Guidance](#)
- [Emerging Respiratory Infections: COVID-19](#)
- [OEM COVID-19 Resources](#)

### Other Resources

- [CDC Coronavirus Disease 2019 \(COVID-19\)](#)
- [CDC Hygiene Etiquette](#)
- [CDC Handwashing Campaign](#)
- [SAMHSA Coping with Stress During Outbreaks](#)
- [CDC Helping Children Cope with Emergencies](#)

### 2020-0178 COVID-19 Command Staff

- Current ESF8 Incident Commanders:** Ian Yocum & Melissa Powell
- Incoming ESF8 Incident Commanders:** Ian Yocum & Melissa Powell
- State ECC Manager:** Jim Walker
- Incoming State ECC Manager:** Bill Martin



# EMERGENCY OPERATIONS CENTER

## SITUATION REPORT #16

**Incident Name:** COVID-19 Outbreak

**Reporting Period:** March 23, 2020

**EOC IC:** Mjere Simantel

**OERS #:** 2020-0555

**EOC Location:** 215 SW Adams,  
Hillsboro, OR, 97123

### EOC Planning Section

**Operational Period** 08:30 March 18,2020  
to 08:30 March 25,  
2020

**Date/Time Posted:** March 23, 2020  
1700

**Phone:** (503) 846-6949

**Email:** [eoc-plans-chief@co.washington.or.us](mailto:eoc-plans-chief@co.washington.or.us)

**Fax:** (503) 846-6330

**WebEOC:** <https://www.washco.webeocasp.com>

**WebEOC Incident:** 2020 COVID-19 Outbreak  
\_\_\_\_\_

### **BOLD = New Information**

#### Situation Overview:

- **Washington County now has 69 who have tested positive for COVID-19 since our first positive case was reported on February 28, 2020. In Oregon, over 50% of cases are among 55+ adults and about 35% overall have been hospitalized.**
- **\$4 million in state funding was released to LPHAs and tribal organizations. Washington County has been allocated about \$450K for local response.**
- **Governor Brown issued today a “Stay Home, Save Lives” order imposing more stringent social distancing measures. The order is effective immediately and will remain in place until terminated by the governor. The overview of order is below (access full order [here](#)):**
  - **Bans non-essential social gatherings regardless of size**
  - **People may go outside for recreational activities (walking, hiking, etc.) but must maintain a 6 ft separation.**
  - **All playgrounds, outdoor sports courts, skate parks, etc. are closed.**
  - **All private and public campgrounds are closed**
  - **Effective March 24, orders closure of businesses for which close personal contact is difficult or impossible to avoid (see order for full list)**
    - **Other retail businesses not covered in the full list may operate but must designate an employee officer to establish and implement social distancing policies**
  - **Grocery stores, pharmacies, health care, medical care, pet care are exempt but social distancing is encouraged**
  - **Restaurants, bars, coffee shops, etc. are under the previous order allowing take-out or delivery only.**

- **All businesses and non-profit agencies are ordered to facilitate telework. Work in offices is prohibited when telework is available. If telework is not available, they may operate but must designate an employee officer to establish and implement social distancing policies**
- **All state government shall close to the public and provide services virtually. Employees must telecommute whenever possible. Local governments are encouraged to follow this practice.**
- **Childcare facilities shall close unless they can have stable groups of 10 or fewer children in the same group and must prioritize needs of first responders, healthcare professionals, etc.**
- **Washington County PIOs are creating web page and social media messaging on “Stay Home, Save Lives” order and for Low English Proficient populations**
- **Yesterday (3/22), Governor Brown ordered a halt to residential evictions for nonpayment for the state of Oregon for 90 days.**
- **All Oregon State Parks have closed from 3/23 to at least 5/8 (order [here](#)).**
- Oregon Health Authority reported **30** new cases of COVID-19 today across Oregon, doubling the number of new cases reported yesterday and bringing the state total to **191**.
- Oregon has received a Small Business Administration declaration, making the entire state eligible for the Economic Injury Disaster Loan (EIDL) program. Small business and non-profits that sustained economic losses related to COVID may be eligible to apply for loans through this program.

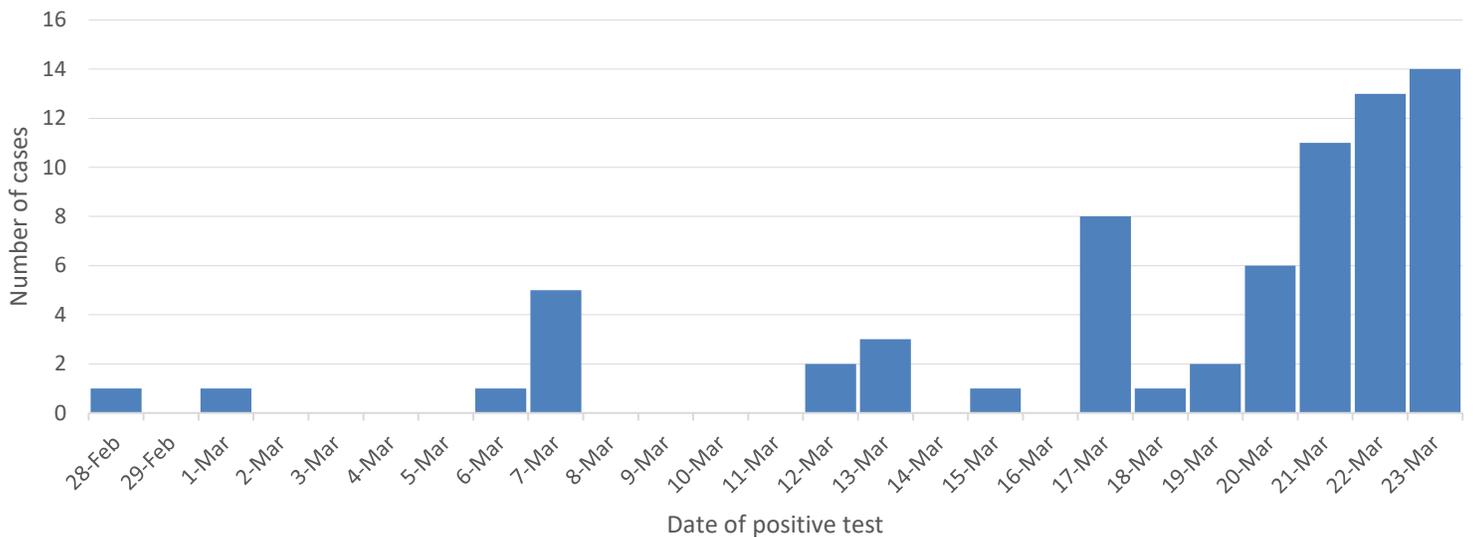
Current Disease Control Recommendations

- **As of March 23, enhanced social distancing measures are in effect for all Oregonians.**
  - **When leaving the residence keep space between yourself and others (6 feet)**
  - **Gatherings have been cancelled if 6 feet between individuals cannot be maintained, regardless of size of gathering.**
  - **Outdoor recreational activities are permitted (walking, hiking, etc) but 6 feet must be maintained between people not in the immediate household**
  - **Businesses are ordered to close in which close personal contact is difficult or impossible to avoid (examples: malls, amusement parks, hair salons, indoor party places, etc ([here](#) is the full list).**
  - When you go out in public, keep away from others who are sick, limit close contact, and wash your hands often.
  - **Avoid crowds**
  - Avoid cruise travel and non-essential air travel.
  - **Stay home as much as possible**
- See Reference Information below for links to complete guidance. Note that the information on the Multnomah County COVID-19 website has been vetted by the Tri-County Health Officer, so it fully applies to Washington County.

### Community Impacts

COVID-19 Case Summary	Washington County		Oregon statewide	
	Number cases	Number deceased	Number cases	Number deceased
	<b>69 (14 new)</b>	1	<b>191 (30 new)</b>	<b>5</b>

COVID-19 cases by test result date, Washington County, Oregon, 2020



Impacted Areas, Populations & Damage Assessment

There are currently **69** cases in Washington County and one death. Case counts sourced from OHA (<https://govstatus.egov.com/OR-OHA-COVID-19>) for consistency of reporting. Case counts are updated once daily.

CDC no longer conducts confirmatory testing. Because community transmission is occurring in Oregon and new recommendations on social distancing are in place, OHA no longer reports daily counts of persons under monitoring but will continue to report daily updates on cases and testing. **As of March 22, OHA no longer includes the number of pending test results. Those numbers are only available from the Oregon State Public Health Laboratory (OSPHL). The OSPHL serves as the first source of testing during an outbreak and, as commercial labs come online, OSPHL increases focus on priority testing. Commercial labs have the ability to conduct testing on an industrial scale, but do not report pending results, so this number would not accurately reflect the number of pending results.**

Emergency Response Systems

- No update at this time.

Medical System Status

- The PH MACG has requested the regional JIS begin crafting appropriate messaging to help modify public expectations about public health investigations of COVID-19 going forward; the messaging will also provide education on public health’s transition toward community mitigation efforts rather than containment.
- 3/19 – [The state put a call out](#) to medical and other private sector organizations across Oregon to donate new PPE such as masks, gowns, and gloves to the state cache. Once the PPE are received, they will be inspected, inventoried, and distributed throughout the state to be used for medical professionals working with COVID-19 patients.

	<ul style="list-style-type: none"> <li>• HIPAA regulations for telehealth and remote communications have been relaxed. Everyday technologies are allowed to be used to conduct telehealth services including facetime, google hangouts, and skype.</li> <li>• <b>Oregon State is establishing the Oregon Medical Station at the Oregon State Fairgrounds in Salem.</b></li> </ul>
School Status	<ul style="list-style-type: none"> <li>• K-12 schools are closed until April 28<sup>th</sup>. Washington County has seven public school districts and approximately 87,000 children enrolled and impacted by this closure.</li> <li>• Forest Grove School District is providing meals during spring break. Other school districts will not provide meals over spring break.</li> <li>• K-12 school districts will not offer online classes while school is closed citing inability to equitably distribute to all students.</li> </ul>
County Continuity of Operations	<ul style="list-style-type: none"> <li>• <b>Washington County is supporting telecommuting for any staff able to do so. Staff in nonessential roles may be reassigned to emergency response; more guidance to come. An updated temporary HR policy is forthcoming.</b></li> <li>• Washington County closed all non-essential public services and discouraged the public from visiting county buildings (<a href="#">news release</a>). Here is the <a href="#">status of County services</a>.</li> </ul>
State legislative and economic status	<ul style="list-style-type: none"> <li>• No new updates at this time.</li> </ul>

### Response Operations Summary

Response Overview	<p>EOC OBJECTIVES (operational period: 3/18-3/25):</p> <ul style="list-style-type: none"> <li>• Coordinate the thorough implementation of social distancing measures.</li> <li>• Provide resource and other support to HHS-DCAP/RAID, hospitals, EMS, and other entities involved in disease control and COVID-related patient care (PUM/PUI).</li> <li>• Provide support to people who are homeless and symptomatic, COVID-positive, or in an at-risk category.</li> <li>• Provide support to other vulnerable populations</li> <li>• Assess the impacts to food supply systems, especially those that serve vulnerable populations, and develop strategies to address gaps.</li> <li>• Assess economic impacts to individuals and employers and develop strategies provide economic support and assistance.</li> <li>• Address stigmatization and racism by promoting and delivering positive messages.</li> </ul> <p>OPERATIONS SECTION ACTIVITY</p> <p><u>Community Services Branch</u></p> <ul style="list-style-type: none"> <li>• Ten portable toilets and handwashing stations are being deployed across the county today for use by people who are homeless. COVID-19 information is being distributed in hygiene kits for the homeless</li> </ul>
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	<ul style="list-style-type: none"> <li>○ <b>Handwashing stations are serviced three times a week and disinfected with bleach</b></li> <li>• Temporary respite shelter locations are in development to focus on serving people with COVID-19 after discharging from the hospital, primarily focusing on homeless but could accommodate others who need shelter to self-quarantine; anticipate bed capacity for 20 people.</li> <li>• <b>Currently unloading 600 boxes of girl scout cookies and 306 Portable Assistance Care Kits. (PACKS)</b></li> <li>• <b>Homeless Outreach Group plans to distribute 50 to 60 PACKS to the homeless tomorrow. A volunteer nurse will assist the group and collect voluntary information from the individuals being assisted. This will include asking if they are symptomatic.</b></li> </ul> <p><u>PUM Support</u></p> <ul style="list-style-type: none"> <li>• <b>County is supporting 42 people with confirmed COVID-19, of which 13 are newly added today.</b></li> </ul> <p><u>Public Health Branch</u></p> <ul style="list-style-type: none"> <li>• 3/20 – Washington County received notice of a positive COVID-19 test result for a caregiver who works in an assisted living facility.</li> <li>• Public health’s capacity to continue the current level of contact investigations cannot be sustained as cases continue to rise so Public Health is shifting to a self-monitoring program for PUMs. Staff will no longer call each PUM each day.</li> </ul> <p><u>Law Enforcement Branch</u></p> <ul style="list-style-type: none"> <li>• <b>The Sheriff’s Office will be addressing public reports of violations of Gov. Brown’s new executive order received through the non-emergency reporting number at WCCCA (Washington County 911). For example, if a citizen calls to report a large gathering (e.g. soccer game), the Sheriff’s Office will advise the group of the governor’s order and request that the group disperse. Enforcement will be a last option and additional steps will be discussed if necessary.</b></li> </ul> <p><u>EMS Branch</u></p> <ul style="list-style-type: none"> <li>• <b>Working to clarify equitable distribution of PPE between EMS/fire and other non-hospital care sites.</b></li> <li>• <b>Discussion on creation of task force for point of care testing at LTCF.</b></li> <li>• <b>OHA ESF 8 met to discuss prioritization of PPE.</b></li> </ul> <p><u>Food Security Branch</u></p> <ul style="list-style-type: none"> <li>• <b>Gaps exist in volunteers and transportation for distribution of food. Food deliveries (Amazon Prime, Instacart, etc.) have reported long wait times which presents challenges for families who have immediate food and supply needs.</b></li> </ul>
<p>Emergency Operations Center Status</p>	<p>The Washington County EOC is activated from 8am – 5pm each weekday with virtual operations at other times. The EOC is working to address staffing gaps and provide</p>

	<p>staff to relieve EOC responders who have been on duty since the start of EOC activation. (See WebEOC Regional Dashboard for EOC status).</p>																																													
<p>Resource Status</p>	<ul style="list-style-type: none"> <li>Supplies of N95 masks, surgical, alcohol-based hand sanitizer, hospital PPE (gowns, gloves, etc.) are running low. Health systems reporting imminent PPE shortages.</li> <li>Hospitals are going directly to the Health Preparedness Organization (HPO) Region 1 for supply orders of critical PPE.</li> <li>Scarce resource (mainly PPE) requests continue to come in and are submitted to the state via Ops Center. Have experienced an increase in requests.</li> <li>PH and MAC group has created an allocation matrix to distribute limited resources.</li> <li><b>On Friday March 20 we received the second OHA PPE allotment from the State ECC. These were added to the existing inventory at Central Services. The EOC is developing a distribution plan with guidance from the Ops Section and input from Central Services. After the plan is finalized, PPE supplies will be distributed according to PHA guidelines.</b></li> <li><b>The EOC, WashCo Facilities, and others are meeting on 3/24 to develop a donated-goods receiving plan, which will include a distribution plan once the supplies at the Central Services have been depleted.</b></li> </ul> <table border="1" data-bbox="456 919 1209 1100"> <thead> <tr> <th>3/23/2020</th> <th>Gloves - Small</th> <th>Gloves - Medium</th> <th>Gloves - Large</th> <th>Gloves - XL</th> </tr> </thead> <tbody> <tr> <td><b>Requested</b></td> <td>700</td> <td>700</td> <td>700</td> <td>0</td> </tr> <tr> <td><b>Orders Filled</b></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="456 1131 1362 1312"> <thead> <tr> <th></th> <th>N95 Masks</th> <th>Procedural Masks</th> <th>Splash Shields</th> <th>Face Shields</th> <th>Pediatric Masks</th> </tr> </thead> <tbody> <tr> <td><b>Requested</b></td> <td>17,042</td> <td>20,090</td> <td>900</td> <td>1500</td> <td>4500</td> </tr> <tr> <td><b>Orders Filled</b></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <table border="1" data-bbox="456 1346 1076 1528"> <thead> <tr> <th></th> <th>Gowns - Large</th> <th>Gowns - XL</th> <th>Gowns - XXL</th> </tr> </thead> <tbody> <tr> <td><b>Requested</b></td> <td>13,325</td> <td>2,725</td> <td>325</td> </tr> <tr> <td><b>Orders Filled</b></td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	3/23/2020	Gloves - Small	Gloves - Medium	Gloves - Large	Gloves - XL	<b>Requested</b>	700	700	700	0	<b>Orders Filled</b>	0	0	0	0		N95 Masks	Procedural Masks	Splash Shields	Face Shields	Pediatric Masks	<b>Requested</b>	17,042	20,090	900	1500	4500	<b>Orders Filled</b>	0	0	0	0	0		Gowns - Large	Gowns - XL	Gowns - XXL	<b>Requested</b>	13,325	2,725	325	<b>Orders Filled</b>	0	0	0
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<p>Future Outlook / Planned Actions</p>	<p>The EOC is working to identify different risk groups and service providers for risk groups (e.g., retirement communities, cultural organizations, other non-profits) and develop strategies for reaching out to these groups to ensure they have the information and resources they need to respond to COVID-19. The EOC is working collaboratively with the Vision Action Network (VAN) to identify volunteer needs and resources in the community.</p>																																													
<p>Critical Issues/Challenges</p>	<ul style="list-style-type: none"> <li>Ensuring accurate information on COVID-19 is available to the public and community partners due to rapidly changing information and guidance.</li> </ul>																																													

	<ul style="list-style-type: none"> <li>• Limited PPE resources such as N95 masks, surgical masks, face shields, gowns, and gloves.</li> <li>• Challenges in providing guidance and care for the homeless</li> <li>• Local economic impact due to social distancing measures</li> <li>• <b>The County EOC will be standing up the Washington County Multi-Agency Coordination Group to provide guidance on the allocation of scarce PPE resources.</b></li> <li>• <b>The EOC will be working with county counsel to discuss enforcement options for the new Governor’s Executive Order No. 20-12.</b></li> </ul>
<p>Recovery</p>	<ul style="list-style-type: none"> <li>• <b>The County Administrator’s Office has assembled an economic development/business assistance work group to support business impacted by COVID.</b></li> <li>• <b>Oregon Emergency Management has provided instructions to government agencies and certain non-profits to apply for federal disaster assistance through the FEMA Public Assistance Program. The EOC will forward this information to eligible Washington County organizations.</b></li> </ul>
<p><b>Public Information</b></p>	
<p>Public Information</p>	<ul style="list-style-type: none"> <li>• <b>Oregon’s Office of Emergency Management has created a central website for information on supporting the COVID-19 response in Oregon, with information on how members of the public can volunteer, provide donations, and contribute in other ways. It is available <a href="#">here</a>.</b></li> <li>• <b>Fielding multiple media calls on case counts, specific cases, specific outbreaks, and general advice</b></li> <li>• <b>Creating a web page and social media messaging on “Stay Home, Save Lives” order and for limited English proficiency populations</b></li> <li>• <b>Creating paid Facebook posts to reach Spanish-speaking population</b></li> </ul>
<p>Reference Information</p>	<p>Current Case Statistics:</p> <ul style="list-style-type: none"> <li>• <a href="#">International Cases</a> (John’s Hopkins CSSE Operational Dashboard)</li> <li>• <a href="#">National Cases</a> (CDC Coronavirus Summary)</li> <li>• <a href="#">Oregon Cases</a> (Oregon Emergency Management)</li> </ul> <p>COVID-19 Guidelines:</p> <ul style="list-style-type: none"> <li>• <a href="#">CDC: Implementation of Mitigation Strategies</a></li> <li>• <a href="#">CDC: Preventing COVID-19 Spread in Communities</a></li> <li>• <a href="#">CDC: Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19</a></li> <li>• <a href="#">Oregon Health Authority: Emerging Respiratory Infections: COVID-19</a></li> <li>• <a href="#">CDC: Coronavirus Disease 2019 (COVID-19)</a></li> <li>• <a href="#">Multnomah County: Novel Coronavirus COVID-19</a></li> <li>• <a href="#">Washington State Department of Health: Novel Coronavirus COVID-19</a></li> <li>• <a href="#">Multnomah Community Shelter Guidance</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Multnomah County Guidance for Long-term Care Facilities</a></li> <li>• <a href="#">CDC: Strategies to Prevent the Spread of COVID-19 in Long-Term Care Facilities (LTCF)</a></li> </ul>
Prepared by:  Jack Nuttall - Planning Section Chief	Approved by (EOC IC):  Mjere Simantel – Incident Commander

Attachment(s): **Attachment 1: Key County EOC Liaison Assignments**

**Attachment 1: Key County EOC Liaison Assignments**

Topic	Liaison	E-Mail
EMS Liaison	Tim Case	eoc-ems@co.washington.or.us
Business Liaison	Alita Ostapkovich	eoc-liaison@co.washington.or.us
School Liaison	Alita Ostapkovich	eoc-liaison@co.washington.or.us
Law Enforcement Liaison	Tristan Sundsted	Tristan_Sundsted@co.washington.or.us
Developmental Disabilities	Nancy Johnson (b/u Faith Ross)	Nancy_Johnson@co.washington.or.us
Anti-Discrimination & Equity	Phyusin Myint	Phyusin_Myint@co.washington.or.us
People with Physical Disabilities & Older Adults (Including LTCF/Adult Foster/Memory Care)	Randy Mifflin	Randy Mifflin@co.washington.or.us
Culturally Specific Organizations	Cynthia Valdivia	Cynthia Valdivia@co.washington.or.us
Animal Services	Jen Keene	Jennifer_Keene@co.washington.or.us
Children (Including Schools & Child Care Facilities)	Jon Kawaguchi	Jon_Kawaguchi@co.washington.or.us
Pregnant & Breastfeeding Moms/Families	Jeanette Lopez	Jeannette_lopez@co.washington.or.us
Homeless & Shelter Services	Annette Evans	Annette_Evans@co.washington.or.us
Recreation Centers & Gyms	Jon Kawaguchi	Jon_Kawaguchi@co.washington.or.us
Universities and Colleges	John Wheeler	eoc-command@co.washington.or.us
Jails & Correctional Facilities	Chance Wooley	Chance_wooley@co.washington.or.us
Behavioral Health Facilities (Including Residential Treatment & Drug/Alcohol Service Providers)	Kris Cassidy	Kris_Cassidy@co.washington.or.us
WC Employees	Mjere Simantel	eoc-command@co.washington.or.us
Food Banks	Tara Olson	Tara_Olson@co.washington.or.us
Rental Properties & Tenants	Annette Evans	Annette_Evans@co.washington.or.us
Faith-based Organizations	Paul Lyda	Paul_Lyda@co.washington.or.us



# COVID-19 SITUATION REPORT

## CITY SERVICES

**THESE MEASURES ARE IN EFFECT THROUGH SUNDAY, MARCH 29.**

**CITY PUBLIC COUNTERS ARE CLOSED.**

**CITY OPERATIONS WILL CONTINUE. PLEASE TRANSACT BUSINESS REMOTELY.**

**AQUATICS**  
Pool closed  
503-992-3238

**BANNERS**  
Scheduling: 503-992-3250

**BOARDS & COMMISSIONS**  
All March meetings canceled

**BUSINESS ASSISTANCE**  
SBA Loans Available  
List of restaurants with take-out  
503-992-3293

**CAPE (ENERGY ASSISTANCE)**  
Apply by phone: 503-992-3221

*continued on the next page*

## CITY UPDATES

### PARKS

The parks department will keep the following restrooms open:

- Thatcher Park
- Lincoln Park
- Rogers Park
- South End of B Street Trail

Each will have a trash can, soap, and water.

Facilities closed include:

- Skate park, outdoor sports courts, and playground equipment

### POLICE

Police Department prescription pick up and delivery service available for residents aged 65 and over, 503-992-3260.

## OTHER UPDATES

### STATE

Governor Declares Executive Order:  
Stay Home, Save Lives

### COUNTY

EOC Remains Open  
Current COVID-19 Cases in Washington County  
Website Link

**QUESTIONS?** Contact Incident Management Team  
Public Information Officer Dave Nemeyer, Division Chief,  
at: [dnemeyer@forestgrove-or.gov](mailto:dnemeyer@forestgrove-or.gov) or 503-992-3177.

# CITY SERVICES

## INSPECTIONS

Occupied Structures by appointment only:  
503-992-3155

Unoccupied Structures business as usual

Civil inspections by appointment only  
503-992-3228

## ENERGY PROGRAMS

By appointment only: 503-992-3250

## EVENT PERMITS

Apply online at [www.forestgrove-or.gov](http://www.forestgrove-or.gov)  
503-992-3200

## LIBRARY

Library closed  
E-services available at WCCLS  
503-992-3247

## LIQUOR LICENSES

Apply online at [www.forestgrove-or.gov](http://www.forestgrove-or.gov)  
503-992-3200

## MUNICIPAL COURT

For assistance with suspended license  
reinstatement: 503-992-3268  
Pay online at [CitePayUSA.com](http://CitePayUSA.com)

## PASSPORTS

Service is suspended

## PERMITTING

Building Permits: 503-992-3155  
Right of Way: 503-992-3228

## PLAN REVIEW

Engineering/Planning, by appointment only  
503-992-3227

Fire new construction plans  
503-992-3177

## POLICE RECORDS REQUESTS

Email: [pdrecords@forestgrove-or.gov](mailto:pdrecords@forestgrove-or.gov)  
503-992-3260

# CITY SERVICES

# PRECAUTIONARY MEASURES

## THE CITY OF FOREST GROVE IS ADHERING TO GUIDANCE FROM THE HEALTH AUTHORITIES LISTED BELOW:

- Oregon Health Authority (OHA)
- Washington County Health & Human Services
- Centers for Disease Control and Prevention (CDC)
- World Health Organization (WHO)
  
- For emergencies, continue to utilize 911.
- Encouraging remote reporting of non-emergency incidents by dialing 503-629-0111.
- Posted signs in all City buildings to wash hands and stay home if sick.
- Increased cleaning and disinfecting of highly utilized areas.
- Practicing 6' social distancing at all City facilities and meetings.
- Educating staff on decontamination of highly used public items.
- Water served by the City of Forest Grove Water Department is safe to drink and use.

## PUBLIC RECORDS REQUESTS

Apply online at [www.forestgrove-or.gov](http://www.forestgrove-or.gov)  
503-992-3200

## TEMPORARY POWER

503-992-3250

## UTILITY BILLING

Payments being accepted remotely or by phone 503-992-3221

## UTILITIES

No power and water shut-offs for non-payment through March 31



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	5. A. (2)
MEETING DATE:	03/26/2020
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *March 26, 2020*

**PROJECT TEAM:** *Brenda Camilli, Human Resources Manager*

**SUBJECT TITLE:** *COVID-19 Temporary Emergency Policy*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational  
*X all that apply*

---

**ISSUE STATEMENT:** Update City Council on the City of Forest Grove’s Temporary Emergency Policy for the COVID-19 Pandemic.

**BACKGROUND:** The attached policy was implemented in order to address the impact of the Coronavirus (COVID-19) on employee leave and work conditions. In summary, the policy provides:

- COVID-19 paid leave for absences related to the COVID-19 virus that impacts employees coming to work equivalent to the number of hours that an employee is normally scheduled to work in a 2 week period (i.e. generally 80 hours for most employees); and the option to use accrued leave, donated leave or to borrow leave against future leave accruals if the employee has exhausted the COVID-19 leave.
- Guidance for when employees should stay home from work due to illness, as well as when they can return to work after being ill or caring for an ill family member.
- Options if an employee runs out of paid leave, including employee leave donation per current City policy, and option to temporarily borrow against future leave accruals for up to one week of paid time. Further needs will be evaluated by HR.
- Teleworking/remote work policy and request form.

Human Resources is in the process of reviewing the recently passed Federal laws applying to paid leave and will revise City’s policy to incorporate necessary provisions.

**FISCAL IMPACT:**  
None

**STAFF RECOMMENDATION:**  
None, informational only.

**ATTACHMENT(s):** EMERGENCY TEMPORARY POLICY LEAVE AND WORK CONDITIONS DURING NOVEL CORONAVIRUS (COVID-19) PANDEMIC



*A place where families and businesses thrive.*

**EMERGENCY TEMPORARY POLICY  
LEAVE AND WORK CONDITIONS  
DURING NOVEL CORONAVIRUS (COVID-19) PANDEMIC**

**PURPOSE:** The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact Forest Grove locally. This policy is in response to a pandemic and does not establish past practice nor will it set precedence for future operations.

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.

**AUTHORITY:** This temporary policy is authorized by the City Manager.

**DEFINITIONS**

**Novel Coronavirus / COVID-19:** Coronavirus Disease 19 is officially referred to as COVID-19. It is the condition caused by the coronavirus and appears to present with flu-like symptoms including fever, cough and/or difficulty breathing. Our definition meets the current definition on the CDC web site.

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

**Health Care Provider:** A person who is (a) primarily responsible for providing health care to an eligible employee or a family member of an eligible employee, (b) performing within the scope of the person's professional license or certificate, and (c) recognized under Oregon law as a health care provider.

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

**Immediate Family:** As defined by City of Forest Grove Employee Handbook and/or applicable collective bargaining agreement.

**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.

**Qualified Medical Professional Advice:** Information or advice received from a qualified 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 canceling events.

**Telecommuting/Remote Work:** A work arrangement in which a qualified employee works outside the normal work site, often working from home.

**GENERAL POLICY:**

City of Forest Grove is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Washington County Public Health Division. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adhere to the recommendations of these agencies.

**Department Directors and Supervisors should do their best to assist staff in implementing these guidelines to the best of our ability. The City of Forest Grove's priority is to maintain essential services and critical business needs as defined by your Department Director or designee.** If an employee's position provides critical business needs and essential services to the community as determined by the Department Director or designee, the Department Director or designee may deny leave authorized under this temporary policy and direct the employee to perform their job duties. The decision shall be based upon the Department Director or their designee's determination that the performance of employee's job duties is essential to the public service.

Beyond those employees who must maintain essential services and critical business needs for the community, this policy applies to all employees, and specifically those who fall into one of the following categories **and are unable to telecommute/remotely work:**

1. An employee or an employee's dependent or household member who is under observation, being monitored as requested by public health officials or has been diagnosed with COVID-19;
2. An employee (including essential employees) or a 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 qualified medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID-19, when other childcare options have been exhausted. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires him/her to care for that dependent;
4. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR
5. In the event that the CDC or OHA directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

## POLICY GUIDELINES

1. Employees who fall into one of the five General Policy categories above and cannot telecommute should report absences on timesheets as **'COVID-19 Absence'**.
  1. Reporting Category 'COVID-19 Absence' will pay an employee's regular wage without utilizing leave accruals. Use of the COVID-19 Absence leave under this policy will be limited to the equivalent number of hours that an employee is normally scheduled to work in a 2 week period (i.e. generally 80 hours for most employees); once the employee has exhausted the COVID-19 leave, employees may use accrued leave, donated leave or borrowed leave as outlined below.
  2. This Reporting Category 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.
  3. If employees utilize Reporting Category 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category.
  4. The direct supervisor will then forward the completed form to the HR team via email at [hr@forestgrove-or.gov](mailto:hr@forestgrove-or.gov). Supervisors shall not retain a copy of this form in their supervisor file.
  5. Employees are required to notify their supervisor when able to return to work. A list of requirements are listed below.
2. Employees who do not fall into one of the five categories listed in the General Policy section above must utilize their leave accruals per the City's existing Personnel Rules and Regulations or other City policies or procedures if they wish to be absent from work. A supervisor should encourage employees who exhibit flu-like symptoms to stay home or return home on sick leave. A manager or supervisor can direct employees to stay home or return home if necessary, after consulting with Human Resources. If an employee runs out of paid leave, in addition to the employee leave donation policy, employees who miss work due to COVID-19 circumstances will be temporarily allowed to borrow against future leave accruals for up to one week of paid time. If additional leave is required, please contact Human Resources.
3. Returning to work: In accordance with CDC, people with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
  1. If you will not have a test to determine if you are contagious, you can leave home after these two things have happened:
    1. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), and;
    2. Other symptoms have improved (for example, when your cough or shortness of breath have improved). Note: A licensed medical professional clearance is also acceptable to return to work.
  2. If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
    1. You no longer have a fever (without the use medicine that reduces fevers); and
    2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
    3. You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

4. In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.
5. Telecommuting/Remote Work Option: If an employee meets one of the five General Policy categories but is not ill.
  1. The employee can attempt to utilize telecommuting/remote work in order to serve the public in the best possible manner.
  2. When an employee is in a position with telecommuting/remote work capabilities, he/she shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting/remote work and complete a COVID-19 Telecommuting/remote work Agreement (see attachment B).
  3. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily be reached during their regular work day while working remotely from the work site.
  4. 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 five General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.
6. Building/City Closure: In the event of building closure where employees are directed not to report to work, they may be assigned to alternate work locations or applicable work, if practicable. Pay for absences and city notifications will be consistent with protocols used during the Inclement Weather Policy per the Employment Handbook, Chapter 2.4 or the applicable collective bargaining agreement.
7. 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 Personnel Rules and Regulations or other City policies and procedures.
8. Implementation: Department directors and all supervisory staff are responsible for implementing 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).
9. Review: This temporary policy shall be reviewed by City Administration as warranted 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 City Council.
10. Resources
  1. Oregon Health Authority web site
  2. Centers for Disease Control web site
  3. Washington County Public Health web site

**ATTACHMENT A  
COVID-19 EMPLOYEE ABSENCE FORM**

The City of Forest Grove intends to apply care and understanding to employees who need to be absent due to exposure to novel Coronavirus (COVID-19)

City of Forest Grove employees who need to be absent from work due to reasons outlined in the five categories below, unless approved to work remotely should complete and submit this form to their respective supervisor or designee. This is in effect while the policy “EMERGENCY TEMPORARY POLICY LEAVE AND WORK CONDITIONS DURING NOVEL CORONAVIRUS (COVID-19) PANDEMIC” is in effect. Form Instructions:

1. Answer the question below without specifying which of the five categories applies to you. Simply check the ones that apply. Submit the form via email to your direct supervisor or designee.
2. Supervisors will forward the form to HR: [hr@forestgrove-or.gov](mailto:hr@forestgrove-or.gov)
3. Supervisors– do not retain a copy of this form.

I am unable to come to work due to one or more of the following reasons:

- I am, or a household member is, under observation, being monitored or is diagnosed with COVID-19;
- I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
- My dependent’s school or daycare center has closed due to COVID-19;
- I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID-19, which requires me to care for that dependent;
- Public or alternative transportation is unavailable to me due to COVID-19 and I am genuinely unable to travel to and from work (this will require more discussion with the supervisor)

Upon exhaustion of the COVID-19 paid leave outlined in section 1.1 of the temporary emergency policy, I will be using the following to cover any additional absence related to the above.

- Sick Leave
- Vacation Leave
- Accrued Comp. Time
- Administrative Leave (management only)
- Leave without Pay
- Leave Advance (if there is no leave accrual). Leave advance, to a maximum of 1 week, will be granted and will be prorated based on a budgeted FTE. Contact HR for more information.

I certify that I am unable to come to work because of one of the five reasons listed above. I certify that I will be required to apply immediate future leave accruals to my leave advance. Should I separate from employment this leave advance will be owed by me and will be deducted from my final pay or paid by me directly no later than the day before my final day of work.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Regular Schedule: \_\_\_\_\_

**ATTACHMENT B**  
**Telecommuting/Remote Work Policy and Guidelines for City Employees during Novel Coronavirus Disease (COVID-19) Pandemic**

1. **PURPOSE:** This policy provides guidance on the performance of relevant and approved work away from the employee's normal place of business, including work remotely from home or an alternate location, during the novel coronavirus disease 2019 (COVID-19) pandemic.
2. **SCOPE AND APPLICABILITY:** This policy covers all regular and temporary city employees whose current work or function is important to continuation of the city's operations AND may be performed with optimal results in a remote location. For this reason, the policy may be restrictive in its relevance and application to many employees. This policy recognizes that the effects of this uncharted pandemic are unknown, community transmission is likely, and social distancing is necessary. Therefore, a department director may apply secure and prudent alternatives to this policy in order to ensure safety and security, as long as the city remains in compliance with applicable law and current collective bargaining agreements. This policy remains in effect for as long as a state of emergency in Oregon exists on account of the threat of COVID-19 to public health and safety or until amended or ended by the Mayor. This policy is in response to a pandemic and does not establish past practice nor will it set precedence for future operations. Temporary telecommuting pursuant to this policy does not require the city to agree to any future remote work.
3. **POLICY:** The possibility of performing work remotely will be reviewed as the need occurs and as resources, work and relevant tools are available. Whether remote work for a particular employee is feasible will be determined on a case-by-case basis, informed by constraints such as available technology equipment (e.g. Net Motion, Munis access), the nature of the individual's work program, and other relevant factors. The city will approve an employee for regular telecommute/remote work if:
  1. the proposed telecommute/remote work arrangement is pre-approved by the employee's department director; and
  2. a written temporary telecommute/remote agreement outlining the specifics of the telecommute relationship is approved by the employee' s supervisor and department director (or designees) prior to the start of the telecommute/remote work; and
  3. The department director delivers the fully signed, written temporary telecommute/remote agreement to the human resources department within one business day.
4. **COMPLIANCE WITH POLICY OR RULE:**
  1. Telecommute/remote work agreements do not change the conditions of employment or required compliance with policies.
  2. Sick employees who are not otherwise authorized to work by their health care provider will not be allowed to work remotely.
  3. City policies, rules and practices will apply at the remote work location, including the city' s right to conduct safety inspections, in accordance with law.
  4. Telecommute/remote work may be considered on a part-time or full-time basis.
  5. Telecommute/remote work is permissible only when necessary and justified. (In this instance, during a pandemic) when employees are needed to perform work but are unable to attend their normal work location or any other location from which the city conducts business.)

6. The city will require that employees who are working remotely will provide a contact phone number and work address where they can be easily and readily reached during their regular work schedule/work day while working remotely.
  7. Staff who are not exempt from overtime and breaks under the Fair Labor Standards Act (FLSA) and who are working remotely must add required breaks to their work time, per Oregon rule and applicable policy or collective bargaining agreement. The employee's supervisor is responsible for ensuring the employee takes the appropriate breaks.
5. ELIGIBILITY FOR REMOTE WORK: The following eligibility requirements MUST apply for remote work to be considered.
1. Work is available; and
  2. Agreed work can be performed remotely with agreed results; and
  3. Relevant tools currently exist and can be taken off-site and/or access is available at the remote work location
  4. The employee's remote location is conducive to the work that to be performed, such as internet access and available/suitable space to work, especially if there are privacy concerns; and The employee has the ability to perform appropriate quality and quantity of work with routine supervision; and
  5. Unless authorized by the human resources department director:
    1. the employee does not have a current sustained disciplinary action against them; and
    2. The employee is not on a work improvement plan. Exceptions to the above must be approved by the department director and the Human Resources Director.
6. ALTERNATIVE TO TELECOMMUTE/REMOTE WORK: On a temporary basis, and as a means of advancing social distancing, an employee may either request and be granted or be requested by the supervisor to work a flexible work schedule in lieu of remote work, in order to protect the employee's pay and reduce the risk of leave without pay. Flexible work schedules may vary among employees, and may include flexible hours, alternative workweeks, staggered shifts or rotating telecommute/remote work weeks among staff to reduce the number of employees at the workplace at one time. A supervisor must authorize the alternative schedule in writing, consistent with applicable rules, policies and collective bargaining agreement.
7. OTHER GUIDELINES AND CONSIDERATIONS: Where this policy and collective bargaining agreements collide, the collective bargaining agreement will prevail. This policy can, and likely will, change over time and should not be considered final. the employer has the maximum discretion permitted by law to administer, clarify, change, modify, or revoke this policy at any time.

## Temporary Telecommute/Remote Work Agreement

The City of Forest Grove is supportive of employees in caring for their health and in reducing risk of exposure to the novel coronavirus disease 2019 (COVID-19).

One such option is implementing social distancing by encouraging employees to work remotely, where the supervisor and department director (management) have determined that working remotely is appropriate.

This Temporary Telecommute/Remote Work Agreement should be used where management has determined that work may temporarily be performed from home or an alternate location as a means of social distancing and coping with the effects of COVID-19.

This Agreement must be signed and approved by the employee, the employee's direct supervisor and the department director before remote work begins.

### General Work Arrangement

1. This is an agreement between [Department Name] and [Employee's Name] to establish the terms and conditions for temporarily performing work at an alternate work location.
2. This agreement begins on [Date] and continues so long as a state of emergency in Oregon exists, unless terminated earlier by either party. Employee understands that this agreement to permit employee to work remotely is a temporary measure only, and will be reviewed continuously during the period in which the city encourages social distancing as an emergency measure intended to minimize the spread of COVID-19. Accordingly, the city may alter the Employee's remote work schedule or end this Agreement at any time at its discretion.
3. The following conditions apply:
  1. The Employee's remote work location address(es) is/are: [location].
  2. The Employee's remote work phone number(s) is/are: [telephone number].

Day	Work Hours Including Breaks	Work Location
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

*[Specify days, hours and work location. If it varies, please include details within table or on additional pages].*

**While working remotely, the Employee will:**

1. remain accessible during the remote work schedule;
2. check in with the supervisor to discuss status and open issues;
3. be available for teleconferences, scheduled on an as-needed basis;
4. be available to come into the office if a business need arises;
5. request and receive supervisor advance written approval of working any overtime hours (if employee is FLSA non-exempt);
6. accurately record all remote work (including work performed via smartphones and other electronic devices) and all required breaks and unpaid mealtimes as soon as possible (if employee is FLSA non-exempt).
7. not use employer-provided laptops, smartphones, remote access systems outside regularly scheduled hours (if employee is FLSA non-exempt);
8. not read and/or respond to work emails, text messages or telephone calls outside of regularly scheduled hours or pre-approved overtime (if employee is FLSA non-exempt);
9. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.

**While Employee is working remotely, Manager will:**

1. Establish reasonable and quantifiable performance thresholds with all employees working remotely;
2. Try not to communicate requests for work outside regularly scheduled hours (if employee is FLSA non-exempt);
3. Verify on the time sheets hours actually worked (if employee is FLSA non-exempt).

Employee's duties, obligations, responsibilities, and conditions of employment with the city remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities and standards of performance remain the same as when working at the regular work location. Failure to follow existing policies during the telecommuting period may result in disciplinary action and/or termination of the telecommuting arrangement. The supervisor reserves the right to assign work as necessary at any work location.

The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure employee's work quality, efficiency, and productivity meet expectation and to lend support to the employee, as needed.

**Safety & Equipment; Information Security**

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employer's obligations under the Oregon Tort Claims Act are not affected in any way by this agreement. Regarding space and equipment purchase, set-up, and maintenance for remote work purposes:
  1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote work location, and shall not be reimbursed by the employer for these or related expenses.
  2. Internet access should be limited to home internet accounts. Employee agrees to protect city-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained,

the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

3. Employee agrees to report to employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
  4. Employee understands that all equipment, records, and materials provided by the city shall remain the property of the city.
2. Upon request of a supervisor or department director:
1. The Employee must return city-owned equipment, records, and materials within two business days of termination of this Agreement;
3. Employee understands that this agreement is in response to a pandemic and does not establish past practice nor will it set precedence for future operations; temporary remote work authorized pursuant to this agreement does not require the city to agree to any future remote work.

I hereby affirm by my signature that I have read this Temporary Telecommute/Remote Work Agreement and understand and agree to the entirety of its provisions. I understand that the Employer has the maximum discretion permitted by law to administer, clarify, change, modify, or revoke this Agreement at any time.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

Approvals

\_\_\_\_\_  
Direct Supervisor's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Directors Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director's Name and Signature  
(Only if required for exceptions, by policy)

\_\_\_\_\_  
Date

Please forward this signed agreement to Human Resources for placement in employee's personnel file. The employee, the supervisor, and the department director should each keep a copy of this agreement.

## FOREST GROVE POLICE TO BEGIN DELIVERING CRITICAL MEDICATION TO VULNERABLE CITIZENS DURING COVID-19 CRISIS.

In order to assist Forest Grove's more vulnerable population, and in support of Governor Kate Brown's most recent Executive Order regarding social distancing, the Forest Grove Police Department will begin offering a prescription pick-up and delivery service.

Effective March 25, 2020, the Forest Grove Police Department will pick up life preserving prescription medication and deliver to private residences within Forest Grove from either the Bi-Mart, Safeway or Cornelius Walgreens pharmacies. This program will be effective for the duration of the governor's executive order, currently set to expire on April 28, 2020.

In order to participate, a resident of Forest Grove would be required to contact the Police Department between the hours of 8 AM to 4 PM Monday through Friday at 503-992-3260. A participating resident will be asked to provide their name, address, phone number, date of birth, the prescription being requested and the name of the pharmacy. Further, the resident must complete the following prior to contacting the Police Department:

- Contact the Pharmacy and order the prescription.
- Pre-pay for the prescription over the phone.
- Advise the pharmacy that the Forest Grove Police Department will be picking up the prescription.
- Have a valid identification available when the officer arrives at your residence.

In order for the Police Department to effectively administer this program, we are asking that only those who are known to be vulnerable to the effects of Covid-19, by being over 65 years of age and having a life threatening pre-existing medical condition, utilize it. Staff will always be in approved Forest Grove Police Department attire with identification, will utilize personal protective equipment, and will maintain social distancing for all deliveries.

The men and women of the Forest Grove Police Department want the citizens of Forest Grove to know that we are here throughout this crisis and will continue to strive to provide the best service we can.

News Release from Forest Grove Police

Posted on FlashAlert: March 23, 2020, 4:10 PM



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>03/26/2020</u>
FINAL ACTION:	<u>RESO 2020-30</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *March 26, 2020*

**PROJECT TEAM:** *Paul Downey, Administrative Services Director,*

**SUBJECT TITLE:** *Customer Assistance Program for Water (CAPW)*

**ACTION REQUESTED:**

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	<input type="checkbox"/>	Motion	<input type="checkbox"/>	<input type="checkbox"/>	Informational
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*X all that apply*

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**ISSUE STATEMENT:** For several years, the City has been discussing whether to provide bill paying assistance for qualified low-income water customers similar to the program that was established for electric customers on January 24, 2000. With the COVID-19 situation and the possible assistance that may be needed by customers impacted by the economic fallout from the virus, staff is proposing that the City implement a program for water customers at this time with funding through June 30, 2020. A resolution for Council consideration has been prepared.

**BACKGROUND:** For several years, the Council has been discussing establishing a water bill paying assistance program for residential water customers similar to City’s bill paying program for residential electric customers. With the COVID-19 virus and the potential impacts of customers to pay their utility bills, including water, staff is proposing to establish such a program at this time. The program will use the same requirements and guidelines as the City’s Customer Assistance Program for Energy (CAPE) to make the program easier for staff to administer. The program is intended to assist with a past due water balance. Customers will be eligible to apply for assistance once the customer receives a reminder notice that their payment is past due.

This program is not anticipated to be used as frequently as the CAPE program as many of the CAPE recipients live in apartments or mobile homes that have individual electric meters but the water meters are common water meters.

**FISCAL IMPACT:** Water Fund revenues will be used to fund the program. Staff is proposing that \$20,000 in funds be allocated for the remainder of FY 2019-20 due to potential COVID-19 impacts. This amount will not significantly impact the Water Fund. A budget transfer is not needed as staff can manage this expenditure using existing appropriation authority. Funding for each future year, if any, will be determined during the annual budget process for that year.

**STAFF RECOMMENDATION:**

Staff proposes that the Council consider approval of the resolution establishing the Customer Assistance Program for Water (CAPW).

**ATTACHMENT(s):**

Resolution Establishing Customer Assistance Program for Water

**RESOLUTION NO. 2020-30**

**RESOLUTION ESTABLISHING A CUSTOMER ASSISTANCE PROGRAM FOR WATER FOR CITY OF FOREST GROVE WATER UTILITY CUSTOMERS**

**WHEREAS**, the City of Forest Grove (City) provides water utility service to customers within the City and some customers outside of the City limits; and

**WHEREAS**, the City wants to provide bill payment assistance to qualified low income customers of the City's water utility similar to the bill paying assistance provided by the City's electric utility; and

**WHEREAS**, the City will use funds from the Water Fund and any voluntary donations received to fund this bill-paying assistance program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The City implement a Customer Assistance Program for Water (CAPW) to provide bill paying assistance for qualified residential water customers using the guidelines and procedures for the City's Customer Assistance Program for Energy (CAPE).

**Section 2.** For FY 2019-20, the Council allocates up to \$20,000 in funding from the Water Fund for the program. Future fiscal years' contributions, if any, will be determined during the annual budget process.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 26<sup>th</sup> day of March, 2020.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 26<sup>th</sup> day of March. 2020.

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Peter B. Truax, Mayor



**RESOLUTION NO. 2020-31**

**AMENDING CITY OF FOREST GROVE  
DECLARATION OF STATE OF EMERGENCY  
EFFECTIVE, MARCH 14, 2020**

**WHEREAS**, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

**WHEREAS**, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

**WHEREAS**, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

**WHEREAS**, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

**WHEREAS**, the foregoing circumstances affects all of the territory within the City limits, and

**WHEREAS**, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

**NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and**

**IT IS FURTHER DECLARED** that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

**IT IS FURTHER DECLARED** that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

**IT IS FURTHER DECLARED** that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON APRIL 30, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-29.

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Peter B. Truax, Mayor City of Forest Grove

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Date Amended: March 26, 2020

**AMENDED AND PRESENTED AND PASSED** this 26<sup>th</sup> day of March, 2020.

ATTESTED:

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Anna D. Ruggles, City Recorder