

RESOLUTION RATIFYING DECLARATION OF STATE OF EMERGENCY REGARDING COVID-19) RESOLUTION NO. 2020-06)

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03) finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 16, 2020 Linn County declared a State of Emergency due to the outbreak of the COVID-19 virus due to the number of coronavirus cases at the Edward C. Allworth Veterans Home in Lebanon and the overall effect of the coronavirus outbreak worldwide; and

WHEREAS, the City of Lebanon may require significant resources to provide for the health and safety of residents; and

WHEREAS, the State of Oregon, pursuant to ORS 401.309(1); authorizes the governing body of Oregon cities and counties to declare a local state of emergency; and

WHEREAS, the City of Lebanon, pursuant to the Emergency Operation Plan and Lebanon Municipal Code Chapter 2.34 authorized the Interim City Manager to declare a State of Emergency at 1:00 p.m. on March 18, 2020; and

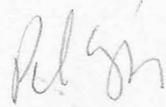
WHEREAS, a Response to COVID-19 Temporary Administrative Policy has been established and will be amended by the Emergency Response Director as deemed appropriate.

NOW, THEREFORE, be it resolved by the Council of the City of Lebanon as follows:

1. The City Council hereby ratifies the declaration of the State of Emergency for the City of Lebanon that was declared on March 18, 2020 (Exhibit "A"); and
2. A Response to COVID-19 Temporary Administrative Policy has been established and will be amended by the Emergency Response Director as deemed appropriate; and
3. The Interim City Manager of the City of Lebanon, as the Emergency Response Director as indicated in the Emergency Operation Plan, may take any and all necessary steps authorized by law to coordinate a response to this emergency; and
4. The State of Emergency declaration authorizes the Interim City Manager of the City of Lebanon to reallocate any city funds for emergency use; and
5. The Interim City Manager of the City of Lebanon is authorized to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures; and
6. This resolution is effective immediately and shall remain in effect until at least until April 18, 2020 but may be extended through a revised declaration.
7. The City Manager has the authority to extend the date of the state of emergency without further ratification, so long as the conditions giving rise to the declaration exist.

Passed by the Lebanon City Council and executed by the Mayor on this 25th day of March 2020 by a vote of 6 yeas and 0 nays.

CITY OF LEBANON, OREGON



Paul R. Aziz, Mayor
Jason Bolen, Council President

ATTESTED:



Kim Scheafer, MMC, City Recorder



LOCAL DECLARATION OF EMERGENCY FOR THE CITY OF LEBANON

MARCH 18, 2020

WHEREAS, the City of Lebanon has the authority granted under ORS Chapter 401 and the Emergency Operations Plan set forth in LMC 2.34, 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 responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Emergency Program Director; 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 Linn County, and the Linn County Board of Commissioners has declared a state of emergency relating to COVID-19 in Linn 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 Emergency Program Director 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 LEBANON, 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 18, 2020 AT 1 :00 PM AND SHALL REMAIN IN EFFECT UNTIL 8:00 P.M. ON APRIL 18, 2020, UNLESS SUPERCEDED SOONER.



Ron Whitlatch
Interim City Manager



City of Lebanon Administrative Policies

Department:	Administration	Policy #:	ADMIN 110
Title:	Response to COVID-19	Procedure #:	N/A
Adopted:	March 2020	Next Review:	Temporary

Purpose: The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Lebanon locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new temporary operational 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: The City of Lebanon City Manager.

Applicability: All City of Lebanon employees, volunteers, and elected officials.

General Policy: The City of Lebanon is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Linn County Health Department. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

I. Impacted Employee.

An Employee Impacted by COVID-19 (“Impacted Employee”) means any one of the following:

- a) An employee, an employee’s dependent, or an employee’s household member is under observation, being monitored for, or diagnosed with COVID-19; or
- b) An employee advised by a medical professional or public health authority to quarantine; or
- c) An employee, an employee’s dependent, or an employee’s household member is in 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 medical professional or public health authority not to leave their home or come to work; or

- d) The school or daycare center of an employee's dependent has closed due to precautionary or emergency measures related to COVID-19; or
- e) Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires the employee to care for that dependent; or
- f) Public or alternative transportation is unavailable due to precautionary or emergency measures related to COVID-19 and an employee is unable to travel to and from work; or
- g) Employees that have been sent home due to facility closures but are able and willing to report to work; or
- h) That the CDC or OHA has directed the City, or the City has proactively, taken advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, and City functions are restricted to essential services provided by essential staff.

II. Payment for Absence Without Use of Leave Accruals.

The City will pay Impacted Employees their regular salary without the use of leave accruals under the following circumstances:

- a) Diagnosed with COVID-19. An Impacted Employee diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.). No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours the employee will be required to complete the appropriate paperwork. In this situation the employee's pay status will be converted to FMLA/OFLA leave.
- b) Unable to Telecommute. An Impacted Employee who cannot telecommute will receive up to 80 hours of pay at the employee's regular wage without utilizing leave accruals.

Notification. Impacted Employees who fall within Subsection (a) above must notify HR immediately.

Payroll Code. Utilize comment "COVID-19 Absence" on timesheets.

- a) The payroll comment 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.

III. When Use of Leave Accruals Required.

Employees who wish to be absent from work, but do not meet the definition of an Impacted Employee, or Impacted Employees who have utilized the full allotment of provided Admin Leave provided in Section II of this policy, must utilize their leave accruals per the City's existing policies and procedures.

IV. Essential Personnel.

Some employees have been deemed essential. If you are an essential employee, you will be communicated with directly by your supervisor and given instruction on when and where to report to work. As an essential employee you are required to report to work unless you or a household member have been diagnosed with or are at high risk for contracting COVID-19. If you meet either of these criteria and you have been identified as an essential employee, you must contact your supervisor immediately.

V. Telecommuting.

An Impacted Employee who is not ill and can telecommute must speak with their supervisor to gain approval and make appropriate arrangements for telecommuting. Telecommuting employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from their regular work site.

VI. Policy Exceptions.

Exceptions to this temporary policy may be granted by the City Manager or City Manager's designee. Some policy provisions may not apply to essential personnel. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

VII. Implementation.

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.

VIII. Policy Review.

This temporary policy will be reviewed by the City's Executive Team at least every 14 days 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 State of Oregon.

Resources:

[Oregon Health Authority](#)
[Centers for Disease Control](#)

Replaces:	New		
Reviewed:		Revised:	
City Manager Approval:		HR Director Approval:	
Reviewed:		Revised:	
City Manager Approval:		HR Director Approval:	
Reviewed:		Revised:	
City Manager Approval:		HR Director Approval:	