

---

**City of Falls City**  
**City Council Emergency Meeting Minutes**  
**Saturday March 14, 2020 9:00AM**  
**Meeting Location: 320 N Main Street, Falls City, Oregon 97344**

---

**Council Present:** Lori Jean Sickles, Jennifer Drill remoted in via telephone, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**Staff Present:** Mac Corthell, City Manager; Jamie Ward, City Clerk; Jon Creekmore, Public Works

**Other Present:** Mikel Kidd; Falls City Schools, John Gilbert; Falls City Schools/Fire Department; Lynn Sampson-Bailey, Donna Creekmore; Falls City Schools

**1.1. Call to Order**

Mayor Gordon called the meeting to order at 9:03AM

**1.2. Roll Call**

Clerk Ward took roll call.

**1.3. Pledge of Allegiance**

Mayor Gordon led the pledge.

**2. Motion to adopt the entire Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Falls City School staff attended this meeting to inform Council about Governor Kate Brown's decision to close the schools until April 28, 2020. The school is offering free breakfast and lunch to-go bags daily throughout this closure. Use of the Community Center will be addressed later the meeting.

**3. Emergency Business**

- a. Both the outbreak and response to the COVID-19 Pandemic has placed the Falls City Community and the World at great risk. While the symptoms are rarely life threatening in healthy adults, our most vulnerable populations are less lucky. A State of Emergency has been declared by many states, including the State of Oregon, our Federal Government, and, many other Governments and organizations around the world. On March 12, 2020 Oregon Governor Kate Brown released a press release updating Mitigation Measures on Coronavirus Response (See Exhibit A) Governor Brown also issued Executive Order No. 20-05 (See Exhibit B). Prohibiting large gatherings due to Coronavirus (COVID-19) outbreak in Oregon.
- b. Corona Virus Discussion
  - i. Falls City Fire Assistant Chief Jon Creekmore stated that the Fire Department is getting updates from Oregon Health Authority (OHA) daily and will relay any additional information to City Manager Corthell. Creekmore stated that Falls City Emergency Response is taking protective measures when responding to calls, including not entering a residence and waiting for Dallas EMS to get here. Dallas has all the necessary

protective gear and Falls City has ordered some but stated that some of the necessary equipment and supplies are on back order. Creekmore added that if any resident was in need of CPR the Falls City Fire Department can enter the residence and assist and there is a full DECON station set up in the Fire Hall.

- II. Corthell went over the process of Declaring a Disaster and touched on what the benefits are when or if that happens.
- III. Corthell read his staff report addressing the proposed immediate action in response to COVID-19. City Staff is recommending the following changes;
  1. City Hall limited access  
Daily business will proceed as normal, but face to face business will be handled through the front door mail slot, or via telephone.
  2. Temporary Personnel Policy (See Exhibit C)
  3. Corthell explained Resolution 07-2020 temporarily waiving utility penalties and terminating all water shut-offs during the declaration of emergency by the State of Oregon. This Resolution will terminate automatically at the time when the emergency declaration by the State of Oregon terminates, unless extended by act of the City Council.

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City to adopt RESOLUTION 07-2020 A RESOLUTION TEMPORARILY WAIVING UTILITY PENALTIES. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

4. Corthell went over Resolution 08-2020 temporarily banning non-city use of Public Facilities. Stating that due to COVID-19 cleaning standards it is best not use the facilities for anything other than City business, all City Committee meetings will be postponed until after the emergency declaration is lifted.

The Falls City Schools are going to provide breakfast/lunch bags to students up to the age of eighteen (18). Individuals will use one city table to be set up outside of the Community Center and will be properly cleaned when finished. All non-essential people will not be allowed in the building.

After brief council discussion regarding the Community Center being used as the warming center Council decided to stick to the guidelines stated in the Resolution and moved to motion.

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt RESOLUTION 08-2020 A RESOLUTION TEMPORARILY BANNING NON-CITY USE OF PUBLIC FACILITIES. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- IV. Corthell stated that City Council and City Staff need to make sure that we are showing confidence and maintaining a unified front to help keep residence from panicking. City Staff will dedicate a portion of the city website to maintain public awareness, office schedules and COVID-19 education.

**4. Adjourn**

The meeting adjourned at 10:14AM.

  
\_\_\_\_\_  
Mayor, Jeremy Gordon

Attested:   
\_\_\_\_\_  
City Clerk, Jamie Ward



STATE OF OREGON  
Office of the Governor  
**KATE BROWN**

**State of Oregon**  
**Updated Mitigation Measures on Coronavirus Response**

March 12, 2020

Pursuant to directives from Governor Brown, the State of Oregon is issuing the following guidance, with the primary goal of slowing transmission of the coronavirus in Oregon in order to protect the most vulnerable Oregonians, and to protect our state's health care system capacity. This guidance follows updated guidelines from the U.S. Centers for Disease Control and Prevention, released March 10, 2020, and the World Health Organization's designation of COVID-19 as a global pandemic on March 11, 2020.

**1. Large Gatherings**

- All large gatherings over 250 people are canceled statewide, effectively immediately, for four weeks (through April 8, 2020).
  - Large gatherings subject to this order include but are not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained.

**2. Other Events**

- Individuals in high risk populations (those over 60 years of age, or those with an underlying health condition) should avoid social and community gatherings of more than ten (10) people, for four weeks (through April 8, 2020).
- All other events are recommended to be modified as follows:
  - Make events virtual when possible;
  - Make performances and content available online;
  - Change the location of event to an outdoor setting;

- Transition a large event to multiple events with fewer people;
- Send announcements ahead of events, reminding high risk individuals and persons who are sick to stay home;
- Display signs that encourage hand washing;
- Ensure guests have ready access to hand sanitizer, and sinks with water, soap, and paper towels;
- Politely ask individuals to leave if they are sick and coughing.

### **3. Workplace Recommendations**

- The following social distancing measures should be observed to the extent possible:
  - Maintain a distance of at least three (3) feet between employees in offices and at worksites;
  - Implement staggered work schedules;
  - Cancel or limit in-person meetings by utilizing teleconference and videoconference technologies;
  - Limit all non-essential meetings of twenty (20) or more individuals, including after-work functions;
  - Limit all non-essential work travel—in-state, national, or international work travel;
  - Limit all work-sponsored conferences, tradeshows, and other events.
- Employers should also:
  - Establish flexible leave policies for staff who need to stay home due to school, childcare, and event dismissals;
  - Consider paid leave policies for people with COVID-19 symptoms;
  - Consider shift equivalent paid leave policies for hourly employees who have work hours decreased or cancelled due to implications of COVID-19;
  - Implement extended telework arrangements where feasible.
- Businesses, whether indoor businesses (museums, movie theaters, retail stores, grocery stores, gyms, etc.) or outdoor businesses (outdoor markets, zoos, etc.) should:
  - Post signage reminding people who are sick to stay home;
  - Display signs that encourage handwashing;

- Limit crowding, and implement social distancing measures to ensure individuals are at least three (3) feet apart, whenever possible;
- Increase cleaning of high-touch surfaces.
- Restaurants and the hospitality industry also should, when possible, encourage social distancing, and reconfigure businesses to emphasize take-out ordering.

#### 4. Schools Recommendations

- In addition to previous guidance from the Oregon Health Authority, schools should, to the extent possible, cancel or limit all non-essential gatherings and group activities, including but not limited to:
  - Group parent meetings and parent education activities;
  - Field trips;
  - Competitions;
  - Concerts and plays;
  - Arena-based conferences;
  - Group trainings and professional learning activities.

*\*These recommendations apply whether or not the activities are specifically sponsored by a school or school district.*

- Schools should also:
  - Limit interscholastic athletics and activities to student participants, essential personnel, and credentialed media. This recommendation includes any organized youth athletic programs, club sports, intramural activities and competitions, whether or not they are affiliated with or sponsored by a school or school district;
  - Coordinate with and make this information available to all onsite partners (preschools, childcare centers, afterschool programs, etc.);
  - Consider staggering recess and lunch periods to reduce the number of students coming into close contact with each other.
- Students at high risk for severe illness should consult with their health care providers about specific steps to lower their risk of illness.

- School district employees and students, volunteers and visitors who are ill should stay home until their fever is gone and symptoms are better for at least 24 hours to stay home.
- Colleges and universities are also advised to follow these protocols, modified as necessary to apply within a higher education setting.

## **5. Childcare Recommendations**

- Childcare providers and facilities are recommended to, to the extent possible:
  - Cancel all in-person training activities or professional learning, and discourage participation of staff in community-based training that is not available online;
  - Cancel all in-person parenting education and parent information meetings;
  - Cancel field trips;
  - Limit staff meetings and gatherings;
  - Stagger meal and outdoor times to limit interaction.
- Children, teachers and staff who are ill should stay home until their fever and symptoms are gone for at least 24 hours.
- Childcare programs are strongly encouraged to implement sick leave policies that support staff who are symptomatic, particularly high-risk individuals, from coming to work.
- Childcare programs that are experiencing hardship in maintaining operations should consult with their licensing specialist for guidance.
- Childcare providers should coordinate with education and early learning partners including schools, especially when co-located.
- Home-based childcare providers, or their family members who are ill, should stay home until their fever is gone and symptoms are better for at least 24 hours. In those circumstances, home-based childcare providers also should either (a) preemptively close the facility, or (b) separate ill household members in a different room, away from others and increase cleaning procedures.

## **6. Transit-related Recommendations**

- Individuals and entities providing transit services are recommended to:
  - Post or play reminders to stay home when sick;

- Encourage individual to travel only when essential;
  - Avoid crowding, and encourage social distancing;
  - Increase cleaning.
- Ride shares are encouraged to clean regularly and have windows down, when possible.

#### **7. Congregate Settings, including Long-Term Care and Assisted Living**

- Guidance announced this week by OHA and DHS remains in place to protect older adults. The guidance:
  - Directs nursing, assisted living and residential care facilities to restrict visitation to only essential individuals;
  - Requires screening of all permitted visitors for respiratory or other symptoms;
  - Limits community outings and support residents' access to socialization when visitors are not able to enter the facility.



**EXECUTIVE ORDER NO. 20-05****PROHIBITING LARGE GATHERINGS DUE TO CORONAVIRUS  
(COVID-19) OUTBREAK IN OREGON**

On March 8, 2020, I declared an emergency under ORS 401.165 *et seq.* due to the public health threat posed by the novel infectious coronavirus (COVID-19).

On March 10, 2020, based on recommendations from the Oregon Health Authority, the Department of Human Services imposed restrictions and protective measures to limit visitors to long term care facilities to only essential personnel. The Oregon Health Authority is taking similar measures at the Oregon State Hospital and in other behavioral health settings.

On March 11, 2020, the World Health Organization announced that COVID-19 is a global pandemic.

As of today, there are 21 presumptive or confirmed coronavirus cases in Oregon, and state and local public health officials have advised that the virus is circulating in the community and that they expect the number of cases to increase.

COVID-19 spreads person-to-person through coughing and sneezing, close personal contact, such as touching or shaking hands, or touching an object or surface with the virus on it, and then touching your mouth, nose, or eyes. The symptoms are fever, cough and difficulty breathing.

Consistent with the mitigation strategies for communities recommended by the Centers for Disease Control and Prevention (CDC) with regard to COVID-19, in order to slow the spread of the disease, and to protect the Oregonians who are at highest risk for contracting the disease, I find that immediate implementation of social distancing and community mitigation measures are necessary.

**NOW THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:**

1. Pursuant to ORS 433.441(3)(a) and (d), ORS 401.175(1), and ORS 401.188(2), I am prohibiting large social, spiritual, and recreational gatherings of 250 people or more, statewide.
2. Gatherings subject to Paragraph 1 of this Executive Order include, but are not limited to, community, civic, public, leisure, faith-based, and sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained.



EXECUTIVE ORDER NO. 20-05  
PAGE TWO

3. Paragraph 1 of this Executive Order does not apply to school attendance, places of employment, grocery stores, or retail stores.
4. I delegate authority to the Oregon Health Authority and the Public Health Director to provide guidance regarding the types and categories of gatherings subject to this Executive Order.
5. Beginning on March 16, 2020, any person found to be in violation of this order is subject to the penalties described in ORS 401.990.

This Executive Order is in effect immediately and remains in effect until April 8, 2020, unless extended or terminated earlier by the Governor.

Done at Portland, Oregon this 12<sup>th</sup> day of March, 2020.

---

Kate Brown  
GOVERNOR

ATTEST:

---

Bev Clarno  
SECRETARY OF STATE





City Manager's  
Office

## Temporary City Policy: Response to COVID-19

City of Falls City  
Falls City, OR 97344  
299 Mill Street  
Phone: 503.787.3631  
manager@fallscityoregon.gov

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Falls City 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 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.

### Definitions:

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

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

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

**Immediate Family:** As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

**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.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. 2

**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:** A work arrangement in which the employee works outside the normal work site, often working from home.

**Polk County Health Department:** The regional health authority for public health concerns in Polk County.

### **General Policy:**

The City of Falls City is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Polk County Health Department. 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 adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee 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 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 documented exposure of COVID-19;
  - a. Employees are to treat a precautionary school closure similar to an inclement weather event. Managers are encouraged to be flexible with employees who need to retain alternative childcare services on short notice. If the employee's child is not considered to be high risk for serious complications from COVID-19 the employee is expected to work their scheduled shifts.
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to documented exposure of COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to documented exposure of COVID-19 and an employee is unable to travel to and from work; OR
6. In the event that the CDC, the OHA, or the Polk County Health Department 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.

EXA

a. In the event this occurs employees will receive further direction from the City Manager on continuation of operations. Consult with your department head if you are unsure if your position is responsible for providing essential services.

## **Policy Guidelines:**

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Hours Type 'COVID-19 Absence' to account for the absence.

a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage and will utilize sick leave accruals.

b. Employees with insufficient sick leave accruals will be allowed to go negative and reimburse the city using future accruals.

c. This Reason Code 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,

c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to the City Manager.

2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.

3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.

a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.

b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.

c. When 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 work day while working remotely from the work site.

d. 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 six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.

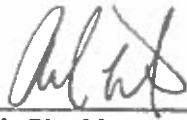
4. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.

Ex-A

5. 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 policies and procedures.

6. Implementation: Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)

7. Review: This temporary policy shall 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.



---

Mac Corthell, City Manager

E+A