



## City Manager Emergency Order 2020-01

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On March 23, 2020 the Yachats City Council declared a City-wide State of Emergency. Pursuant to that declaration, I find it necessary to issue this Order intended to further protect the health, safety, and welfare of team members and the community.

On March 23, 2020, Governor Brown issued Executive Order 20-12 encouraging additional social distancing, telework and work-at home to the maximum extent possible. While this order is not applicable to local governments, the health and safety of our team members is of critical concern to me. With such a small team, we are all essential employees and we must continue to provide essential governmental services to our community.

The following is an initial work plan designed to maximize social distancing to help keep everyone safe. This plan is fluid and may be revised, daily or weekly, as needed.

- Effective immediately, all team members are to maintain a distance of at least six feet between individuals. Per the order, I will designate specific employee(s) to help implement this policy.

Please keep track of all time spent that is related to COVID prevention activities. When this event subsides, we will be seeking opportunities for potential state or federal reimbursement, documentation will be very important.

- Martha, Ellen, and Justin, you will need to follow Council of Government (COG) policies being developed in response to this emergency. Please update me as COG policies change so I can make adjustments as needed.
- Tony will follow TCB policies; however, will currently maintain your schedule of being here each Tuesday and Wednesday. Tony will continue to help by reaching out to hotels, short-term rentals, businesses and community members to inform them of changes and new requirements.
- Dave, Helen, and Heather – I recognize that many of the activities outlined in your contracts are not occurring at the moment. My goal is to keep everyone working and paid as long as possible, this may require some adjustments to your contracted duties, I appreciate your understanding and flexibility. I will need you to provide me a list of current projects that you have on your “to do”

list by Friday, March 27. We will go through them together and prioritize your workload. My intent is to try and balance your work plans, looking at what requires you to physically be here and what you may be able to accomplish remotely from home.

If you don't already, I will need you now to document your daily hours, highlighting any COVID related time, beginning March 1, 2020. As noted earlier, documentation will be critical for potential reimbursement.

- Public Works – Telework and work-at-home is not an option for public works essential functions. Therefore, to ensure continuous coverage, respecting special guidelines, David will begin working from 3:30 AM to Noon and Rick will work 10 AM to 6:30 PM. This allows 2 hours for pass down of information.

I will work with the leads on a daily and weekly basis to develop work plans for essential functions that allow for staggered schedules and safe spacing for other public works team members.

- City Hall – Kimmie will work 2 days a week from home on the work plan we will develop. The remote days may change from week to week depending on governmental functions occurring in the office.

Again, this is an initial work plan designed to encourage safe social distancing in order to help keep you safe and reduce transmission of COVID-19 while we continue to provide essential services to our community. I want to thank you for all of your hard work during these difficult times. Patience, understanding, and communication will go a long way as we work to reduce the spread of this virus while we continue to provide needed services to our community.

DATE: March 25, 2020

Shannon Beaucaire  
City Manager, or designee as  
authorized by Resolution 2020-110