

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Closing Certain ) ORDER  
Tillamook County Offices to the Public ) #21-046  
and Directing County Employees to )  
Telework to the Greatest Extent )  
Possible )

This matter came before the Tillamook County Board of Commissioners on August 27, 2021. The Board of Commissioners, being fully apprised, finds as follows:

1. Under the emergency powers granted by ORS 401, on March 14, 2020 the Board of Commissioners signed Resolution #R-20-005 designating a State of Emergency within Tillamook County due to the spread of the Coronavirus (COVID-19).
2. The Board of Commissioners has signed eleven resolutions continuing the emergency, with Resolution #21-013 continuing the emergency until December 31, 2021.
3. COVID-19 is a global pandemic and Tillamook County is experiencing an unprecedented surge that is severely impacting our community and employees.
4. Tillamook County must continue to provide essential county services to its residents.
5. The health, safety, and well-being of Tillamook County employees is essential to the county continuing to carry out its operations.
6. At the request of the Board of Commissioners, Tillamook County department heads, including elected officials, have developed continuity of operations plans.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

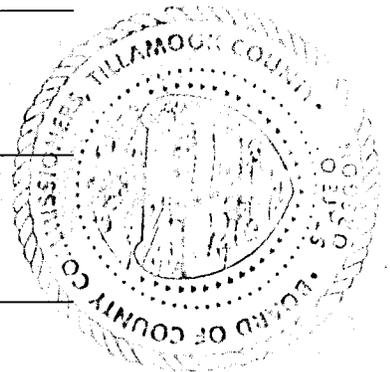
7. Effective **August 27, 2021 at 5:00 p.m.** all department heads and elected officials shall instruct all county employees to telework to the greatest extent possible until further direction from their supervisor, department head, or the Board of Commissioners.
8. Each department head or elected official shall determine which employees within their department are able to telework. The Board of Commissioners will approve these determinations to ensure the county's continuity of operations.
9. Employees shall perform job duties that involve interaction with the public via telephone, email, or other electronic means whenever possible.
10. Any employee who is unable to telework shall continue to work from their county office or other designated location.

11. Department heads and elected officials shall enforce physical distancing, masking, and quarantining requirements consistent with guidance from the Centers for Disease Control and Prevention, Oregon Health Authority, Oregon Operational Safety and Health Administration, and Tillamook Community Health Centers.
12. Employees shall adhere to the County Emergency COVID-19 Policy.
13. All county offices listed in the attached Exhibit A are open to the public by appointment only, unless otherwise amended by the Board of Commissioners.
14. In accordance with the Oregon Health Authority and Oregon Occupational Safety and Health Division guidelines, face coverings are to be worn in all indoor public spaces and outdoor public spaces where social distancing is not possible. In the interest of safety for the public and county employees, these guidelines must be strictly adhered to. Service may be denied to members of the public who fail to adhere to these requirements.
15. The Board of Commissioners intends to review this order weekly.
16. Order #20-054 is hereby repealed.

DATED THIS 27<sup>th</sup> day of August, 2021.

THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

	Aye	Nay	Abstain/Absent
<u>MF Bell</u> Mary Faith Bell, Chair	8	—	— / —
<u>[Signature]</u> David Yamamoto, Vice-Chair	✓	—	— / —
<u>[Signature]</u> Edn D. Skaar, Commissioner	✓	—	— / —



ATTEST: Tassi O'Neil  
County Clerk

APPROVED AS TO FORM:

By: [Signature]  
Special Deputy

[Signature]  
William K. Sargent, County Counsel

**Exhibit A**  
**August 27, 2021**

The following Tillamook County offices are open to the public by appointment only.

- **Assessor's Office** 503-842-3400
- **Board of Commissioners' Office** 503-842-3403
- **Clerk's Office** 503-842-3402
- **Community Development** 503-842-3408
- **Community Health Centers – Administration** 503-842-3900
- **District Attorney's Office** 503-842-3410
  - **Victim's Assistance** 503-842-1241
  - **Child Support Enforcement** 503-842-3411
- **Human Resources Department** 503-842-3418
- **Information Services** 503-842-3406
- **Justice Court** 503-842-3416
- **Juvenile Department** 503-842-3417
- **Library** 503-842-4792  
*(curbside pickup available)*
- **Parks Department** 503-322-3477
- **Public Works and Solid Waste Office** 503-842-3419
- **Sheriff's Office – Jail** 503-815-3300
- **Surveyor's Office** 503-842-3423
- **Treasurer's Office** 503-842-3425
- **Veteran's Office** 503-842-4358

The following Tillamook County offices are open to the public.

- **Community Health Centers – Clinics** 503-842-3938