

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Closing Certain) ORDER
Tillamook County Offices to the Public) #20-054
and Directing County Employees to)
Telework to the Greatest Extent)
Possible)

This matter came before the Tillamook County Board of Commissioners on November 17, 2020. The Board of Commissioners, being fully apprised, finds as follows:

1. Under the emergency powers granted by ORS Chapter 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 six resolutions continuing the emergency, with Resolution #20-027 continuing the emergency until January 2, 2021.
3. On November 13, 2020, the Oregon Governor issued a news release announcing a statewide Two-Week Freeze implementing new measures to stop the rapid spread of COVID-19 across Oregon. One of the measures requires all businesses to mandate work-from-home to the greatest extent possible and closing offices to the public.
4. The health, safety, and well-being of county employees is essential to the county continuing to carry out its functions.
5. At the request of the Board of Commissioners, county department heads, including elected officials, have designated those employees who are able to telework.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

6. Effective **November 17, 2020 at 5:00 p.m.** all department heads, including 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.
7. Each department head or elected official shall determine which employees within their department are able to telework.

8. Any county employee who is unable to telework shall continue to work from their county office or other designated location.
9. County offices listed in the attached Exhibit A are temporarily closed to the public through December 2, 2020, or unless extended by the Oregon Governor or Tillamook County Board of Commissioners.
10. County employees shall perform their job duties that involve interaction with the public via telephone, email, or other electronic means whenever possible.

DATED THIS 17th day of November, 2020.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

	Aye	Nay	Abstain/Absent
<u>Bill Baertlein</u> Bill Baertlein, Chair	✓	___	___/___
<u>MF Bell</u> Mary Faith Bell, Vice-Chair	Y	___	___/___
<u>David Yamamoto</u> David Yamamoto, Commissioner	___	___	___/___

ATTEST: Tassi O'Neil
County Clerk

By: [Signature]
Special Deputy

APPROVED AS TO FORM:

[Signature]
Joel W. Stevens, County Counsel



Exhibit A
November 17, 2020

The following Tillamook County offices are **closed** to the public but remain open for services via telephone and electronic means.

- **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 by **appointment only**.

- **Sheriff's Office – Administration** 503-842-3330
- **Sheriff's Office – Parole and Probation** 503-815-3331

The following Tillamook County offices are **open** to the public.

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