



## CITY OF DONALD

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[www.donaldoregon.gov](http://www.donaldoregon.gov)

March 17, 2020

# Message from Mayor of Donald Regarding the COVID-19 Outbreak

Dear Donald Community,

During this time, the City leadership's primary concern is the health and safety of our employees and community members. We are happy to report that, at this time, we are not aware of any confirmed cases of coronavirus in our workforce or our community, but there are two in Marion County, and other cases in surrounding counties. We are monitoring information from the Oregon Health Authority and the CDC to ensure the staff and the community members remain informed.

The City will continue operations however, City Hall will remain locked during business hours. You are encouraged to either phone call or email [manager@donaldoregon.gov](mailto:manager@donaldoregon.gov) for City-related business. You are welcome to drop off water and sewer payments at City Hall using the payment box that is available at any time. If you need to enter City Hall, please knock on the front door and an employee will assist you.

**By Order of the Council: There is a temporary suspension for the disconnection of water services for non-payments and the utility fees**

### **DO NOT COME TO WORK OR TRAVEL IF YOU DISPLAY SYMPTOMS**

Coronavirus symptoms include **fever, dry cough, shortness of breath, aches and pains**

If you feel like you are experiencing symptoms, the CDC recommends you contact your primary care provider or the emergency room to discuss your symptoms and decide if you need a test, before visiting the E.R.

**This is what we are encouraging our community members and staff to follow:**

- Frequently wash your hands and/or use hand sanitizer
- Avoid touching your face
- Disinfect commonly touched surfaces like doorknobs, desks, and paper towel dispensers
- Avoid using communal snack dishes such as candy bowls
- Limit physical contact and practice social distancing (at least 6-foot separation, when feasible)
- Suspend in-person meetings as much as possible
- Maintain open communications with your immediate supervisor

**The City Council recommends community members to take the following measures to promote healthy decision-making in Donald:**

- Remain in your home, if possible, remember you could be a carrier with no symptoms
- Limit your outings for necessities only, when feasible
- Know that the Skate Park and Little City Hall Park are not being sanitized so please weigh this into your decision to use these facilities
- Suspension of the Donald Community Center for all events
- Go outside to walk or exercise by yourself or with your family members, while maintaining social distancing

**How can our community come together to help?**

- Support the local economy by ordering and picking-up meals from local vendors
- Report any urgent supply needs for our most vulnerable populations to City Hall, and the staff will then dispatch the need to the Donald Public Health and Safety Focus Group Lead Councilor, who will try to facilitate the request
- Volunteer to help the Donald Public Health and Safety Focus Group Lead to get people the urgent supplies to ensure their safety and health
- Build awareness that North Marion School District offers a free breakfast/lunch combo sack meal to youth age 18 and under at the Donald Skate Park, Monday -Friday from 10:30am to 10:45am, youth must be present to pick up, no seconds and no adult meals
- Be respectful and supportive of others in the community
- If you feel comfortable and are able here are some services that you can provide to your neighbors that may need assistance:
  - Make them a meal and leave it on their front steps
  - Walk their dog
  - Pick up supplies or prescriptions from the store for them
  - Talk to them on the phone or text them to prevent loneliness
  - Provide them a necessity that you have from your stock to help them overcome an urgent need

**Here is what the Council and City Staff are doing to keep our employees safe:**

- We ask the community to limit direct contact with the City Staff as much as possible. If you have questions or concerns, the staff will be happy to discuss over the phone or send an email to City Manager Heidi Bell at [manager@donaldoregon.gov](mailto:manager@donaldoregon.gov) or to Mayor Brad Oxenford at [mayoroxenford@donaldoregon.gov](mailto:mayoroxenford@donaldoregon.gov)
- Limit invitations to non-essential visitors to City Hall
- The City Council has decided to provide 80 hours of paid leave for any City Employee who is required to quarantine or decides to self-quarantine (due to exposure) during this time of concern. In addition, on a case-by-case basis, we have authorized employees to work from home if feasible
- Monitoring recommendations and requirements from governmental agencies
- Following CDC guidelines regarding separating employees from exposure
- Directing our City staff to clean and disinfect common areas on a regular basis
- Continuing to communicate relevant developments and information to our employees and the public
- Until further notice, only business-critical travel is allowed

**Here is additional information we feel may be useful:**

For the most up-to-date and accurate information please check the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Visit the Oregon Health Authority website to sign up for daily notifications or learn info <https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx>

Phone call 211 to learn about community assistance programs and emergency management responses

Our primary goal is to keep our workforce and the community safe and healthy as we navigate the uncertainty of this situation. If you have any questions or concerns, please contact City Hall by phone at 503-678-5543 or email City Manager Heidi Bell at [manager@donaldoregon.gov](mailto:manager@donaldoregon.gov) or Mayor Brad Oxenford at [mayoroxenford@donaldoregon.gov](mailto:mayoroxenford@donaldoregon.gov).