



City of Stayton

Administration • Finance

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-3425 • Fax (503) 769-1456

COVID-19 Pandemic Reopening Plan

(updated July 2020)

The COVID-19 pandemic has fundamentally changed how we operate; the essential functions of the City have remained fully functional and operational. The focus of the City has been to meet our top priority, the health and safety of our residents and employees. The City will be following in-step with the Phased Reopening as dictated by Marion County and the State of Oregon. The guidelines for reopening will follow the recommendations and guidelines of the Oregon Health Authority (OHA), the Centers for Disease Control (CDC), Oregon Occupation and Health Administration (OR-OSHA) and City-County Insurance Services (CIS).

City staff and services are available to the public via phone, email, or video conferencing (e.g. Zoom) and are the current preferred options for communication with staff. Beginning May 26th, 2020, the City will also begin taking appointments for in-person meetings based on the following guidelines as recommended by the OHA, OR-OSHA and CIS:

- **City Hall (Administration and Finance); Planning and Public Works Office**
 - Stakeholders who wish to meet in-person with these departments must call or email to schedule an in-person appointment.
 - City Hall - (503) 769-3425 or cityofstayton@ci.stayton.or.us
 - Public Works and Planning (503) 769-2919 or ikintz@ci.stayton.or.us
 - Staff will contact the stakeholder prior to appointment and ask:
 - Have you had a new or worsening cough?
 - Have you had a fever?
 - Have you had shortness of breath?
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
 - If stakeholders answer “yes” to any of the above questions, staff must reschedule their appointment until their symptoms (cough, fever and shortness of breath) have been resolved. Stakeholder must be fever-free without medication for at least 72 hours. If stakeholder is diagnosed with, or in close contact with someone diagnosed with COVID-19, no appointment will be scheduled for at least 14 days after symptoms subside.
 - City staff will keep a record of contact information, date, and time of appointment. If there is a positive COVID-19 case this information will be used for a contact tracing investigation.
 - No more than one person, or two people from the same household, will be allowed per appointment.
 - City staff will wear masks during all meetings.

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

POOL
400 W. VIRGINIA STREET
STAYTON, OR 97383
(503) 767-7665

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

- Based on the recommendations of the CDC, stakeholders are required to wear a mask for the safety of City employees. A mask can be provided, if needed. If stakeholder(s) are unable to wear a mask for an in-person meeting, please contact City staff.
 - Staff and attendees shall maintain a distance of at least 6 feet during the meeting or remain behind a protective barrier.
 - Appointments will be limited, if possible, to no more than 30 minutes in length.
 - Staff will disinfect all meeting areas before and after each meeting.
- **Stayton Police Department**
 - The Police Department lobby will remain closed.
 - Non-emergency Police services can be reached at (503) 769-3421.
 - In case of emergency, please call 911.
- **Stayton Public Library**

Following additional best practices from the State Library of Oregon and the Oregon Library Association, the Stayton Public Library will:

 - Provide outside pickup service three days a week.
 - Pull and pack holds on the other days.
 - Allow holds to be placed online or by phone.
 - Fulfill holds only for Stayton items. CCRLS courier is not running at this time.
 - Schedule pickup times online at www.staytonoregon.gov/page/library_pickup or by phone at (503) 769-3313.
 - Establish a quarantine system for returns.
 - Require staff to wear a mask and gloves to ensure employee and patron safety.
 - Continue to provide virtual and passive programming.
- **Stayton Family Memorial Pool**
 - The Stayton Family Memorial Pool will have a limited reopening on July 20, 2020. Full details can be viewed at: http://www.staytonoregon.gov/page/pool_home
 - See full [Patron Pool Rules](#) for further mask requirements and other information on visiting our facility.
 - Staff will wear masks at all times, unless they are in the pool. See Aquatic Facility Manager for complete staff protocol policies.
 - As patrons enter the facility, staff will ask the following questions:
 - Have you had a new or worsening cough?
 - Have you had a fever?
 - Have you had shortness of breath?

- Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
 - If patrons answer “yes” to any of the above questions, they will not be allowed to enter the facility until their symptoms (cough, fever and shortness of breath) have been resolved. Stakeholder must be fever-free without medication for at least 72 hours. If stakeholder is diagnosed with, or in close contact with someone diagnosed with COVID-19, no appointment will be scheduled for at least 14 days after symptoms subside.
 - Pool staff will keep a record of contact information, date, and time of visit to the Pool facility. If there is a positive COVID-19 case this information will be used for a contact tracing investigation.
- **City of Stayton Parks**
 - By direction of the OHA, open spaces of all City-owned parks will remain open.
 - Playground equipment has been reopened.
 - When utilizing the parks, non-household family members should maintain social distancing.
- **Rentals**
 - The Jordan Bridge, Community Center, and Stayton Public Library meeting rooms will not be available for rental based on recommendations from the OHA.