

# COVID-19 | Important update on reporting to work, updated FAQ

Marissa Madrigal

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To: Marissa Madrigal <Marissa.Madrigal@oregonmetro.gov>;

**\*\*Sent to all Metro employees. Supervisors please print, share and post at your worksite.\*\***

[Visit oregonmetro.gov/covid-19](https://www.oregonmetro.gov/covid-19) for updated information for Metro employees.

Dear colleagues,

*There is no way around it, fam. The events of the last week have been profoundly difficult to absorb. Over the next few weeks, our Metro community will join the global effort to “flatten the curve” and give the people who become infected with COVID-19 the best chance at survival. Our collective actions are necessary to save lives. And, we can already see the negative economic impacts cascading through our community at large, including our venues here at Metro.*

*I want you to know that no matter where you work at Metro – the zoo, our venues, parks, transfer stations or MRC - we are thinking about you and considering the impact of this event on your work, your life and your family. All Metro employees will be paid through April 1. Metro leadership is working to forecast the financial impacts of this situation and what this means for our employees. As of right now, after April 1, all employees will be able to use any and all accrued leave and then the advance of 80 hours sick leave. We will continue to monitor and evaluate the situation.*

*Please read the updated FAQ on pay, leave policies, essential employee assignments and telework.*  
[https://www.oregonmetro.gov/sites/default/files/2020/03/16/COVID-19\\_TempPolicy\\_FAQs\\_03162020.pdf](https://www.oregonmetro.gov/sites/default/files/2020/03/16/COVID-19_TempPolicy_FAQs_03162020.pdf)

***Metro worksites are on reduced hours and staffing until further notice.***

- *All non-essential employees should remain at home. For those who can, please telework.*
- *All essential employees who are required to report to work or are unable to telework: contact your supervisor on instructions for reporting to work.*

*It's important to take care of yourself and the people around you during this difficult time. Remember to breathe. Take the actions that are within your control.*

*Additional resources about Metro policies are available at [oregonmetro.gov/covid-19](https://www.oregonmetro.gov/covid-19). If you have questions or want to provide information, send an email to [covid-19@oregonmetro.gov](mailto:covid-19@oregonmetro.gov).*

*Thank you all for your public service during these really difficult time.*

*Below is information on telework, conference calls, parking and resources for parents and caregivers.*

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## Telework reminders

Employees may begin working off-site without filling out an approval form, coordinate work with your supervisor.

- You may use your own computer to telework. Metro assumes no liability for loss, damage or wear to employee-owned equipment.
- Metro will not reimburse employees for expenses associated with teleworking such as internet access, office supplies or personal technology devices.
- Employees are responsible for exercising caution to prevent damage to or theft of Metro property in their care, custody or control.
- Be aware that any Metro-related documents, communications or work products, even those on a personal computer, are public records and should be saved according to the same standards as records on work computers.
- In the case of a records request, Metro may ask for access to your device to ensure full compliance. Your personal files would not be part of the request and would not be turned over to any third party.
- Make sure that all of your electronic devices and software are compatible with Metro standards. If you have any questions, contact the Information Services Department at [helpdesk@oregonmetro.gov](mailto:helpdesk@oregonmetro.gov)

## Conference call resources

Several departments have a paid WebEx subscription for phone and video conferencing. Contact your department administrative coordinator to access. Employees can also use several free services – a popular one for phone-only meetings is [freeconference.com](https://www.freeconference.com). Here are some tips to keep in mind for setting up and participating in conference calls:

### Before the conference call starts

- Inform all the participants about the details of the meeting including call-in number.
- Remind participants to choose a quiet area for the call.
- Prepare your agenda.
- Designate a meeting facilitator and set time limits for speaking.

### During the conference call

- Don't be late. If you join the call late, wait for a pause in the conversation to let others know you've joined.
- Introduce yourself and mute your phone when you are not speaking.
- Let other people talk. Pause regularly to give an opportunity for all participants to clarify or ask something.
- Stay on topic.
- Inform people when leaving the conference call.
- Before ending the call let participants say their final words or ask remaining questions.

### After the conference call

Provide meeting minutes to participants.

## Free parking at the Oregon Convention Center and Oregon Zoo

In response to COVID-19, Metro recommends limited use of mass transit. We recognize paying for parking can be a barrier for some of employees who are required to report to work. To reduce this barrier, employees who are identified as essential and required to report to a worksite will receive free parking at the Oregon Convention Center and the zoo.

Metro Regional Center and OCC employees: Park for free in the OCC parking garage.

- To exit the parking garage on foot, use the path and doors on Level P1 to NE Lloyd Blvd., or Level P2 to NE 1st Ave.

- To return to your vehicle on foot, enter the parking garage entrance doors on NE 1<sup>st</sup> Avenue or NE Lloyd Blvd from 3pm to 7pm.
- If you return to the garage and the garage is locked, phone OCC public safety at 503.731.7849 (operated 24/7) to gain entry.
- If you are exiting the garage in your vehicle and the metal security gate is closed, please drive up near the end of the exit over the sensor and the gate will lift automatically.
- If you would like a security escort, do not hesitate to contact the OCC security desk at 503-731-7849.

Oregon Zoo: Essential staff will be provided parking passes.

## **Resources for families and caregivers**

### **How to talk to your kids about COVID-19**

With schools closed statewide, we know families are experiencing a tough time. If your children are feeling anxious, please reassure them that health and school officials are working hard to keep everyone healthy and safe.

For tips on talking to your children, here are three resources:

- [Centers for Disease Control \(CDC\)](#).
- [National Association of School Psychologists](#)
- [Zero to Three](#)

### **Meals for kids who depend on school breakfasts and lunches**

School districts around the state are helping ensure children don't go hungry during the school closures.

#### **Corbett School District**

<https://corbett.k12.or.us/2020/03/13/covid-19-update-3-13-2020/>

#### **Centennial School District**

<http://csd28j.org/covid-19-coronavirus-information/>

#### **David Douglas School District**

<https://www.ddouglas.k12.or.us/2020/03/meals-and-food-pantries/>

Additional DDSD Food Banks: <https://www.ddouglas.k12.or.us/wp-content/uploads/2020/03/2020-DAVID-DOUGLAS-DISTRICT-FOOD-BANKS.pdf>

#### **Gresham-Barlow School District**

<https://www.gresham.k12.or.us/site/Default.aspx?PageID=8993>

#### **Parkrose School District**

<https://www.parkrose.k12.or.us/index.php?id=546>

#### **Portland Public Schools**

<https://www.pps.net/Page/15080>

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For more information about access to food for families, please call 211 or visit [www.oregonfoodfinder.org](http://www.oregonfoodfinder.org).

**Reynolds School District**

<https://www.reynolds.k12.or.us/district/coronavirus-covid-19>

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