

COVID-19 guidance

Marissa Madrigal

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

 2 attachments

Metro small event and meeting guidelines.pdf; Social Distancing Guidelines at Work.pdf;

Emailed to all staff. Please print and post for anyone without email access.

Dear colleagues,

As the local and international COVID-19 situation continues to change rapidly, it's important that we take action to protect employee and public health. That's why, effective March 12, we will implement new measures across Metro to help minimize the spread of COVID-19.

Your worksite remains open. However, telework opportunities will be provided wherever possible. For those of you who can't telework, social distancing measures (keeping a distance of six feet between people) will be implemented.

Last Thursday, March 5th, we implemented a COVID-19 leave policy which allows all Metro employees regardless of classification to use any type of accrued leave for COVID-19 related illness or work cancellation. The policy also allows employees to borrow an additional 80 hours of sick leave if an employee's other leaves are exhausted. In light of the Governor's order, we are reviewing this policy to ensure it is robust enough to reduce the impact of this unprecedented event.

Additional guidelines are below. Your directors and managers will be implementing these guidelines beginning tomorrow with details specific to your department, venue or site. If you have questions, talk with your supervisor.

Your health and wellbeing is our highest priority. Please take care of yourself and each other during this stressful time. Self-care is community care, if those who are healthy stay healthy it will protect those who are most vulnerable. The [Employee Assistance Program](#) provides free counseling or you can call the 24/7 Mental Health Call Center at 503-988-4888.

Additional resources about Metro policies are available at oregonmetro.gov/covid-19. If you have questions or want to provide information, send an email to covid-19@oregonmetro.gov.

Thank you for all you do to serve our community.

Effective March 12, 2020 please implement the following measures:

Cancel or modify events, programs and meetings

To limit the spread of COVID-19, Oregon Governor Kate Brown has issued a ban on gatherings with expected attendance of 250 people or more.

For meetings and events under 250, attached is guidance on meetings and events to cancel or postpone, and those that can occur with “social distancing” protocols. The guidance also includes sample language staff can use when notifying external partners.

Follow social distancing protocols

For Metro, our social distancing direction is to meet virtually by teleconference or phone whenever possible. If meetings in person are critical to operations, individuals must maintain a distance of at least six feet from each other. There are guidelines attached for more information.

Telework if possible

You are not required to complete a telework approval form at this time, but coordinate with your supervisor. You can find the current Metro telework policy [here](#).

We are working quickly to expand access to telework options. Metro email and SharePoint can be accessed from any computer. Following records policy, employees can transport files using USB drives. For now, only essential employees will have access to a Citrix license (our virtual private network that allows remote access to files).

Clean tools and equipment, and limit sharing

Limit sharing of tools and equipment. Clean tools and equipment before and after use.

Stagger worksite schedules

To support social distancing, managers will stagger work shifts to avoid close proximity of people in work areas, supporting at least six feet distance between employees. Examples of staggered shift options include: rotating break times or adjusting start and end times for employees.

Cancel non-essential work travel

Cancel all non-essential travel. This includes conferences, meetings and presentations that require travel within or outside of greater Portland.

Marissa Madrigal

Chief Operating Officer

Metro

600 NE Grand Ave.

Portland, OR 97232

503.797.1541