

**CITY OF NWPORT
COVID-19 EMERGENCY
CHRONOLOGY OF STEPS TAKEN TO DATE**

Late February/Early March - Fire Chief Rob Murphy begins monitoring the progress of COVID-19 and potential impacts on Oregon and Newport. Preliminary staff discussions occur on potential impacts for Newport.

February 28 - The first case of COVID-19 is reported in Oregon in Washington County.

March 3 - New protocols are initiated for wearing Personal Protective Equipment (PPE) for emergency responders.

March 5 - Rob Murphy and I discuss COVID-19 on the city's radio show. The general message is for people to take precautions as you would during cold and flu season.

March 8 - Governor Brown declares a State of Emergency in order to free up financial resources to address potential impacts of the coronavirus for the state.

March 10 - Held a meeting with Department Heads and Mayor Sawyer to discuss the rapidly changing conditions relating to COVID-19 prior to leaving for Michigan on March 11 to attend to a family emergency.

March 12 - Acting Manager Hawker closes the 60+ Center, eliminates Library outreach programs, and cancels general meetings.

March 12 - Governor Brown indicates that schools will be closed across the state effective March 16 through March 31. This closure is extended to April 28 by a subsequent executive order.

March 13 - Mayor Sawyer, Acting City Manager Hawker, staff, and I participate in a conference call coordinated by the League of Oregon Cities to begin a statewide dialogue among cities on response to this crisis. (In addition, Mayor Sawyer participates in a weekly conference call with other Mayors with Governor Brown to share local information and concerns each Sunday). A local briefing is also being provided by Lincoln County Emergency Services for local elected and appointed officials. These are very beneficial in sharing information on the impacts and responses of COVID-19 across the county and state.

March 13 - An emergency staff meeting is called by Acting Manager Hawker. Mayor Sawyer and I participate by phone. It is decided to close the Library, Recreation Center, and Aquatic Center, effective Saturday, March 14, 2020. We decide to initiate a local emergency in the City of Newport which is executed by Hawker on March 13, with Council formalizing the declaration at its March 16 meeting. Discussion is initiated on the protection of staff providing essential services, particularly police, fire, water, and wastewater.

March 13 - President Trump declares a national emergency related to COVID-19.

March 14 - The first death is reported from COVID-19 in Oregon.

March 16 - I participate by phone in a staff meeting. Guidelines are reviewed and approved regarding leave time for employees related to this virus. This includes employees who wish to take leave due to concerns for the virus. Discussion is held regarding closing City Hall to the public. I request that each department begin developing procedures as to how they will continue serving the public as part of this closure. A decision is made to close the fire station, water plant, and wastewater plant to the public. Furthermore, steps are made to isolate staff, who are part of these critical operations, from other staff to minimize possible infection by COVID-19.

March 16 - Governor Brown closes restaurants and bars, allowing take-out and delivery services only.

March 16 - The City Council approves the emergency declaration initiated by Acting City Manager Peggy Hawker, cancels the April 6 Council meeting, and the Planning Commission cancels the March 23 Planning Commission meeting.

March 17 - Water shut-offs are suspended during March and April.

March 19 - On my return, a meeting is set up to discuss the possible closure of City Hall. Effective March 20, City Hall is closed to the public, except by appointment only. The only general exception is that we have provided an opportunity for cash payments on Tuesday and Thursday from 3:00 - 5:00 P.M. There is a significant part of the community that uses cash to pay these bills. We routinely issue PPE to staff collecting these funds and have effectively staffed the main entrance, with a Spanish language interpreter, to allow only one customer at a time into the building. A link is below outlining the details of the closing access to the public. [https://www.newportoregon.gov/dept/adm/media/Press Release - City of Newport City Hall Limited Access to the Public Beginning March 20 2020.pdf](https://www.newportoregon.gov/dept/adm/media/Press_Release_-_City_of_Newport_City_Hall_Limited_Access_to_the_Public_Beginning_March_20_2020.pdf).

March 20 - The closures of the Library, Recreation Center, Aquatic Center, and 60+ Activity Center are extended to coincide with the Governor's school closure schedule. All advisory committee meetings are cancelled through the end of April. It is likely that as this schedule is modified, we will follow that schedule for these facilities.

March 21 - Warrenton, Oregon declared a state of emergency, banned camping, and ordered campgrounds to close. The city also prohibited short term rentals and home stay lodging, and ordered hotels to close after an influx of weekend visitors, who were told to leave within 24 hours. Astoria, and Tillamook County considered similar actions.

March 22 - Oregon reports 137 cases and 4 deaths related to COVID-19. There have been no confirmed reports of COVID-19 in Lincoln County as of this date.

March 23 - The City of Newport, along with Lincoln City, Depoe Bay, Siletz, Toledo, Waldport, Yachats, and Lincoln County collectively approve emergency orders restricting local overnight stays throughout Lincoln County. The City Council concurs with Lincoln County Order No. 3-23-85 which eliminates short-term stays and vacation rentals, home shares, and bed and breakfasts, and only essential short-term stays in hotels, motels, RV parks and private campgrounds are allowed. I want to thank a very competent staff, outstanding citizens, and the local business community for the outstanding cooperation, understanding, and compassion over the past three weeks.

March 23 - Governor Brown signs Executive Order No. 20-12 which closes many retail and service businesses.

March 24 - The City of Newport Emergency Order No. 2020-01 is approved implementing the provisions of Lincoln County Order No. 3-23-85 in the City of Newport. Letters, notices, and logs are provided to the effected owners/managers of vacation facilities in the community.

March 24 - Various reports and updates are provided for City employees, citizens, and utility customers of impact of COVID-19 on city services.

March 25 - To clean up various actions taken regarding COVID-19 by the City of Newport, previous actions are memorialized by emergency orders 2020-00A through 2020-00D.

March 26 - City of Newport Order 2020-02 is issued limiting purchases of essential items for the balance of this fiscal year.

March 26 - Order 2020-03 implements a policy on employee emergency leave related to COVID-19 in conjunction with the U.S. Families Coronavirus Response Act and the U.S. Emergency Paid Sick Leave Act.

March 26 - Approved City of Newport Emergency Order 2020-04 which implements the COVID-19 Temporary Telecommuting Policy for non-exempt employees.

March 26 - Approved City of Newport Emergency Order 2020-05 regarding social distancing requirements for city employees to deal with COVID-19.

March 26 - In Oregon, there are 316 positive cases and 11 deaths due to COVID-19.

March 27 - City Council meets telephonically to review actions taken-to-date regarding the COVID-19 pandemic. At this meeting, Council confirms Emergency Order Nos. 2020-00A, 2020-00B, 2020-00C, 2020-01, 2020-02, 2020-03, 2020-04, 2020-05, and 2020-06.

March 27 - At the telephonic Council meeting, Council extended the emergency declaration that was formalized on March 16, 2020, by extending it to April 30, 2020.

March 27 - The President signs the CARES Act - COVID-19 relief stimulus package.

March 30 - Approved City of Newport Emergency Order No. 2020-07 approving a revised 2020/2021 budget calendar.

March 30 - Emergency Coordination Center (ECC) (Level 2) activated in the City Council Chambers.

April 1 - Key ECC staff attend a daily briefing (weekdays) at 8:30 A.M. Daily briefing reports are circulated to City Council and staff.

April 6 - City staff prepared, and participated in, the first live-stream COVID-19 update to the community. The goal is to produce this weekly on Mondays at 4:00 P.M. It is also shown on Charter Channel 190.

April 7 - Approved Emergency Order No. 2020-08 which repeals Emergency Order No. 2020-03 related to the approval of the COVID-19 Emergency Leave Policy, and replaces it with a revised policy.

April 10 - Approved Emergency Order No. 2020-09 adopting the temporary COVID-19 Body Temperature Screening Policy.

April 10 - Approved Emergency Order No. 2020-10 adopting the temporary COVID-19 Face Covering Policy.

April 13 - Discussions are held with Urban Renewal taxing jurisdictions about the possibility of repurposing Urban Renewal funds for business assistance.

April 14 - Governor Brown indicated in a message to the state of Oregon that five things need to be in place before lifting stay-at-home provisions: “a declining growth rate of active cases, sufficient personal protection equipment for healthcare workers, surge capacity in hospitals, increased testing capacity, tracing and isolating positive cases, and strategies to protect vulnerable communities including nursing homes and the homeless population.”

April 15 - Water and sewer utility deferrals are developed for residential and commercial customers impacted by COVID-19.

April 16 - Governor Brown issues Executive Order 20-16 which: “Authorizes cities, counties, school districts, and other special districts to hold budget hearings and elicit citizen participation by telephone, electronic means, or in writing, so those governments can complete their budget process safely and on time, to ensure continued provisions of essential government services.”

April 16 - Approved emergency order number 2020-11 adopting deferrals of water and sewer bills for individuals and businesses impacted by COVID-19 for bills received in April, May and June.

April 16 - 1,736 cases are confirmed in Oregon with 64 deaths occurring from COVID-19. Lincoln County remains at 4 confirmed cases of COVID-19.

April 20 - The City Council extends the emergency declaration to May 8, 2020, and authorized exploration of use of Urban Renewal Funds for business assistance and offers rent relief for commercial tenants of City-owned businesses.

April 21 - Work continues on a budget impacted significantly by the economic impacts of COVID-19.

April 27 - A meeting of City Councils within Lincoln County meets with the Lincoln County Commissioner and collectively decides to extend the order relating to non-essential short-term stays through May 31, 2020.

April 28 - Emergency Order 2020-14 developed to separate the closure of City parks from Emergency Order 2020-13. This order maintains City park closures to May 8.

April 29 - There are 2,510 confirmed cases and 103 deaths in Oregon.

April 30 - Emergency Order 2020-15 is issued subject to Council confirmation addresses the re-opening of various City facilities. This order uses the Governor's framework for the reopening of the economy in the State of Oregon.