



March 13th, 2020

Re: City Administrator Scott McDowell, email sent 03.13.2020, COVID-19 Response

Good Afternoon Everyone,

I wanted to make everyone aware of a few steps the City has taken regarding COVID-19. Mayor Ware and I have met each of the last two mornings to discuss the City's response and responsibility to this situation. Below is what we have decided so far:

- ★ I have placed a banner on the City website that direct people to the City's [clcepc.org](https://www.clcepc.org/) website. Information there directs them to WHO, CDC, OHA and EPA. The City does not have a health department, we are not experts. Staff is directing people to the Linn County Health Department or other agencies, listed above, who have credible information. <https://www.clcepc.org/>
- ★ Sherri Lemhouse has notified volunteers about the City's response. The Library will continue, as will City Hall and general government operations, with a "business as usual" approach. Sherri has sent a communication to the volunteer staff that they are not required to show up for their shift if they are uncomfortable serving the public.
- ★ Staff is prepared to work as usual. If the Governor or other authority requires a shut down, the City will deal with that possibility as it arises.
- ★ Public Works Superintendent Karl Frink and I have discussed utility operations and are as prepared as we can be.
- ★ Mayor Ware and I discussed an emergency Council meeting but didn't feel it was necessary at this time.
- ★ If Councilors are uncomfortable attending the upcoming Council meeting, it will be your personal decision if you want to attend or not.
- ★ The City may face a decision on the renting of public spaces. As you know, there is no way to effectively clean the space. Many groups are cancelling their meetings and events on their own. For now, the City feels this is the best approach.

This is a very fluid situation as you know. Items above may change at any time. We will do our best to keep everyone informed.

Thanks!