On Monday, March 23, 2020 the Polk County Board of Commissioners at a regularly scheduled meeting passed Order 20-08 effectively closing Polk County offices to the general public effective immediately.

In an effort to provide mandatory services, a majority of county services will be available by appointment only or via telephone and electronic means.

The County is very committed to reducing the spread of the coronavirus and needs everyone's cooperation immediately to reduce the spread of the virus.

Additional information about Polk County's response can be found at [www.co.polk.or.us](http://www.co.polk.or.us).
BEFORE THE BOARD OF COMMISSIONERS FOR
POLK COUNTY, OREGON

An Order Closing Certain
County Offices to the Public

ORDER NO. 20-08

This matter having come before the Polk County Board of Commissioners at a public

Whereas, Polk County declared a state of emergency on March 17, 2020 due to the
ongoing COVID-19 public health crisis; and

Whereas, due to COVID-19, all County residents should strongly consider limiting all
non-essential travel unless seeking essential services or needs; and

Whereas, Polk County has 3 confirmed COVID-19 cases; and

Whereas, the Polk County Board of Commissioners is the governing body of Polk
County pursuant to ORS 203.230, and is the local public health authority pursuant to
ORS 431.415; and

Whereas, Polk County must continue to provide essential County services to its
residents, primarily public health and public safety; and

Whereas, the health, safety and well being of Polk County employees is essential to the
County continuing to carry out its core government functions; now therefore

IT IS HEREBY ORDERED that all department heads including elected officials, develop
rotation plans for employees, including shift modifications, to ensure continuity of
service and limiting the number of employees in the building at any given point. This
includes telecommuting where possible; and further

IT IS HEREBY ORDERED that employees will continue to report to work and will
perform their job duties that involve interaction with the public via telephone, email or
other electronic means pursuant to their department heads continuity of services plan.
To the extent that in-person interaction is required, such work shall be done on an
appointment basis. The following Polk County facilities are temporarily closed to the
public until further order by the Board of Commissioners:

• The Courthouse complex at 850 Main St. Dallas, Oregon County shall be
closed to the public unless a prior appointment is made.
- This covers the Polk County Sheriff's Office, District Attorney, Assessor, Treasurer/Tax Collector, Clerk, Community Development, the Board of Commissioners and General Services.
- In the event the Polk County Board of Commissioners are meeting, the Board Meeting room shall be open to the public and the public will need to leave at the conclusion of the meeting.
- Polk County Courts are currently operating entirely out of their facility located in the Polk County Jail facility at 884 Jefferson St., Dallas Oregon
  - The Academy Building at 182 SW Academy St., Dallas, Oregon shall be closed to the public unless a prior appointment is made.
    - This includes Family and Community Outreach, Behavioral Health, Public Health, Veteran's Services and Developmental Disabilities.
  - Behavioral Health Office at 1310 Main St. E, Monmouth, Oregon shall be closed entirely.
  - Behavioral Health Office at 1520 Plaza St. NW, Ste. 150, Salem, Oregon shall be closed to the public unless a prior appointment is made.
  - Polk County Public Works shall be closed to the public unless a prior appointment is made.
  - Polk County Community Corrections shall be closed to the public unless a prior appointment is made.

Attached to this Order and labelled Exhibit A is a list of contact information for the County Departments that are currently closed to the public.

This Order is effective upon signing.

Dated this 23rd day of March, 2020, at Dallas, Oregon.

BOARD OF COMMISSIONERS

Mike Ainsworth, Chair

Craig Pope, Commissioner

Lyle Mordhorst, Commissioner

Approved as to Form

Morgan Smith
County Counsel

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In light of our current situation with COVID-19, Polk County is requesting all business that can be conducted over the phone, mail, or online be done using one of these processes. If not, at this time our office is open to the public with our regular business hours, until further notice.

- **Assessor’s Office**  
  Ph: (503) 623-8391  
  Fx: (503) 831-3015

- **Behavioral Health**  
  ➢ Dallas Office  
  Ph: (503) 623-9289

  ➢ West Salem Office  
  Ph: (503) 585-3012  
  Fx: (503) 585-0128

- **Board Of Commissioners/ Human Resources/Management Services**  
  Ph: (503) 623-8173  
  Fx: (503) 623-0896

- **Clerk’s Office**  
  Ph: (503) 623-9217  
  Fx: (503) 623-0717

- **Community Corrections**  
  Ph: (503) 623-5226  
  Fx: (503) 623-5326

- **Community Development**  
  Ph: (503) 623-9237  
  Fx: (503) 623-6009

  ➢ Inspection Request  
  Ph: (503) 623-8771

- **District Attorney’s Office**  
  Ph: (503) 623-9266

  ➢ Child Support  
  Ph: (503) 623-9296

- **Fairgrounds & Event Center**  
  Ph: (503) 623-3048  
  Fx: (503) 623-6157

- **Family & Community Outreach**  
  Ph: (503) 623-9317  
  Fx: (503) 623-2731
Exhibit A

- Juvenile
  Ph: (503) 623-2349
  Fx: (503) 831-3013

- Public Health
  Ph: (503) 623-8175

- Public Works
  Ph: (503) 623-9287
  Fx: (503) 623-0897

- Sheriff's Office
  Ph: (503) 623-9251
  Fx: (503) 623-2060

- Treasurer's Office
  Ph: (503) 623-9264
  Fx: (503) 623-0721

- Veterans Services Office
  Ph: (503) 623-9188
  Fx: (503) 623-7902

- Oregon Relay TTY or Voice: 711