



ADMINISTRATIVE PROCEDURE

SECTION: 200 – General Administration	PROCEDURE #: 201-A
TITLE: Facility Closure or Curtailment Due to Hazardous Conditions	IMPLEMENTS POLICY #: 201
SPONSORING DEPARTMENT/DIV: County Administrative Office	
EFFECTIVE DATE: 11/1/2017	REVISED: 12/13/2022

OBJECTIVE: To establish procedures for providing quality and cost-effective public services, including many mandatory and emergency-related functions, in all types of hazardous conditions.

PROCEDURES:

1. All Employees and Supervisors:

As much as possible, employees and their supervisors should establish staffing plans prior to and throughout hazardous condition events. In some cases, department directors and managers, in coordination with the County Administrative Office, may curtail normal operational hours and adjust staffing patterns so essential functions can continue while other services temporarily cease. In some cases, it may not be safe to approach, work in, or travel to and from a County building, in which case it will be closed.

The following steps are to guide employees and supervisors, ideally before a hazardous condition event occurs.

Pre-event Discussion:

- 1.1 Employees and supervisors should make sure they have after-hours contact information for each other.
- 1.2 Supervisors should remind employees of the various methods in Attachment A that will provide the status of County facilities.
- 1.3 Supervisors should discuss safe transportation options such as mass transit for employees to report to work during hazardous conditions.
- 1.4 Supervisors should discuss job tasks employees can perform if others in their work unit, office or department are not able to report to work

- 1.5 Supervisors should consider and discuss work employees may perform from home or another remote location, if necessary. If appropriate, based on an employee's job classification, an employee should gather materials and/or website links needed to accomplish this work and bring these materials home before an impending hazardous condition event. Confidential documents or those documents that contain protected or personal information are not to be removed from County facilities.
- 1.6 As an alternative, employees and supervisors should review the list of tasks and trainings in Attachment B and described under the Closures section of this procedure. In some cases, materials from these tasks or website links for trainings can be printed ahead of time and stored at home.
- 1.7 Employees should monitor information about the weather forecast and other hazardous conditions from Washington County Emergency Management, local news outlets and/or the National Weather Service and updates about the County's operational status from department directors, managers and the County Administrative Office (see Attachment A).
 - 1.7.1 Employees and supervisors should periodically validate their contact information in Everbridge, the County's alert and warning system used for internal notifications. Log in to: <https://member.everbridge.net/910125044858894/login> and sign in with their username and password. (Employees can request a reset on both if necessary.) From the home page, click on My Profile (Edit) to customize notification preferences. For new accounts, please [contact Washington County Emergency Management](#) to link your profile to the Washington County system.

2. Curtailement:

Directors and managers of County departments and offices may adjust staffing patterns at their discretion in coordination with the County Administrative Office to ensure continuity of operations during periods of hazardous conditions. Employees and supervisors should follow these procedures:

- 2.1 When notified or become aware of hazardous conditions, supervisors should assess the potential impact on travel conditions, workplace, and public safety, planned events, and services with a focus on essential work functions.
- 2.2 Based on the information gathered, supervisors should consider:
 - Adjusting work schedule (i.e., delaying start times)
 - Adjusting visitor/public access hours
 - Transitioning to telecommuting
 - Cancelling meetings and events
 - Cancelling work-related travel
 - Cancelling field/site activity
 - Other curtailment actions

- Request authorization of curtailment actions from County Leadership
 - Notify the County Administrative Office of curtailment actions
- 2.3 If telecommuting is authorized by a department director, manager or supervisor, employees should gather the materials and supplies necessary or plan to bring their assigned laptop computers to and from work prior to the onset of hazardous conditions. In some cases, employees may be doing work outside of their usual area of expertise, so additional guidance may be necessary from supervisors and other work colleagues.
 - 2.4 Employees should contact clients and colleagues to cancel or reschedule any appointments, events or meetings that could be postponed until after hazardous conditions improve.
 - 2.5 As appropriate, based on position, coordinate with the County Administrative Office about any outreach to the media.
 - 2.6 If needed, forward phone lines and/or change message recordings to inform callers about the adjustments to hours of operation. Similarly, activate "out of office" auto-reply messages for email and post changes in hours on department/program web pages.
 - 2.7 Lock entrance doors within work areas and place signage informing the public about closure. Shut down computers, lights, and other equipment as appropriate.
 - 2.8 Place similar signage on the exterior doors of the building used by the public *only if* the building is occupied solely by your program or work unit (such as a health clinic or the animal shelter). Facilities and Parks Services will be responsible for signage on buildings where multiple departments or agencies are co-occupants in the same building.

3. Facility and Public Closures:

The County Administrator or designee may decide to close one or more County buildings to the public and/or employees due to hazardous conditions. Employees and supervisors should follow these procedures whenever this occurs:

- 3.1 Follow the same procedures as with Curtailment when the County Administrator decides on the closure of your building.
- 3.2 Supervisors may arrange for some employees to continue to work within a building or facility that has been closed to the public.
- 3.3 Employees and supervisors should assess the period of time the building is likely to remain closed to both the public and employees through information provided by Facilities and Parks Services or the County Administrative Office.
- 3.4 Employees who are telecommuting are expected to continue their normal work during a Facility or Public Closure.
- 3.5 Supervisors should determine through communication with Facilities and Parks Services or the Department Operations Center (DOC), if activated, if an alternate work location is being identified and how soon such workspace will be available.
- 35.1 In some cases – such as when a Facilities Closure is declared part way through a

workday or shift – no alternate work location may be immediately available and Section 4.1 of the Hazardous Conditions Policy may be invoked allowing employees to return home with pay for the remainder of that workday or regular shift. In such cases, employees and supervisors should assume that the remaining procedural steps should be taken in case the Facility Closure lasts beyond a single day.

- 3.6 Based on the information available, supervisors should discuss safe transportation options for employees who need to report to work during hazardous conditions and identify tasks they can perform if they are not able to travel to work.
 - 3.7 Employees should contact clients and colleagues to reschedule any appointments or meetings that could be canceled or postponed until after the hazardous conditions improve.
 - 3.8 As appropriate based on position, coordinate with the County Administrative Office about any outreach to the media.
 - 3.9 Forward phone lines and/or change outgoing phone message recordings to inform callers about the adjustments to hours of operation. Similarly, activate “out of office” auto-reply messages for email and post changes in hours on department/program web pages.
4. If telecommuting is authorized by a department director, manager or supervisor, employees should use the materials and supplies already gathered prior to the onset of hazardous conditions to complete assigned work tasks. In some cases, employees may be doing work outside of their usual area of expertise, so additional guidance may be necessary from supervisors or other work colleagues.
 5. If a Facilities Closure is still in effect and employees have completed or do not have any work approved by department directors, managers, or supervisors to perform from home, supervisors may consider assigning tasks and training options listed in Attachment B. In such cases, supervisors may ask employees to provide supporting documentation before work hours generated under this provision of the procedure may be accepted as part of an employee’s timesheet.
 6. If no other option described under the Facility and Public Closure section is available to an employee and a request to make up missed hours during the same pay period is not applicable, then these employees must draw from their accrued leave, such as compensatory time, vacation leave, administrative leave, and/or floating holiday in accordance with Section 4 of the Hazardous Conditions Policy.
 7. Facilities and Parks Services and County Administrative Office:

In the event of hazardous conditions, Facilities and Parks Services will coordinate with the County Administrative Office to ensure that current information regarding the status of County

buildings is provided in a timely manner for decision making. Additional departments and offices may be asked to provide input and expertise depending on the nature of the hazardous conditions. For example, Health and Human Services may assist with decision making around episodes of poor air quality and Land Use and Transportation may assist with inclement weather events. The following procedures are intended to guide this process on each normal workday that inclement weather is predicted to have an impact.

- 7.1. Upon learning of the possibility of inclement weather from the National Weather Service or Emergency Management, the County Administrative Office will prompt department directors and managers to begin taking the steps outlined under Pre-event Discussion above (1.1 – 1.7).
- 7.2. By approximately 5:00 AM, Facilities and Parks Services should provide a report to the County Administrative Office about the functionality of County buildings, any issues with ingress or egress to these buildings and nearby parking lots and any useful observations about the status of roads or public transit serving County buildings.
- 7.3. By approximately 6:00 AM, the County Administrator or designee should determine whether or not a Public Closure, Facility Closure or some combination will be in effect for some or all County facilities.
- 7.4. By approximately 7:00 AM, the County Administrative Office should complete dissemination of operational status information as appropriate through the various channels listed in Attachment A.
- 7.5. Depending on the severity of the inclement weather event, the County Administrator or designee may direct the activation of the Department Operations Center or the Washington County Emergency Operations Center or both. The County Administrator may also convene the department directors and managers in their roles as the Policy Group by phone conference or in person. In some cases, a hazardous conditions event could occur after the workday or shift has begun. In such cases, the County Administrative Office will coordinate with Facilities and Parks Services as well as with department directors and managers when taking the steps listed above as quickly as possible

Attachment A

Official channels for information about the operational status of County facilities:

Channel	Access
Washington County Inclement Weather web page	http://www.co.washington.or.us/Support_Services/HR/InclementWeather/index.cfm
Employee email accounts (Log-in and password required.)	https://login.microsoftonline.com
County Twitter feed (Member account not required.)	https://twitter.com/WashcoOregon
County Facebook feed (Member account not required.)	https://www.facebook.com/WashCoOregon/
Everbridge notices (Account required; see Procedure 1.7.1 above to set up an account and set notifications)	https://member.everbridge.net/910125044858894/login
County Operations Status Line	855-230-7495

Attachment B

Approved tasks and training for employees needing to telecommute and do not have access to their regular work assignment


Resources marked with a  are paid for by Washington County Cooperative Library Services (WCCLS) and require a WCCLS library card to access.

- How to access
 - If you have a WCCLS library card, log in with your card number (starts with 23614) and PIN. If you need assistance with your library account, [please contact us here](#), and someone will assist you.
 - If you don't have a WCCLS library card, [sign-up online for instant access](#) to our e-books and audiobooks, streaming video, and online resources. A home address in Washington County is required to sign up for an E-Access card. (If you live outside of Washington County, [learn about how to apply for a WCCLS card at a library](#).)

Independent study courses.

- Emergency Management:
- IS-100: [Introduction to the Incident Command System](#)
- IS-200: [Basic Incident Command System](#)
- [“3 to Get Ready” web page](#)
- “3 to Get Ready” guide on the [County’s Inclement Weather web page](#):
- [County Wellness Program](#)
- Training & Educational Resources from Washington County Cooperative Library Services

Career

 [LinkedIn Learning](#): Over 8,500 courses and videos in business, IT, and creative skills.


Find LinkedIn Learning and other career resources from WCCLS at [wccls.org](#).


[Alison](#): Over 1,000 courses across nine disciplines: Math, Lifestyle, Marketing, Humanities, Science, Health, [Language](#), [Business](#), and [IT](#).

[Coursera](#): Free online courses created by universities, covering most subject areas.

[EDX](#) – Another clearinghouse for online courses from universities and institutions, made available to the public for free. Includes [Storytelling in the Workplace](#), [Preparing for Disruption](#), and [Working in Teams](#).

Computer Skill Building

 [LinkedIn Learning](#): Over 8,500 courses and videos in business, IT, and creative skills. View a list of offerings by visiting [the WCCLS catalog](#), including a [remote working course list](#). For free access, you must access LinkedIn Learning via the [WCCLS website](#). *Please use your personal email account to register for a LinkedIn Learning account; not your Washington County email account.*

 [LearningExpress Library](#): Online tutorials and practice tests for academic and occupational exams. View a list of offerings without logging in by visiting [the WCCLS catalog](#).


- [Computer Skills Center](#) – Includes Microsoft Office
- [Writing Skills for the Workplace](#)


GCFLearnFree.org: Great for people who need an introduction to using mobile devices, cloud services, Windows, etc.

[Google Digital Garage](#): Most courses are free. Learn about social media marketing, web development, time management, and more.

[Microsoft Office](#): Training and tutorials for Office 365.

Other

 [Mango Languages](#): Learn over 70 languages, from ~~Arabic~~ ~~American~~ to Vietnamese and Yiddish.

 [WCCLS Interlibrary Loan](#) continues to provide ~~the~~ document delivery services for articles and book chapters.