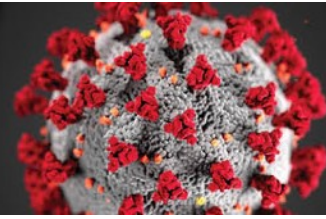


April 17, 2020

COVID-19

Update to the Board



The management team provided an update to the Board of Directors on the district's response to the COVID-19 pandemic. It was a comprehensive overview of THPRD's response over the past month and how we are preparing to move forward. Each member of the board expressed their gratitude for staff's efforts during this unprecedented situation. If you haven't yet, please watch the presentation on YouTube at <https://www.youtube.com/watch?v=8WqgXLkHmQ4&feature=youtu.be>. The presentation starts at 17:25 in the video stream.

Temporary

Policy Changes



As the COVID-19 pandemic continues to evolve, the General Manager has updated the [Temporary Policy – Pandemic Response](#) to continue to protect the health and safety of employees while the district continues to provide access to parks, trails, and natural areas during this unprecedented time. The revised policy includes:

- Clarification of telework eligibility, responsibilities, and payroll administration

- Modification and expansion of social distancing to social & physical distancing actions and reporting methods for safety concerns
- Inclusion in the policy of the previously issued ban on district travel through June 30, 2020 to protect employee health and safety
- Freeze of the Educational Aid program in response to the budget impact of the pandemic
- Provision for COVID-19 Administrative Leave for staff denied vacation in writing by a division director, or who are identified by the General Manager as requiring regular attendance due to the pandemic, who have reached their vacation max accrual.
- Flexibility at the department director level to set work schedules and assignments for the purpose of protecting the health and safety of employees working in the field or onsite.

Please discuss any questions or concerns with your supervisor or reach out to Risk Management or Human Resources.

A Great Way to Support *Separated Part-Time Staff*



The Employee Support Group has come up with another great way we can pull together to support our separated part-time and seasonal staff. Members reached out and asked if we could promote to THPRD employees any business or service owned by our separated staff or their family members. We've set up a document on our Employee Update webpage <http://www.thprd.org/district-information/employee-updates/>. Please take a look and consider helping support their businesses/services if you can.

Employee Assistance Program



Employees are encouraged to take advantage of one of the many resources available to you during this pandemic, the **Employee Assistance Program (EAP)**. This benefit is fully paid by the district and is offered through Providence. It is designed to support you privately to address a variety of life challenges. EAP services are available to you, your dependents, and all household members. EAP services are always confidential and provided by experts. Services include, but are not limited to, up to six counseling sessions per issue per plan year as well as online consultations, legal services, financial services, mediation services, will kits, homeownership support, and identity theft services. Call 800-255-5255 and tell them you are an employee at Tualatin Hills Park & Recreation District.

Tips on the Use of Personal Social Media



As many of us are working in different locations, and some from home, it is a good time to revisit tips on the use of our personal social media accounts, and to remember we are all accountable to follow the district's Employee Handbook and policies.

- **Your Personal Social Media Accounts are Your Own.** You have freedom of speech and THPRD in no way wants to infringe upon your personal rights.
- **Be Aware of Perception Issues.** When people know you work in government they form their own perceptions. Be clear you are

speaking for yourself and not your employer. Our handbook has a model disclaimer statement you can use.

- **Be Aware of the Perception Around the Timing of When You Post.** You may be on a break and snap an adorable photo of your companion animal. Consider not posting that during what people perceive as typical working hours. Hold your post until after 5 pm. People may not know you work a different schedule, or may not take into account your breaks, and may form a perception you are not working during paid work time.
- **Review Your Privacy Settings.** It's always good to stay on top of who has access to view your accounts – are your “friends of friends” able to see your posts? You may want to adjust those settings.
- **Review the Employee Handbook.** Employees are still subject to THPRD policies, including Personal Conduct, Employee Respect, Anti-Violence in the Workplace, and Anti-Discrimination and Anti-harassment. Even in your personal use of social media, on your own time, employees can be associated with THPRD, and can be disciplined for violations of these policies.
- **Please Don't Wear THPRD Apparel in your Personal Posts.** It may be hard to curate this, but it is best to not wear your THPRD apparel with the logo or district name visible in your posts. Again, it blurs the lines and can cause perception issues.

Communications *Requests*



As we're all being asked to produce new materials quickly in response to various things for the COVID-19 pandemic, please be sure to make your request for Communications Department services through the work order system. You can access the system by using this link: <https://app.smartsheet.com/b/form/430084df15a04ec481ae2e22cccc2111>. It's good to save it in your favorites and then you'll always have it available for use. We are happy to make signs, designs, and more to meet your needs. But we still track our monthly output and the work order system helps us greatly with workflow coordination. Thank you for your assistance in using this tool!

Quarantine Bingo *Game Leaderboard*



The Employee Support Team is organizing ways for us to stay connected and have fun while physically distancing. Thank you to all who participated in the Quarantine Bingo Game. Here's the leaderboard:

- Lori Leach, 22 squares, 6 Bingos
- Liz Eischen, 20 Squares, 4 Bingos
- Jen Smirl, 19 Squares, 4 Bingos *First one to turn in*
- Stefanie Pace, 18 squares, 2 Bingos
- Kevin Silagi, 17 squares, 4 Bingos
- Kristin Smith, 17 squares, Bingo
- Karen Munday, 17 squares, Bingo

- Ann Satterfield, 15 squares, 2 Bingos
- Brenda Peterson, 15 squares, 2 Bingos
- Lisa Payne, 15 squares, Bingo
- Meredith Schwartz, 14 squares- Bingo
- *Most Common Bingo Activities* Baked, Binged watched an entire series, Learned something new, called/Facetimed family, and watered plants.

Upcoming Events



- **Tonight 4/17: Virtual Game Night:** Join your THPRD colleagues tonight at 6:30pm to play games. Connect, de-stress, and have fun! Click [HERE](#) for instructions to play.
- **Sunday 4/19: April Step Challenge:** Join our THPRD Staff Step Challenge! You have one week (starting this Sunday 4/19 and ending Saturday 4/25) to collect as many steps as possible and compete against your coworkers. Click [HERE](#) for more information and to get signed up.
- **April 15-22: Fitness Bingo Game:** Play this week's Bingo between April 15 – 22 and win by staying active. Click [HERE](#) for your Bingo board and instructions.