

April 14, 2020

## General Manager *Message*

**IMPORTANT**  
ANNOUNCEMENT

Doug has filmed a video message to employees for today's update. Please watch the video <https://web.microsoftstream.com/video/ea080ab3-88a3-4932-bc76-ed512f5a8b03>.

## How long will THPRD Facilities be Closed?



At this point, we don't know how long the Stay Home, Save Lives order will be in effect. We originally closed facilities through the end of March, then extended that date to match the school closures through April 28. However, at this point, it makes more sense to not tie the closures to a particular date, since it is unclear how long the order will be necessary. Instead, we want to shift our communication to be: we are on a district-wide closure to support public health, without indicating an end date, that might have to be adjusted.

## Updating Employee *Signature Lines*



To support better communication about the length of the closure period, we are asking all employees to update their signature

lines to remove the reference to closed “through April 28”. The suggested updated signature line for employees working remotely should read, *“THPRD facilities are on a district-wide closure to support the health and safety of community members and staff. I am currently working remotely and will respond to you as soon as possible.”*



The Incident Command Team made the decision this week to refund the remaining classes/programs for the spring term. We had originally processed refunds through April 28 but now with the Stay Home, Save Lives order in effect for the foreseeable future, it made sense to issue refunds for the remaining spring classes.

We will be processing additional refunds over the next couple of weeks and will update our website with the information.



**Employee Support Team is working on ways for us to stay connected and have fun while physically distancing. Check out these upcoming events:**

- **Virtual Game Night .... Coming this Friday, April 17<sup>th</sup>:**  
Join your THPRD colleagues this Friday to play games. Connect, de-stress, and have fun!

- **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.
- **April Step Challenge:** Coming next week, between April 19 – 25, join the THPRD Staff Step Challenge! You have one week to collect as many steps as possible and compete against your coworkers. Click [HERE](#) for more information and to get signed up.



The poster is titled "Quarantine Events" in large white letters on a teal background. Above the title is the Tualatin Hills Park & Recreation District logo. Below the title, there are five event entries, each with a date in a circular icon and a description in a white banner. The events are: 1. April 9th: BINGO QUARANTINE GAME. 2. April 22nd: BINGO FITNESS GAME. 3. April 17th: VIRTUAL GAME NIGHT | 6:30PM. 4. April 19th: APRIL STEP CHALLENGE. 5. April 24th: VIRTUAL GAME NIGHT | 6:30PM. The poster has a decorative dotted line on the right side.

**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

# Quarantine Events

**April 9th** **BINGO QUARANTINE GAME**  
DON'T MISS OUT ON THE FUN! THIS FIRST BINGO SESSION RUNS FROM APRIL 9 - 15.

**April 22nd** **BINGO FITNESS GAME**  
PLAY THIS WEEK'S BINGO GAME AND WIN BY BEING ACTIVE. BINGO SESSION RUNS FROM APRIL 15-22.

**April 17th** **VIRTUAL GAME NIGHT | 6:30PM**  
JOIN US ONLINE FOR GAME NIGHT! CONNECT AND DESTRESS WHILE HOME DURING COVID-19.

**April 19th** **APRIL STEP CHALLENGE**  
COWORKERS COLLECT STEPS AND COMPLETE AGAINST EACH OTHER. CHALLENGE FROM APRIL 19-APRIL 25.

**April 24th** **VIRTUAL GAME NIGHT | 6:30PM**  
JOIN US ONLINE FOR GAME NIGHT! CONNECT AND DESTRESS WHILE HOME DURING COVID-19.

## THPRD Partners *on a Homeless Shelter*



THPRD has partnered with Community Action and Project Homeless Connect to open a temporary shelter for people experiencing homelessness at the Elsie Stuhr Center. The shelter is operated by Project Homeless Connect and will be able to accommodate up to 25 adults. The shelter is part of the county's coordinated shelter network and referrals are accepted through Community Action's 2-1-1 intake. The shelter will be operational through the time of the COVID-19 facility closure. The facility was inspected by the fire marshal to ensure its safe use as a longer-term shelter environment. All necessary safety precautions are in place to ensure that shelter guests are able to practice appropriate physical distancing guidelines.

## Training Opportunities for Staff working in the Field



The Risk Management Steering Committee met last week to review the finalized [Safety Training Matrix](#) and to develop [training recommendations](#) for staff. Acting on a staff recommendation to provide a telecommute option for employees who typically work in the field, district management are now providing an at-home “employee development day” each week for staff unable to telecommute. The training recommendations provided by the RMSC are primarily geared toward these staff members, but can be used by all staff to fulfill training goals agreed to by the employee and their supervisor.