



March 19, 2020

The City of Banks is concerned for and committed to the safety and well-being of our citizens and staff. As a result, the City is following the guidance of the Centers for Disease Control (CDC), Oregon Health Authority (OHA), Washington County Health Department, and Washington County Emergency Operations to minimize the spread of COVID-19 (Novel Coronavirus). We are adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City meetings. City Staff will continue to monitor the situation daily and adjust this policy as the recommendations of these agencies change and the situation unfolds. **This policy is in effect immediately and will remain in effect until April 14th, 2020.**

City Hall Lobby will be closing at 1:00 pm on Thursday, March 19th, 2020, and will remain closed through Tuesday, April 14th, 2020.

City Hall Staff will be in the office and available to answer questions by phone at 503-324-5112.

1. If you have a matter that needs to be handled in person at city hall, please call 503-324-5112 to schedule an appointment.
2. Payment of water bills
 - a. Utilize the online payment option at www.cityofbanks.org . Click on the “water faucet” icon on the scrolling bar (located ½ way down the main page of our website).
 - b. Mail in your water payment via USPS.
 - c. Payments may be dropped in the secure drop box by the front door of city hall. Staff will check the box regularly during the day.
2. No water shut offs for non-payment through April 14th, 2020.
3. All non-essential City events and meetings are canceled through April 14th, 2020.

The Banks Public Library will be closing at 5:00 pm on Monday, March 16th, 2020 and will remain closed through Tuesday, April 14th, 2020.

1. Please visit www.wccls.org for updates.
2. Banks Public Library Staff will be available by phone 503-324-1382 to assist patrons Monday – Friday 9:00 am to 5:00 pm.
3. The outside book drop will be closed beginning at 5:00 pm on Wednesday, March 18th, 2020 until further notice.
4. Curbside pick-up of hold items will not be available after 6:00 pm on Wednesday, March 18th, 2020. If you have items on hold, please call the Banks Public Library at 503-324-1382.
5. Patrons are encouraged to visit www.wccls.org to browse e-books, conduct research, stream videos, and use all the other online options that WCCLS has to offer. E-Access cards are also available for those who do not currently have a library card. Please contact the Banks Public Library at 503-324-1382 for more information.

City employees are taking all precautions to help prevent the spread of the virus by following the guidelines set forth by the Oregon Health Authority (www.oregon.gov/oha) and the Center for Disease Control (www.cdc.gov), with a priority on hand-washing for 20+ seconds, proper sanitizing measures, and minimizing physical contact (no hand-shaking, practicing social distancing, etc.). We recommend all those in the Banks Community do the same.

This is a stressful time for all. The City of Banks would like to express our thanks to you all for your flexibility and understanding during this ever changing/evolving time. **PLEASE** remember to be kind to one another and check in on your neighbors. Together we will get through this.