

# Special Announcements

**\*\*\*This section contains any change in our office hours due to COVID-19 or if staff is unavailable, i.e., away at training.\*\*\***

**Effective 03/23/2020** (County facilities limited public access):

- No in-person contact.
- Appointments may be made to address urgent needs only.
- Open for customers via phone, fax, email and mail.

**Effective when we reopen** (TBD):

- We encourage use of mail, email correspondence, phone calls to 503-325-2716, or fax to 503-338-3694, as the main ways to communicate with staff.
- Our main office door will remain locked during office hours.
- We will only be allowing 1 (one) family unit into our office front foyer at a time to discuss their case, others can wait in the hallway, or can call ahead to make an appointment.
- Masks are required. Disposable masks available at the door.