



PHASE TWO | REVISED 6/12/20

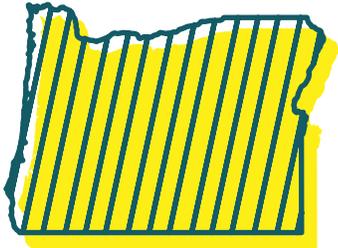
BACK TO BUSINESS

A GUIDE TO RE-OPENING



Eugene Area
Chamber of
Commerce

Back to Business



Dear Business Leaders,

The past few months have shown the strength and resiliency of our business community. You have made sacrifices, created innovative business models, and done a tremendous job navigating through this unprecedented crisis. You put the health and safety of your employees, and our community above all else, and now you're looking forward to getting back to business.

The Springfield and Eugene Chambers of Commerce have partnered to work with our local business leaders through this reopening process. Back to Business: A guide to reopening is a resource to help you navigate our state's guidelines for re-opening your business, keeping the safety of your employees and customers top of mind. This framework is a living document and will be continually updated as we receive more guidance from the State of Oregon around industry specific re-opening guidelines, and rule changes that occur as we move through the Governor's three phased re-opening strategy.

You play a critical role in our local economy, and we thank you for your courage and perseverance as we move forward into this first stage of economic recovery. If you have any questions about this guide, or any of the resources listed within, we encourage you to reach out to your local Chamber. Whatever you need, we are here to provide you with information, support, and encouragement to keep your business strong. Together we can do hard things!

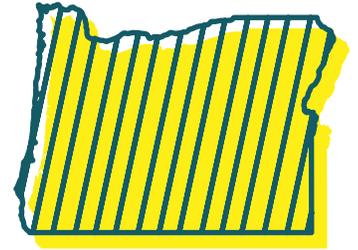
Thank You,

*Brittany Quick-Warner, President & CEO
Eugene Area Chamber of Commerce*

*Vonnie Mikkelsen, President & CEO
Springfield Area Chamber of Commerce*



Back to Business



Revised 6/12/2020

PUBLISHED 5/17/2020

- For the latest information, please visit [Governor Brown's Website](#)

Phase Two Guidelines

- This document includes Phase Two re-opening guidelines for businesses released by the State of Oregon in June.

Phase One Guidelines

- Guidelines released for businesses opening during Phase One can be found in the Phase One edition of Back to Business: A Guide to Re-Opening [HERE](#).

Phase One includes guidance for all employers, childcare facilities, outdoor recreation, hospitality, gyms & fitness establishments, retail stores, personal services, and bars and restaurants. *Updated guidance for bars and restaurants can be found in this Phase Two Back to Business Guide.*

Disclaimer

- Please be advised that some or all of the information contained in this document may not be applicable to some businesses or places of work and may not include all information necessary for certain businesses and places of work. This document does not attempt to address any health, safety and other workplace requirements in place prior to the age of COVID-19. As COVID circumstances continue to evolve, so will the public health and safety recommendations and requirements, and as a result this document may not include all current governmental or health expert requirements and recommendations. We strongly advise that before implementing any of the practices and procedures contained herein, you carefully evaluate all and consult with your own legal counsel and other advisors regarding the legality, applicability and potential efficacy of this information in your place of business and to determine what if any other recommendations or requirements may apply to your business.



Lane County

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- **PHASE THREE (Highest Risk, will require reliable treatment or vaccine)**

- Concerts
- Conventions
- Live audience sports

Oregon County Application Status (external link)

Resources

▶ [LANE COUNTY COVID-19 RESOURCES](#)

▶ [CITY OF EUGENE CORONAVIRUS WEBSITE](#)



Entertainment Facilities >>>

>>>> Who does this apply to?

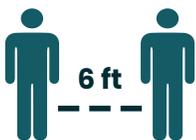
Guidance for Operators of Indoor and Outdoor Entertainment Facilities

What To Do



- Limit the gathering capacity to a maximum of (250) people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the OHA Guidance for Gatherings for Phase 2.
- Ensure all facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.

Physical Distancing Measures



- Determine maximum occupancy of each indoor and outdoor recreational area to maintain the requirement of at least six (6) feet of physical distance between parties, and limit the number of individuals on the premises accordingly.
- Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.



- Set-up seating and/or game configuration to comply with all physical distancing requirements.



- Do not combine parties or allow shared seating for individuals not in the same party.
- Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Prohibit operation and use of all play areas/ball pits/playgrounds.
- Prohibit contact sports.
- Do not operate, if unable to maintain at least six (6) feet of distance as required, except for brief interactions or if unable to comply with all other requirements. The requirement to close applies to both indoor and outdoor operations for entities that have both.

Employees



- Require all employees to wear a mask, face shield, or cloth, paper or disposable face covering, unless an accommodation for people with disabilities or other exemption applies in accordance with Mask and Face Covering Guidance for Business, Transit and the Public. Employers must provide masks, face shields, or face coverings for employees.
- Train all employees on cleaning operations (see below) and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Review and use Mask and Face Covering Guidance for Business, Transit and the Public.

Cleaning



- Employees must clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.



- Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.
- Employees must clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

Signage



- Post clear signs listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
- Use clear signs to encourage physical distancing.

Additional Requirements



- Keep areas that are prone to attracting crowds (including but not limited to playgrounds, indoor play structures and drop-off play structures) closed.

- Keep drop-in childcare closed.

- Limit parties to 10 people or fewer. Do not combine parties/guests in shared seating who have not chosen to congregate together. People in the same party seated at the same table do not have to be six (6) feet apart.



- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots and other common areas for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.

- Keep common areas, such as picnic tables, day-use shelters, and buildings open to the public, arranged so at least six (6) feet of physical distance between parties (chairs, benches, tables) is maintained. Post clear signs to reinforce physical distancing requirements between visitors of different parties.



- End all facility activities by 10 p.m.

- Follow Phase Two Restaurants/Bars/Breweries/Tasting Rooms/Distilleries Guidance, if serving food and/or beverage.

- Follow Retail Stores Guidance if operating a retail store on the premises.

Best Practices (Not Required)



- Encourage reservations or advise people to call in advance to confirm facility capacity. Consider a phone reservation system that allows people to wait in cars and enter the facility only when a phone call or text indicates space is available.

- Assign a designated greeter or host to manage visitor flow and monitor physical distancing while waiting in line, ordering, and during entering and exiting. Do not block access to fire exits.



- Position staff to monitor physical distancing requirements, so that parties are no larger than 10 people, and to help visitors understand these requirements.

- Assign staff to monitor visitor access to common areas such as restrooms so that visitors do not congregate.

- Route foot traffic in a one-way direction to minimize close contact between visitors. Post signs for one-way walking routes to attractions, if feasible.

- Limit the number of staff who serve or interact with each party.

- Encourage visitors to recreate with their own household members rather than with those in their extended social circles.



Best Practices (Not Required)

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- Encourage visitors to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six (6) feet from others not in their household.
- Place clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where maintaining six (6) feet of physical distance between employees, volunteers and visitors is more difficult.



- Strongly encourage all visitors to wear a mask, face shield, or face covering. Review and use Mask and Face Covering Guidance for Business, Transit and the Public.
- Consider providing hand-washing facilities for customer use in and around the facility. Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (60- 95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.



- Consider closing every other parking spot to facilitate at least six (6) feet of physical distance between parties.
- Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer).
- Encourage visitors to take their trash with them when they leave.

Employees

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- Have employees wear gloves when performing cleaning, sanitizing, or disinfecting activities. Please note that for non-cleaning activities, non-Oregon Department of Agriculture (ODA) licensed facility employees are not required to wear gloves. Wearing gloves for activities that might overlap with food handling can foster cross contamination. If businesses choose to have employees use gloves, they must provide non-latex gloves and employees must prevent cross-contamination by replacing gloves after touching faces or changing tasks (e.g. food preparation versus taking out garbage). See Food Code Fact Sheet #1-Minimizing Bare Hand Contact.



- Review and implement Mask and Face Covering Guidance for Business, Transit and the Public.
- No bare-hand contact with food is permitted per their licensing requirements (ODA).

Operations



- Adhere to guidance outlined in this document, as well as all applicable statutes and administrative rules to which the business is normally subject.
- End all on-site consumption of food and drinks, including alcoholic beverages by midnight (12 AM). Restaurants and bars should open the next day based on regularly scheduled opening business hours. Restaurants must not attempt to get around the midnight required closure by re-opening right after midnight (12 AM).



- Prohibit customer self-service operations, including buffets, salad bars, soda machines and growler refilling stations.
- Disinfect customer-contact surfaces at tables between each customer/dining party, including seats, tables, menus, condiment containers and all other touch points.
- Provide condiments, such as salt and pepper, ketchup, hot sauce and sugar, in single serve packets or from a single-service container. If that is not possible, condiment containers should not be pre-set on the table and must be disinfected between each customer or dining party. Disinfection must be done in a way that does not contaminate the food product. For example, do not use a spray device on a saltshaker.



- Not pre-set tables with tableware (napkins, utensils, glassware).
- Prohibit counter and bar seating unless the counter faces a window or wall and at least six (6) feet of distance is maintained between parties and/or staff behind the bar. This applies to all facilities including bars, breweries and tasting rooms. Counter and bar ordering are acceptable if the operation finds that this decreases worker exposure. The counter ordering approach requires that food and alcohol are taken to a table that meets distancing requirements for consumption and at least six (6) feet of physical distance is maintained among customers and employees during the ordering process.
- Ensure customers/parties remain at least six (6) feet apart when ordering.

Operations

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- Signs should be posted as necessary to ensure that customers meet the requirements of this guidance.
- Mark designated spots on the floor where customers will wait in line.
- Frequently disinfect all common areas and touch points, including payment devices.
- Use menus that are single-use, cleanable between customers (laminated), online, or posted on a whiteboard or something similar in order to avoid multiple contact points.
- For use of juke box and coin-operated arcade machines, the same protocols should be followed as outlined for Video Lottery Terminals below.

Video Lottery Terminal (VLT) Operations



- Place VLTs at least six (6) feet apart, if there is space to do so. If VLTs cannot be spaced at least six (6) feet apart, businesses may install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, between VLTs in lieu of having six (6) feet of distance, if the barrier is at least one (1) foot higher than head level for customers seated and at least three (3) feet wide or at least the width of the VLT if wider than three (3) feet.
- Require individuals to request VLT access from an employee before playing; an employee must then clean and disinfect the machine to allow play. A business must not allow access to VLTs or change VLTs without requesting access from an employee.
- Consider a player at a VLT machine the same as a customer seated for table service.
- Limit one player at or around a VLT.

Best Practices (Not Required)



- Install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, *between booths* in lieu of having six (6) feet of distance, if the barrier is at least one (1) foot higher than head level for customers seated and at least three (3) feet wide or at least the width of the booth if wider than three (3) feet.
- Install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, *between counter and bar seating* in lieu of having six (6) feet of distance, if the barrier is at least one (1) foot higher than head level for customers seated and at least three (3) feet wide or at least the width of the seat if wider than three (3) feet.

Best Practices (Not Required)

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- Assign a designated greeter or host to manage customer flow and monitor distancing while waiting in line, ordering, and during the entering and exiting process. Do not block egress for fire exits.
- Limit the number of staff who serve individual parties. Consider assigning the same employee to each party for the entire experience (service, bussing of tables, payment). An employee may be assigned to multiple parties but must wash hands thoroughly or use hand sanitizer (60-95% alcohol content) when moving between parties.



- Assign employee(s) to monitor customer access to common areas such as restrooms to ensure that customers do not congregate.
- Encourage reservations or advise people to call in advance to confirm seating/serving capacity. Consider a phone reservation system that allows people to queue or wait in cars and enter only when a phone call, text, or restaurant-provided “buzzer” device indicates that a table is ready.



- Consider providing hand-washing facilities for customer use in and around the business. Hand sanitizer is effective on clean hands. Businesses may make hand sanitizer (at least 60-95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.
- Post clear signs (available at healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and listing who to contact if they need assistance.

Resources

▶ OREGONRLA.ORG ▶ FDA.GOV ▶ CDC.GOV

Pools & Sport Courts >>>>>

>>>>> Who does this apply to?

Guidance for Licensed Swimming Pools, Licensed Spa Pools and Sport Courts

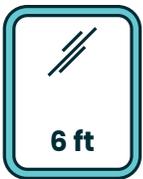
Operations



- Review and implement the Oregon General Guidance for Employers on COVID-19.
- Prohibit workers with any of the COVID-19 symptoms (fever, cough, shortness of breath, etc.) from working or entering premises.
- Prohibit visitors with any of the symptoms associated with the COVID-19 virus from entering the premises. If a visitor has symptoms of COVID-19, staff must ask them to leave the pool, provide the visitor with a face covering or mask, and help the visitor minimize their contact with staff and other visitors before exiting the facility. Immediately disinfect all areas used by the sick visitor.



- Post clear signs listing COVID-19 symptoms, asking staff and visitors with symptoms to stay home, and listing who to contact if they need assistance. Operators may post warning signs in visible locations of how to stop the spread of COVID-19 virus (including the sharing of items such as goggles, and other hard to clean items.)
- Require employees to practice healthy hygiene to reduce the spread of COVID-19 including washing their hands frequently and covering their sneezes and coughs.

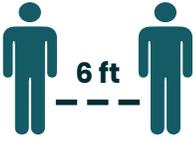


- Ensure equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Close water fountains, except for those designed to refill water bottles in a contact-free manner. Water bottles may not come into contact with the water fountain.
- Use signs to require physical distancing throughout the facility, including but not limited to reception areas, eating areas and near bathrooms.
- Require staff (including lifeguards) to wear a mask, face covering or face shield when NOT in the water.



- For spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.
- For sports courts, frequently clean and disinfect shared equipment. This includes, but is not limited to, equipment such as bats, balls and rackets. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARSCoV-2 virus that causes COVID-19.
- For sports courts, prohibit sports that involve participants coming into bodily contact with one another.

Distancing and Occupancy



- Maintain physical distancing of at least six (6) feet between people.
- Inform visitors that members of the same party can participate in activities together and do not have to stay six (6) feet apart.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.



- Develop a plan to limit the number of visitors admitted into the pool and/or sport court area so that six (6) feet of physical distancing can be maintained. Operators may consider requiring reservations to limit the number of individuals in the pool area.
- Alter pool deck layouts to ensure visitors and staff can keep six (6) feet of physical distance.
- If using the pool for lap swim, only allow one lap swimmer per lane.

Cleaning and Disinfection



- Thoroughly clean all areas of pool and sport courts prior to re-opening after extended closure.
- Specifically, for pools:
 - Prevent Legionella: If a facility has been closed for a prolonged period:
 - Flush your water system, both hot and cold water. The purpose of flushing is to replace all water inside building piping with fresh water.
 - Flush until the hot water reaches its maximum temperature.
 - Care should be taken to minimize splashing and aerosol generation during flushing.
 - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions.



- Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by staff and visitors, including counters, tables, lounge chairs, handrails, door handles, water fountains, showers, pool toys and other commonly touched surfaces.
- Regularly clean restrooms and ensure they are supplied with soap, paper towels and hand sanitizer for planned use.



Cleaning and Disinfection

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- Ensure hand sanitizer is available at locations around the facility for both staff members and visitors.
- Have maintenance staff or a pool maintenance company regularly check the pool recirculation equipment for proper operation and disinfectant levels prior to the opening of the pool.
- Prohibit lifeguards from cleaning and sanitizing while on duty.

Locker Rooms



- Develop a plan to limit the number of individuals using showers and changing rooms at the same time.
 - Focus on keeping at least six (6) feet of physical distance between people, which is approximately (30) square feet per person.
 - Use the total square footage of the locker room to determine the maximum occupancy of the locker room.
- 
- Assign a physical distancing monitor to ensure visitors follow all physical distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.
 - Allow swimmers to utilize the locker room before and after swimming.

Cleaning and Disinfection

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- Require employees to practice healthy hygiene including washing their hands frequently and covering their sneezes and coughs. Wash hands often with soap and water for at least 20 seconds, especially after touching shared objects or blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth.

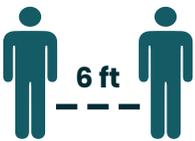


- If soap and water are not readily available, use a hand sanitizer that contains 60-95% alcohol content. Cover all surfaces of your hands and rub them together until they are dry.
- Encourage players to bring their own hand sanitizer for personal use. Leagues are encouraged to provide handwashing stations and/or hand sanitizer.
- Frequently clean and disinfect high-traffic areas, and commonly touched surfaces in areas accessed by staff, players and spectators.
- Ensure restrooms are cleaned and disinfected prior to and after any league activity.

Distancing and Occupancy



- Ensure compliance with the OHA Guidance for Gatherings for Phase 2.
- Maintain physical distancing of at least six (6) feet per person. A mask, face shield, or face covering should be used in addition to physical distancing.
- Develop a plan to limit the number of spectators (e.g. parents) admitted into the premises so that everyone can keep six (6) feet of physical distance.



- Encourage everyone at the sports facility, including all players, coaches, volunteers, independent contractors, and spectators, to keep physical distance of at least six (6) feet from individuals not residing within their household, especially in common areas. For situations when players are engaging in the sports activity, see guidance below for more information.
- Assign designated areas for managers and coaches, when not practicing/playing, to ensure physical distancing is maintained.

Best Practices (Not Required)



- Assign a designated monitor to make sure players/participants keep six (6) feet of physical distance, including at entrances, exits, restrooms and any other area where people may gather.
- Use a “one-in-one-out” policy, where only one individual is permitted within the restroom at one time.

Best Practices (Not Required)

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- Take steps so that there is only contact among participants/players needed to play the game. This includes refraining from handshakes, high fives, fist/elbow bumps, chest bumps and group celebrations.



- Space out player equipment to prevent players coming into direct contact with one another.
- Encourage players to use only their own equipment when feasible. Avoid or minimize equipment sharing, when feasible.
- Some critical equipment may not be available to each player. When it is necessary to share critical or limited equipment, all surfaces of each piece of shared equipment must be cleaned and disinfected frequently, as appropriate for the sport (e.g. between players, sets, periods, or games). Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.



- Clean all equipment that directly contacts the head, face and hands with extra attention and detail.
- Encourage players or their family members to clean and disinfect equipment after each use, where feasible.



- Allow only trainers, coaches and players to attend practices to ensure physical distancing and prevent people from gathering.
- Train or play outside if it can be done safely, when it does not violate any local ordinances. Schedule enough time between practices and games so all people from a previous practice can leave the premises before the next group enters. This minimizes gathering at entrances, exits and restrooms.



- Require people to enter the premises through a designated entrance and exit through a designated exit. Do not block fire exits. Use signs to direct one-way flow of traffic. Consider scheduling and staggering arrival times to the premises to minimize large numbers of individuals arriving and exiting at the same time.
- Stay outside of the premises (e.g. in vehicles) until scheduled practice or play time. This allows people to leave the premises before entering and minimizes gathering. Encourage players and players' families to do the same.

Venues & Events



Who does this apply to?

Venues and Event Operators who host or facilitate indoor or outdoor events, including social, recreational, cultural, civic, and faith-based gatherings

Operations



- Review and implement the Oregon General Guidance for Employers on COVID-19.
- Ensure equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Close water fountains, except those designed to refill water bottles in a contact-free manner.



- Post signs that clearly list COVID-19 symptoms, direct employees and attendees/participants with symptoms to stay or return home, and list who to contact if they need assistance.
- Post signs to require physical distancing throughout the facility, including but not limited to reception areas, eating areas and near bathrooms.
- Ensure that ventilation systems operate properly. Increase air circulation as much as possible by opening windows and doors, using fans, or using other methods. Do not open windows and doors if doing so poses a safety risk to employees or attendees/participants.



- Provide handwashing stations or hand sanitizer (60-95% alcohol content) throughout the facility for employees and attendees/participants to use.
- Review and implement Restaurant Sector Guidance if providing food and beverage at the venue.



- Require reservations or advanced ticket purchase for public events.
- Maintain contact information of purchasers/attendees for public and private events. If there is a positive COVID-19 case associated with the venue/event operator, public health may need this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed (60) days after the event.

Distancing and Occupancy



- Determine maximum occupancy of each indoor and outdoor area, and limit the number of individuals on the premises accordingly. Maximum occupancy requires at least six (6) feet of physical distance be maintained between parties.

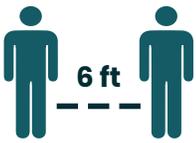


Distancing and Occupancy

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- Limit the gathering capacity to a maximum of (250) people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the OHA Guidance for Gatherings for Phase 2.
- Maintain physical distance of at least six (6) feet per person, except that members of the same party can participate in activities/stand in line together without staying six (6) feet apart. A distance of at least six (6) feet must be maintained between parties.



- Prohibit parties of more than (10) people.
- Determine seating and configuration to comply with all physical distancing requirements. If providing food and beverage at the venue, determine seating and configuration of the food and beverage area using the Restaurant and Bar guidance.



- Do not combine parties or allow shared seating for individuals not in the same party.
- Remove or restrict seating and standing areas to facilitate the requirement of at least six (6) feet of physical distance between parties.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may congregate.
- Use metal detectors and wands in lieu of search or pat down.
- Artists areas should adhere to group size limits and all physical distancing requirements.

Cleaning and Disinfection



- Thoroughly clean all areas of the venue prior to re-opening after extended closure.
- Thoroughly clean all areas of the venue between events.
- Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 virus yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.



- Assign at least one sanitation attendant whose sole duties are to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and attendees/participants.
- Assign at least one sanitation attendant whose sole duties are to clean restrooms hourly during the event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60- 95% alcohol content hand sanitizer) during all events.

Cleaning and Disinfection

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- Routinely rotate, clean and disinfect key/phone bowls or other touchpoints at metal detectors.
- Routinely clean radios and communication devices, and do not permit staff to share radios and communication devices.
- Disinfect and clean all sound gear, including microphones, between uses.

Outdoor Venue and Event Operators



- Configure outdoor space to ensure that parties contain no more than (10) people. For example: do not set tables for more than (10) people at a table or configure concert seating in groups of more than (10) seats.
- Thoroughly clean the venue between events according to the cleaning and disinfection requirements.



- Assign one (1) outdoor physical distancing monitor per (50) people to ensure physical distancing requirements are maintained at all times.
- Separate all facilities and activities hosting separate indoor and outdoor events at the same time at the same venue. Attendees/participants for separate indoor and outdoor events at the same venue must not share space, including restrooms.

Drive-In Movie Theaters



- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and attendees.
- Clean restrooms hourly during the event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) during all events.
- Determine parking and or configuration to comply with all physical distancing requirements. Ensure all attendees are parking vehicles at least six (6) feet of physical distance between each vehicle.



- Maintain physical distancing of at least six (6) feet per person, except that members of the same party can stand in concession lines together and do not have to stay six (6) feet apart. A distance of at least six (6) feet must be maintained between parties.
- If providing food and beverage at the venue, determine seating and configuration.

Best Practices (Not Required)



- Stagger arrival and departure times for attendees/participants to minimize congregating at entrances, exits and restrooms to follow required physical distancing requirements.
- Provide separate entrances/exits for employees and/or contractors, if possible.
- Encourage attendees/participants to wear cloth, paper, or disposable face coverings.



- Consider placing clear plastic or glass barriers in front of reception counters, or in other places where maintaining six (6) feet of physical distance between employees and attendees/participants is more difficult.
- Strongly encourage attendees/participants to wash hands with soap and water for at least 20 seconds or to use hand sanitizer (60-95% alcohol content) regularly.
- Provide hand sanitizer (60-95% alcohol content) at entrances.



- Use touchless or cashless payment options, and scan tickets without contact with attendees.
- Route foot traffic in a one-way direction to minimize close contact between attendees.
- Post signs for one-way walking routes to attractions, if feasible.

Gatherings



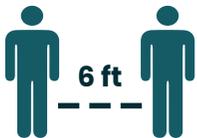
Who does this apply to?

Guidance for Occupancy and Physical Distancing for ALL Gatherings

Capacity Requirements



- Gathering Capacity Limit:
 - (a) Except as described in (b) the gathering size limit is:
 - A maximum of 50 people indoors
 - A maximum of 100 people outdoors



- (b) The gathering size limit for Venues, Restaurants and Bars, Indoor and Outdoor Entertainment Facilities and Fitness-related Organizations is:
 - A maximum of 250 people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less.

Distancing and Occupancy



- Determine maximum occupancy of each indoor and outdoor area to maintain the requirement of at least six (6) feet of physical distance between parties, and limit number of individuals on the premises accordingly. Use 35 square feet per person as a guide to determine maximum occupancy.
- Maintain physical distancing of at least six (6) feet between people, except that members of the same party can participate in activities, stand in line together and do not have to stay six (6) feet apart. A distance of at least six (6) feet must be maintained between parties.



- Determine seating and or configuration to comply with all physical distancing requirements. If providing food and beverage at the venue, determine seating and configuration of the food and beverage area using the Restaurant and Bar guidance.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may congregate.
- Do not combine parties or allow shared seating for individuals not in the same party.



Distancing and Occupancy

// continued from page 27



- Remove or restrict seating or standing areas to facilitate the requirement of at least six (6) feet of physical distance between parties.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Configure outdoor space to ensure that parties contain no more than 10 people. For example: do not set tables for more than 10 people at a table or configure concert seating in groups of more than 10 seats.

Cleaning and Disinfection



- Thoroughly clean all areas of gathering space prior to re-opening after extended closure.
- Thoroughly clean the gathering space between events according to the cleaning and disinfection requirements.
- Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the coronavirus SARS-CoV-2 virus. No product will be labeled for COVID-19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.



- Assign a sanitation attendant or attendants to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and attendees/participants.
- Assign a sanitation attendant or attendants to clean restrooms hourly during the event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol-content hand sanitizer) during all events.

Additional Requirements



- Review and implement the Oregon General Guidance for Employers on COVID-19.
- Comply with any applicable Phase 2 OHA sector guidance.
- Post clear signs listing COVID-19 symptoms, directing employees and attendees/participants with symptoms to stay or return home, and listing who to contact if they need assistance.

Best Practices (Not Required)



- Consider outdoor gatherings when possible.
- Encourage people to stay home if they have COVID-19 symptoms and/or if they are at risk for severe complications (over age 65 or have underlying medical conditions).
- Encourage guests to practice good hand hygiene with frequent handwashing for at least (20) seconds or use hand sanitizer (60-95% alcohol content).



- Encourage guests to cover coughs/sneezes with elbow or tissue. If a guest uses a tissue, they should immediately discard the tissue in garbage and wash their hands.
- Encourage guests to avoid touching their face.
- Encourage guests to use cloth, paper or disposable face coverings. As Oregon is re-opening and restrictions are being lifted on businesses and public spaces, it may be difficult to ensure that people can stay six (6) feet apart at all times.



- Ensure that ventilation systems operate properly for indoor gatherings. Increase air circulation as much as possible by opening windows and doors, using fans, or employing other methods.
- Limit activities such as singing, playing instruments and exertion (heavy breathing) around others indoors as this increases the risk of spreading COVID-19 among groups. It is recommended that these activities take place outdoors, if possible and that physical distancing requirements be maintained or increased.

General Public

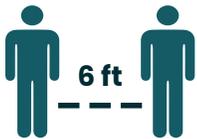


Who does this apply to?

Oregon Guidance to the Public* to Prevent Spread of COVID-19

What To Do

As Oregon moves toward re-opening businesses and public spaces, complying with measures to prevent the transmission of COVID-19 will be more important than ever. These measures include:



- Physical distancing: as mandated by the Governor's Executive Order, limit social and recreational activities where people can't stay (6) feet apart.
- Stay at least (6) feet from others when possible: During necessary trips to grocery stores, pharmacies, or health care entities.



- Wash hands often: Clean your hands regularly and thoroughly with soap and water or use alcohol-based hand sanitizer if you can't wash your hands.
- Covering your cough: Cover your cough or sneeze with a tissue and throw it away right after; or cough or sneeze into your upper sleeve, rather than into your hands.
- Avoid touching your eyes, nose, mouth, or face.



- Staying home when you are sick: If you're sick, isolate yourself. Stay away from work, family, and friends. Do so until (72) hours after both fever and cough have gone away without the use of fever-reducing medicine.
- Cleaning surfaces often.



- Using face coverings (either cloth, paper, or disposable) as appropriate: Consistent with the Centers for Disease Control and Prevention (CDC) recommendations, the Oregon Health Authority recognizes the use of face coverings may reduce the spread of COVID-19 among Oregonians. This includes viral spread from people who have the infection, but no symptoms. As businesses and public spaces reopen in Oregon, it may be difficult to always keep (6) feet between people. Therefore, OHA recommends that the public use face coverings in businesses and public settings.

*OR RECOMMENDATIONS ON MASKS AND FACE COVERINGS IN HEALTH CARE SETTINGS, SEE RELATED GUIDANCE FROM OREGON HEALTH AUTHORITY OR FROM CENTERS FOR DISEASE CONTROL AND PREVENTION.



Business Pledge

// continued from page 31

We invite you to take this pledge and share it! There is a printable PDF that we encourage you to print and hang at your place of business. You can also update your Facebook profile to utilize the pledge profile photo frame and share your badge on social media. Please use [#LoveLaneBiz](#) for any social posts!

Let consumers know you're committed to this community!

[Sign the pledge electronically here](#) – then print the flyer to display at your business.



BUSINESS PLEDGE



Lane County's business community plays a critical role in protecting our citizens and preventing another surge of COVID-19 infections.

While all businesses that are operating are required to follow the mandated guidelines, our business has taken this pledge so that our customers can feel confident that we're doing everything we can to ensure your safety as well as the safety of our staff.

→ COMPLY WITH ALL RULES & REGULATIONS

- I pledge to be in compliance - Our business understands and is following the requirements set forth by the Governor. We have gone through all of the steps to ensure our business is meeting or exceeding the current standards. Specifically, we pledge to:
 - Create an environment that allows for physical distancing between individuals (6 feet is recommended) to the extent possible.
 - Ensure our place of business is routinely cleaned and encourage our employees to frequently wash their hands.
 - Reduce and disinfect as many 'high touch surfaces' as possible.
 - Follow all other guidance provided by the State of Oregon and the Lane County Department of Health.

→ KEEP EMPLOYEES & CUSTOMERS SAFE

- I pledge to do my part to keep employees and customers safe - By providing flexibility to our employees, proper training and education, and clearly communicating policies and procedures--we are committed to keeping not only customers safe, but our staff as well.

→ EDUCATE AND SUPPORT STAFF

- I pledge to educate and support my staff - Our business is setting up our operations to ensure things are safe, and we have made sure that all of our employees understand the rules and are following them. We are providing flexibility to our staff and supporting them by making sure they stay home if they are sick.

→ STAY INFORMED

- I pledge to stay informed - Throughout this situation, we have seen that things can change rapidly. We pledge to stay informed of and implement any new requirements or modifications that may arise in the days, weeks, and months to come.

Business Owner Signature

Company Name/Logo



(CLICK TO VIEW/PRINT)

[Download #LoveLaneBiz Assets](#)

Novel Coronavirus

Fact Sheet

What is novel coronavirus?

Novel coronavirus (COVID-19) is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus. It has the potential to cause severe illness and pneumonia in some people and there is not a treatment.

How does novel coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

How severe is novel coronavirus?

Experts are still learning about the range of illness from novel coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions.

What are the symptoms?

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus:

Fever



Cough



Difficulty breathing



What should I do if I have symptoms?

Call your healthcare provider to identify the safest way to receive care. Let them know if you have traveled to an affected area within the last 14 days.

Who is at risk for novel coronavirus?

Your risk of getting COVID-19 relates to your exposure to the virus. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See wwwnc.cdc.gov/travel for the latest travel guidance from the CDC.

How can I prevent from getting novel coronavirus?

If you are traveling overseas follow the CDC's guidance: wwwnc.cdc.gov/travel.

Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- Wash hands often with soap and water. If not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home while you are sick and avoid close contact with others
- Cover your cough or sneeze with a tissue, then throw it away. If you don't have a tissue, cough into your elbow.
- Clean and disinfect objects and surfaces that you frequently touch.



Currently, there are no vaccines available to prevent novel coronavirus infections.

How is novel coronavirus treated?

There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

For more information:

www.healthoregon.org/coronavirus

Updated 3/5/2020



PUBLIC HEALTH DIVISION

Health Security, Preparedness and Response (HSPR)

You can get this document in other languages, large print, braille or a format you prefer. Contact the Public Health Division at 971-673-0977 or 971-673-0372. We accept all relay calls or you can dial 711.

How can I avoid getting the novel coronavirus (COVID-19)?

Steps you can take to prevent the spread of flu and the common cold can also help prevent the spread of the coronavirus.



Wash your hands often with soap and water.



Avoid touching your eyes, nose and mouth.



Avoid contact with sick people and stay home if you're sick.



Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.

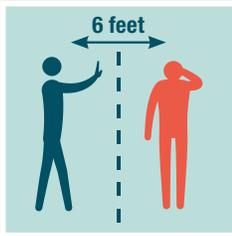
For more information visit
healthoregon.org/coronavirus

Oregon
Health
Authority

You can get this document in other languages, large print, braille or a format you prefer. Contact Acute and Communicable Disease Prevention at 971-673-1111 or email OHD.ACDP@dhsosha.state.or.us. We accept all relay calls or you can dial 711.

OHA 2681 (2/20)

Physical Distancing: Keep Your Distance to Prevent COVID-19



Physical distancing, also called social distancing, means you avoid contact with people, other than those who live with you. Physical distancing is one of the best ways to slow the spread of COVID-19. It's up to each of us to help stop the spread of COVID-19.

- **Stay home, save lives.** The best way to stay healthy and prevent the spread of COVID-19 is to stay home. You must also limit things you do outside your home to what you **must** do. Examples of things you must do, are shopping for food or picking up medicines. The Governor's order does not allow gatherings where people cannot keep 6 feet apart. Also, the order does not allow social events and non-essential business where people come into close contact.
- **If you must leave your home for essential activities, you should:**
 - » Maintain 6 feet between you and all other people.
 - » Wash or sanitize your hands after contact with any surface.
 - » Do not touch your face, except after washing or sanitizing your hands.
 - » Avoid groups and contact with other people.
 - » Wear a cloth covering for your nose and mouth to protect others if you can't keep 6 feet apart. Do so, even if you feel well and do not show symptoms of illness.
 - Do not place a cloth covering for the nose and mouth on children under age 2, anyone who has trouble breathing or who cannot remove the covering themselves.
- **Stay home if you are sick.**

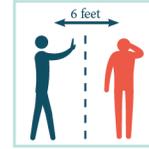
Stay home and consult with your doctor or a clinic if you are ill with any of these symptoms:

 - » Fever of 100° or higher
 - » Cough
 - » Shortness of breath



If you need help to find a clinic, call 211.

- **Keep your distance. Slow the spread.** For more information on physical distancing and Oregon's novel coronavirus response, visit www.healthoregon.org/coronavirus.



COVID-19 Testing Basics

Who should be tested?

Many people are interested in testing for COVID-19 out of concern for themselves and their loved ones. If you have trouble breathing or feel very ill, contact your healthcare provider or, in case of emergency, call 911.

Healthcare providers may decide to have you first tested for other illnesses, like the flu, based on your possible exposure history and any other symptoms you might have.

- **Individuals who feel very ill should seek appropriate care.** If it is an emergency, call 911. If it is not an emergency but you feel sick enough to need a medical appointment, call your doctor's office. If you don't have a doctor, call 211 for a list of clinics near you. If necessary, visit your local urgent care center.
- **Call before you go.** If you have flu-like symptoms or have reason to think you might have COVID-19, let your healthcare provider know before you visit. This will help avoid exposing anyone else at the provider's facility.

Where can I get tested?

Contact your primary healthcare provider or a clinic. They can determine whether you need testing. Though hospitals may request lab testing for some high-risk patients, emergency rooms should not be considered a primary source for patient-requested testing.

If it's determined I need testing for COVID-19, what should I expect?

Testing for COVID-19 will likely involve your healthcare provider taking a sample on a swab through the nose.

What if I feel like I've been exposed but don't need to see a healthcare provider or get tested?

If you think you have been exposed to COVID-19, and you get fever, cough or trouble breathing, stay away from other people, so you don't get them sick. Consult with your doctor or a clinic via phone for instructions.



What if I test positive?

Your healthcare provider and public health staff will also give you information about how to keep from spreading the virus to your family and friends. You will need to isolate yourself from other people for as long as your healthcare provider instructs. You will also need to avoid coughing on others and to wash your hands frequently, to protect them from infection.

How long does it take to receive test results?

Results are generally available within 3-4 days. Your healthcare provider may ask you to isolate yourself during this time, to limit possible spread of the virus.

Which labs can test for COVID-19?

The Oregon State Public Health Lab (OSPHL) and commercial laboratories, such as LabCorp and Quest Diagnostics can currently test for COVID-19. Some local health systems will be able to test soon.

How are healthcare workers being protected?

Workers collecting samples must wear personal protective equipment, which may include gowns, gloves, eye protection and masks. We are sharing guidance with healthcare workers and facilities to help them stay safe.

From our testing guidance:

Clinicians in the community can order COVID-19 testing at their discretion through commercial labs, including LabCorp and Quest Diagnostics. A). Clinicians do not need to routinely notify the local public health authority (LPHA) or OHA when evaluating patients with respiratory illness or ordering COVID-19 testing from commercial laboratories. B). While it is circulating, clinicians should consider testing for influenza before ordering COVID-19 testing.



You can get this document in other languages, large print, braille or a format you prefer. Contact the Public Health Division at 971-673-0977. We accept all relay calls or you can dial 711.



Wash your hands.

Use soap and water for at least
20 seconds.



Can't wash? Use hand sanitizer.

Use hand sanitizer made with at least
60-95% alcohol content.

Going out? Stay apart.

Don't gather in groups.



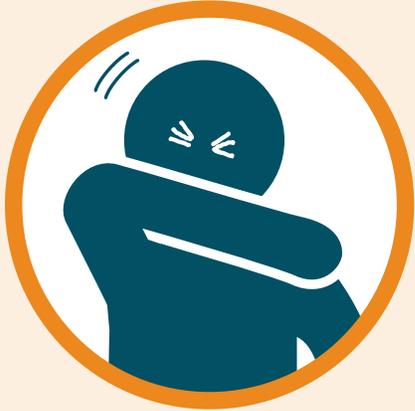
Stay 6 feet away from others.





Do you have these symptoms?

If so, go home and call your health care provider.



Cough



Shortness of breath or difficulty breathing

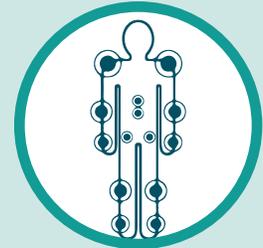
Other COVID-19 symptoms include:



Fever



Chills



Muscle pain



Headache



Sore throat



New loss of sense of taste or smell

For assistance, call 211.





June 3, 2020

Mask and Face Covering Guidance for Business, Transit, and the Public

For purposes of this guidance the following definitions apply:

- “Business” means:
 - Grocery stores
 - Fitness-related organizations
 - Indoor and outdoor entertainment facility operators
 - Licensed swimming pool, licensed spa pool and sports court operators
 - Outdoor recreation organizations
 - Pharmacies
 - Public transit agencies and providers
 - Personal services providers
 - Restaurants, bars, breweries, brewpubs, wineries, tasting room and distilleries
 - Retail stores, shopping centers and malls
 - Ride sharing services
 - School aged summertime day camp operators
 - Recreational sports operators for specified sports
 - Venue operators
- “Face covering” means a cloth, paper, or disposable face covering that covers the nose and the mouth.
- “Mask” means a medical grade mask.
- “Face shield” means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
- “Personal services providers” means barber shops, hair salons, esthetician practices, medical spas, facial spas and day spas, non-medical massage therapy services, nail salons, tanning salons, and tattoo/piercing parlors.
- “Fitness-related organizations” includes but is not limited to gyms, fitness centers, personal training, dance studios, and martial arts centers.

Businesses

A business *must*:

- Require employees, contractors and volunteers to wear a mask, face shield, or face covering, unless an accommodation for people with disabilities or other exemption applies.
- Provide masks, face shields, or face coverings for employees.
- If it is a transit agency, require riders to wear face coverings and provide one for a rider that does not have one, and develop policies and procedures as described below.
- Develop and comply with policies and procedures that provide for accommodations and exemptions from the mask or face covering requirement for employees and contractors based on:
 - State and federal disabilities laws if applicable, including the Americans with Disabilities Act (ADA) which protects people with disabilities from discrimination in employment and requires employers to engage in the interactive process for accommodations.
 - State or federal labor laws where applicable.
 - State and federal public accommodations laws that provide all persons with full and equal access to services, transportation, and facilities open to the public.
 - OHA public health guidance if applicable.
- If customers or visitors will be required to wear a face covering, develop a policy and post clear signs about any such requirements. A policy that requires customers and visitors to wear face coverings must:
 - Provide exceptions to the policy to accommodate people with certain health conditions, or children under two years of age.
 - Take into account that places of public accommodation must make reasonable modifications to their policy to allow people with disabilities to access their services.
 - Take into account that requiring people to wear face coverings affects people differently including people of color who may have heightened concerns about racial profiling and harassment due to wearing face coverings in public.
 - Consider whether to provide face coverings for customers or visitors who do not have one.
- Require employees and contractors to review the business's policies and procedures related to:
 - Employee accommodations and exemptions.
 - Customer and visitor face covering requirements.

A business *should, but is not required to:*

- Post signs about whether customers or visitors are required to wear face coverings in languages that are commonly spoken by customers and visitors
- Educate employees:
 - On how to safely work and communicate with people who cannot wear masks or face coverings.
 - That they may need to remove a mask or face covering for individuals who need to read lips or see facial expressions to communicate.

The Public

- When riding public transit, an individual must wear a face covering unless the individual:
 - Is under two years of age.
 - Has a medical condition that makes it hard to breathe when wearing a face covering.
 - Has a disability that prevents the individual from wearing a face covering.
- It is strongly recommended that individuals, including children between 2 and 12 years of age, wear a face covering at all times in settings like grocery stores or pharmacies, where it is likely that physical distancing of at least six feet from other individuals outside their family unit cannot be maintained, and vulnerable people must go.
- Because children between the ages of two and 12 years of age can have challenges wearing a face covering properly (e.g. not touching the face covering, changing the face covering if visibly soiled, risk of strangulation or suffocation, etc.) we urge that coverings be worn with the assistance and close supervision of an adult. Face coverings should never be worn by children when sleeping.

Additional Resources

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)
- [OHA Sector-specific Guidance](#)

This guidance is issued at the direction of the Governor under [Executive Order No. 20-25](#).

You can get this document free of charge in other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.



June 5, 2020

Oregon General Guidance for Employers on COVID-19

General considerations for your workplace:

- Comply with any of the Governor's Executive Orders that are in effect.
- Know the signs and symptoms of COVID-19 and what to do if employees develop symptoms at the workplace.
- Understand how COVID-19 is transmitted from one person to another—namely, through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
- Make health and safety a priority by implementing safeguards to protect employees and the public. Federal and state guidelines, including sector-specific guidance, will help you determine which safeguards are recommended or are required.
 - CDC has detailed [general guidance](#) to help small businesses and employees prepare for the effects of COVID-19.
 - [Oregon's Mask and Face Covering Guidance for Business, Transit and the Public.](#)
 - Oregon's specific guidelines for specific sectors can be found [here](#).
- Determine the maximum occupancy of the establishment or location based on applicable OHA guidance and post the [maximum occupancy sign](#) in a visible location.
- Consider modifying employee schedules and travel to reduce unnecessary close physical contact (physical distance of less than (6) six feet between people).
- Be aware of protected leave requirements and plan ahead for any anticipated workforce adjustments.

Modification of employee schedules and travel

Considerations for modifying employee schedules and travel as feasible:

- Identify positions appropriate for telework or partial telework, including consideration of telework for employees who are at higher risk for severe COVID-19 complications due to underlying medical conditions identified by the CDC.
- Stagger or rotate work schedules or shifts at worksites to ensure employees are able to sufficiently maintain physical distancing.
- Limit non-essential work travel.

Workplace safety

Implement workplace safeguards as feasible or when required. [See also sector-specific guidance here.](#)

- Implement physical distancing measures consistent with the Governor's Executive Orders and state guidance.
- Increase physical space between workers. This may include modifications such as markings on the floor demonstrating appropriate spacing or installing plexiglass shields, tables or other barriers to block airborne particles and maintain distances. Review and follow any sector-specific guidance issued by the state that recommends or requires specific physical distancing measures.
- Restrict use of any shared items or equipment and require disinfection of equipment between uses.
- Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees. Ensure that soap and water or alcohol-based (60-95%) hand sanitizer is provided in the workplace. Consider staging additional hand washing facilities and hand sanitizer for employees (and customer use, if applicable) in and around the workplace.
- Regularly disinfect commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), as well as high traffic areas and perform other environmental cleaning.
- Some employers are required to have employees and contractors wear masks, face shields or face coverings and transit agencies are required to have riders wear face coverings. When masks or face coverings are required an employer must provide for exceptions and accommodations to comply with applicable laws. Employers should review and implement the [Mask and Face Covering Guidance for Business, Transit and the Public](#) to ensure compliance with the requirements and recommendations.
- Consider upgrades to facilities that may reduce exposure to the coronavirus, such as no-touch faucets and hand dryers, increasing fresh-air ventilation and filtration or disinfection of recirculated air, etc. Consider touchless payment method when possible and if needed.
- Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use.
- Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) or symptom self-report of employees, if job-related and consistent with business necessity.
- Train all employees in safety requirements and expectations at physical worksites.

Employee leave and health insurance

Be aware of federal and state protected leave and paid leave laws (if applicable) and requirements for health insurance coverage:

- Advise employees to stay home and notify their employer when sick.
- Review and comply with any applicable requirements for maintaining employee health insurance coverage.
- Healthcare provider documentation is generally not required to qualify under federal and state leave laws due to COVID-19 related circumstances or to return to work.
- Review and comply with any applicable required federal and state leave law protections for employees who are unable to work due to COVID-19 related circumstances.
- Determine whether your business can extend paid or unpaid leave and if feasible adopt a temporary flexible time off policy to accommodate circumstances where federal or state law does not provide for protected or paid leave.
- Develop an action plan consistent with federal and state guidance if an employee develops symptoms while in the workplace, tests positive for COVID-19 or is determined to be presumptively positive by a public health authority.

Downsizing and layoffs

If downsizing or other workforce adjustment measures are necessary, adhere to applicable state and federal requirements regarding notice of layoffs and recalls for affected workers:

- Determine whether alternatives to layoff may be feasible such as furloughs or reduced schedules.
- Refer employees to resources including filing for unemployment benefits and community services.
- Create a plan for recalling employees back to work.

Union workplaces

If you have a unionized workforce, determine obligations to bargain with the union or unions which represent your employees.

Links to additional information:

For the most up to date information from Public Health and the CDC:

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served//LE2356.pdf>
- <https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

For COVID-19 Guidance from the State and Federal Sources:

Resources for businesses and employers to plan, prepare, and respond to COVID-19, which is available in English, Spanish, Chinese, Vietnamese and Korean:

www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

- Oregon Bureau of Labor and Industries: Coronavirus and Workplace Laws. <https://www.oregon.gov/boli/Pages/Coronavirus-and-Workplace-Laws.aspx>
- Department of Labor Guidance: Employer Paid Leave Requirements for Covid-19 related circumstances. <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
- General guidance for businesses and employers to help them plan, prepare, and respond to COVID-19: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- Workplace cleaning and disinfecting recommendations, including everyday steps, steps when someone is sick, and considerations for employers: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- Safety practices for exposures in the workplace:
 - Cleaning and disinfection practices post exposure: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
 - Safety practices for workers who may have had exposure to a person with COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- OSHA guidance on preparing workplaces for COVID-19:
 - Oregon OSHA: <https://osha.oregon.gov/Pages/re/covid-19.aspx> (English and Spanish links)
 - National OSHA: English: www.osha.gov/Publications/OSHA3990.pdf, and Spanish: www.osha.gov/Publications/OSHA3992.pdf
- Oregon Employment Department: COVID-19 Related Business Layoffs, Closures, and Unemployment Insurance Benefits: https://govstatus.egov.com/ORUnemployment_COVID19
- COVID-19 insurance and financial services information: <https://dfr.oregon.gov/insure/health/understand/Pages/coronavirus.aspx>

Additional resources:

- [Signs you can post](#)
- [Mask and Face Covering Guidance for Business, Transit and the Public](#)
- [OHA Guidance for the General Public](#)
- [CDC's Guidance for Administrators in Parks and Recreational Facilities](#)

This guidance is issued at the direction of the Governor under [Executive Order No. 20-25](#).

Accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide documents in alternate formats such as other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsoha.state.or.us.

Food Code Fact Sheet #1

What you should know about the Code

WWW.HEALTHOREGON.ORG/
FOODSAFETY

OAR 333-150-0000, CHAPTER 3-301.11

(A) Food employees shall wash their hands as specified under §§ 2-301.12 and 2-301.13.

(B) Food employees shall minimize bare hand contact with food and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.^{P/PI}

PUBLIC HEALTH REASONS:

The three critical factors described in the FDA Food Code for reducing foodborne illness transmitted through the fecal-oral route include: exclusion/restriction of ill food workers; proper handwashing; and no bare hand contact with ready-to-eat foods. Each of these factors is inadequate when utilized independently and may not be effective. However, when all three factors are combined and utilized properly, the transmission of fecal-oral pathogens can be controlled. Oregon requires food workers to minimize bare hand contact with food, but it is not prohibited at this time. But it is important to note that proper handwashing with plain soap and water, may not be an adequate intervention on its own to prevent the transmission of pathogenic microbes via direct hand contact with ready-to-eat foods.

Minimizing Bare Hand Contact

Food workers can spread illness in the food service environment when their hands come into contact with ready-to-eat foods.

Ready-to-eat foods are those foods that do not require any more preparation before they are served. This includes raw, washed and cut fruits and vegetables, and foods that require no additional cooking such as sandwiches, salads and bread. Food workers should use utensils when handling ready-to-eat foods, instead of their bare hands.

Suitable utensils include:

- Deli tissue
- Tongs
- Forks and other serving utensils
- Spatulas
- Non-latex single-use gloves

Ingredients that are used exclusively in food products which are subsequently fully cooked, such as pizza, are not considered ready-to eat and may be handled with bare hands.

Gloves and other barriers do not replace handwashing.

Always wash your hands before putting gloves on and when changing to a new pair.

You should change gloves at the following times:

- As soon as they become soiled or torn
- Before beginning a different task
- After handling raw meat, fish, or poultry and before handling ready-to-eat food



Gloves are one of MANY options to avoid bare hand contact with ready-to-eat foods

Never wash and reuse disposable gloves.

Latex gloves should not be used, since allergens from the gloves may transfer to food and cause an allergic reaction in some individuals.

Sources



Phase Two Re-Opening Guidance for the Public

- https://govsite-assets.s3.amazonaws.com/9jwHeETQC22F3P9q8SqT_05-28-20-Letter-to-Counties-for-Entering-Phase-2.pdf

County Approval Status for Phase Two

- <https://govstatus.egov.com/reopening-oregon#phase2>

General Guidance for What's Open

- <https://www.eugene-or.gov/4351/Reopening-Oregon>

Sector Guidance – Entertainment Facilities

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351A.pdf>

Sector Guidance – Restaurants/Bars

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351B.pdf>

Sector Guidance – Pools & Sport Courts

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351C.pdf>

Sector Guidance – Recreational Sports

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351E.pdf>

Sector Guidance – Venues & Events

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351D.pdf>

Sector Guidance – Gatherings

- <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351G.pdf>

Sector Guidance – Parks & Open Spaces

- <https://www.eugene-or.gov/185/Parks-and-Open-Space>

Sector Guidance – Schools/Education

- <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>



