Eugene Chamber Emergency Response Plan

**Level 1: Mild threat (no public cancellations or closures required)**

**Staffing:** Full staffing, regular office hours

**Meetings:**
- 5 or more people: Continue to hold meetings
- 4 or less people: Continue to hold meetings

**Events:** Continue to hold events, encourage those that are sick or at-risk to refrain from participating

**Office Hours & Coverage:** Full office coverage, remain open to public

**Level 2: Moderate threat (closures begin and social distancing is recommended)**

**Staffing:** Staff given the option to work from home or take sick or vacation time if they need to take care of children or family members. Rotation of “in-office” time to cover limited office hours for those staff who are able.

**Meetings:**
- 5 or more people: Cancel & do not attend meetings that have 5 or more people, consider phone or virtual meetings
- 4 or less people: Hold & attend these meetings as needed or agreed upon by attendees

**Events:** All events cancelled

**Office Hours & Coverage:** Limited hours open to the public (10am-2pm), rotating coverage by staff that are available (at least 2 staff members in the office at all times, if that is not possible, then the office will be closed to the public).

**Travel:** All work related travel cancelled

**Level 3: High threat (widespread closures and self-quarantine recommended)**

**Staffing:** All staff to work from home or to use sick or vacation time

**Meetings:**
- 5 or more people: Cancel & do not attend all in-person meetings, consider phone or virtual meetings
- 4 or less people: Cancel & do not attend all in-person meetings, consider phone or virtual meetings

**Events:** All events cancelled

**Office Coverage:** Office closed to the public and all staff work from home

**Travel:** All work related travel cancelled

*Updated 3/13/20*