

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