

Phase One Reopening Guidance

General Guidance for the Public

- Stay home if you are sick.
- If you become symptomatic (cough, fever, shortness of breath) while in public, please self-isolate immediately and return home and contact your health care provider if you need medical attention.
- Individuals at risk for severe complications (over age 60 or have underlying medical conditions) should stay home to avoid exposure to COVID-19.
- Practice good hand hygiene with frequent handwashing for at least 20 seconds or use hand sanitizer (60-95% alcohol content).
- Cover coughs/sneezes with elbow or tissue (immediately discard tissues in garbage and wash hands).
- Avoid touching your face.
- Practice physical distancing of at least six (6) feet between you and others not in your household.
- Use cloth face coverings in public, as appropriate. As Oregon is reopening and restrictions are being lifted on businesses and public spaces, it may be difficult to ensure that you can stay six (6) feet away from others at all times. We recommend that everyone have a cloth or paper face covering available to use in public settings.
- Stay close to home, avoid overnight trips and other non-essential travel. Travel the minimum distance needed to obtain essential services; avoid traveling further than 50 miles from home. In rural areas, residents may have to travel greater distances for essential services, while in urban areas, residents may only need to travel a few miles for those services.

Oregon 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, for example, use of personal protective measures such as face coverings or masks.
 - CDC has detailed [general guidance](#) to help small businesses and employees prepare for the effects of COVID-19.
 - Oregon's specific guidelines for the following sectors can be found at (X):
 - Health care
 - Transit
 - Retail
 - Childcare/Early childhood education
 - Personal services
 - Outdoor recreation
 - Restaurants
- 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.
- Consider keeping a record of name, contact information and date/time of visit for customers/visitors for purposes of contact tracing if needed. Businesses should inform customers/visitors of the reason the information is being collected and how the information will be used. *Example language: This business is collecting basic information to share with public health in the event a COVID-19 case is identified associated with this business.*

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 Order 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.
- Employers may encourage employee use of cloth face coverings as appropriate or indicated by sector-specific guidance.
- 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.
- Consider health checks (e.g., temperature and respiratory symptom screening) or self-report of visitors entering businesses.
- 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/ffra-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>

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Phase One Reopening Guidance

Sector: Child Care

Specific Guidance for Child Care Sector:

Child care providers must:

- Limit the number of children in rooms:
 - Registered Family Provider – may have up to stable ¹groups of 10 children
 - Certified Family (CF) Provider – may have up to stable groups of 16 children (two distinct stable groups maximum in separate rooms)
 - Certified Center – may have up to stable groups of 18-21 provided that the center has 50-square-feet per child in classroom, otherwise center must adopt a smaller group size
- Adjust staffing ratios with mixed ages, based on the youngest child in the group, to:
 - Six weeks to 23 months – 1:4, maximum stable group size is eight children
 - 24 to 35 months – 1:5, maximum stable group size is 10 children
 - 36 months to kindergarten – 1:6, maximum stable group size is 18 children
 - Kindergarten and up – 1:7, maximum stable group size is 21 children
- Comply with cohorting requirements:
 - Up to two (2) groups of children may be allowed in a classroom over the course of the day for an AM/PM model if adequate sanitization protocols can be implemented between classes, including sanitization of high-touch surfaces, toys and materials. Sanitization practices must be observed for shared bathrooms, playgrounds and eating spaces.
 - The same staff must stay with the same group each day/week and cannot interact in person with other staff or groups of children.
 - When “floater” staff provide break relief for classroom staff, the “floater” staff must wear cloth face coverings and wash hands between classrooms. A child care provider must provide cloth face coverings or disposable face coverings to “floater” staff.
- Maintain increased OHA-ELD [cleaning protocols](#) for surfaces, linens, electronics, toys.

¹ For purposes of this guidance, “stable” means the same group of children, and teacher and staff, are in the same group each day.

- For Registered and Certified Family Providers, additional sanitation requirements include:
- Keep a log with the following information for each child in care:
 - Child name
 - Parent/guardian name
 - Parent/guardian phone number
 - Date/time child was in care

To the extent possible, child care providers should:

- Prioritize care for families needing care due to essential infrastructure employment such as first responders, health care, grocery store employees, etc. This prioritization will be enforced for programs that are subsidized, and these programs must collect family employment type for children in their care.
- Permit child care provider staff to wear cloth face coverings if they choose.
- Review and implement [General Employer Guidance](#), as applicable.

Additional Resources:

- OHA Guidance for the General Public
- OHA General Guidance for Employers

Phase One Reopening Guidance

Sector: Retail

Specific Guidance for Retail Stores:

Retail stores are required to:

- Limit the number of customers in the retail store and focus on maintaining at least six (6) feet of distance between people and employees in the store. Store management should determine maximum occupancy to maintain at least six feet of physical distancing, taking into consideration areas of the store prone to crowding such as aisles, and limit admittance accordingly.
- Post clear signage (available at healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and who to contact if they need assistance.
- Use signage to encourage physical distancing.
- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer/public and employee areas of store.

To the extent possible, retail stores should:

- Strongly encourage all employees and customers to wear cloth face coverings. If a store sets a policy that all employees and customers are required to wear cloth face coverings, store management should consult with their legal counsel to determine whether or not such a requirement can be enforced and whether they will provide cloth face coverings for those who do not bring their own.
- Consider placing clear plastic or glass barriers in front of cashiers or customer service counters, or in other places where maintaining six (6) feet of physical distance between employees and customers is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signage to direct one-way flow of traffic.
- Use signage and tape on the floor to maintain physical distancing while waiting for cashiers.
- Review and implement [General Employer Guidance](#), as applicable.

Specific Guidance for Shopping Centers and Malls:

Shopping center and malls must:

- Keep any common area settings such as food courts and seating areas configured to support at least six (6) feet physical distance between parties (chairs, benches, tables).
- Determine maximum occupancy within the shopping center or mall to maintain at least six (6) feet physical distancing and limit admittance accordingly.
- Post signage at entrances, exits and common areas (seating areas, food courts, etc.) to discourage groups from congregating and remind customers and employees to keep six (6) feet of physical distance between individuals or parties while waiting.

To the extent possible, shopping centers and malls should:

- Designate specific entrances and exits to the shopping center or mall to constrain traffic flow and encourage physical distancing between customers. For entrances with a single door or single pair of doors, consider designating it entrance only or exit only if another entrance/exit exists and one-way flow through the area is feasible. Do not block egress for fire exits.

Additional Resources:

- OHA Guidance for the General Public
- OHA General Guidance for Employers

Additional State Resources Needed:

- Reopening checklist
- Symptoms and resource signage
- Signage to discourage gathering

Phase One Reopening Guidance

Sector: Restaurants/Bars/Breweries/Tasting Rooms

Specific Guidance for Restaurants, Bars, Breweries, Brewpubs, Wineries and Tasting Rooms

Distancing and Occupancy:

Businesses must:

- Ensure tables are spaced at least six (6) feet apart so that distancing of six (6) feet between parties is maintained, including when customers approach or leave tables. Businesses will need to determine seating configuration to comply with physical distancing requirements. If a business is unable to maintain at least six (6) feet of distance, it may operate only as pick up/to go service. This applies to both indoor and outdoor seating.
- Remove or restrict seating to meet the occupancy limit and to facilitate the requirement of at least six (6) feet of physical distance between people not in the same party.
- Limit number of customers on premises at one time, with a maximum restaurant occupancy of 50% of normal capacity as long as physical distancing requirements can be maintained.
- Limit parties to 10 people or fewer who have chosen to congregate together. People in the same party seated at the same table do not have to be six (6) feet apart.

Employees:

Businesses must:

- Minimize employee bare-hand contact with food through use of utensils. For Oregon Department of Agriculture (ODA)-licensed facilities, no bare-hand contact with food is permitted per their licensing requirements.
- Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees, including chefs, line cooks and waitstaff.
- Have employees wear gloves when performing cleaning, sanitizing, or disinfecting activities. For other activities, non-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 use non-latex

gloves and must prevent cross-contamination by replacing gloves after touching faces or changing tasks (e.g., food preparation versus taking out garbage). See attached OHA guidance regarding glove use.

Operations:

Businesses must:

- Adhere to guidance outlined in this document as well as all applicable statutes and administrative rules to which the business is normally subject.
- All on-site consumption of food and drinks, including alcoholic beverages must end by 10 p.m.
- 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-service 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. This applies to all facilities including bars, breweries and tasting rooms. Counter and bar ordering is acceptable if the operation finds that this decreases worker exposure. 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.
- Assure customers remain at least six (6) feet apart when ordering and floors must have designated spots for waiting in line. Signage should be posted as necessary to ensure that customers meet the requirements of this guidance.
- 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 to avoid multiple contact points.

- Prohibit use of karaoke machines, pool tables, and bowling at this time.
- For use of juke box and coin-operated arcade machines, same protocols should be followed as outlined for Video Lottery Terminals below.

To the extent possible, businesses should:

- 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 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 a restroom to assure that customers do not congregate.
- Strongly encourage all employees and customers to wear cloth face coverings. Customers do not need to wear face coverings while seated at the table. If a business sets a policy that all employees and customers are required to wear cloth face coverings, business management should consult with their legal counsel to determine whether or not such a requirement can be enforced and whether or not the business will provide a cloth face covering when a customer does not bring their own.
- ~~Employers should provide an adequate number of cloth face coverings for all employees. Masks are recommended for employees. If servers can maintain six feet of distance in taking orders, for communication purposes, no masks required, but recommended.~~
- 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 or text, or a restaurant-provided “buzzer” device, indicates that a table is ready.
- Consider staging 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-based content) available to customers. Hand sanitizer must not replace hand washing by employees.
- Post clear signage (available at healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and who to contact if they need assistance.

Video Lottery Terminal (VLT) Operations:

Businesses must:

- 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, the Oregon Lottery may turn off VLTs in order to maintain required physical distance between operating machines and players.
- 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.
- Note: Oregon Lottery will not turn on VLTs until the agency is satisfied that all conditions have been met.
- Review and implement [General Employer Guidance](#), as applicable.

Additional Resources:

- OHA Guidance for the General Public
- OHA General Guidance for Employers