Phase One Reopening Guidance

Sector: Restaurants/Bars/Breweries/Tasting Rooms/Distilleries

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

**Distancing and Occupancy:**

**Businesses must:**

- Determine maximum occupancy to maintain physical distancing requirements and limit number of customers on premises accordingly.
- Ensure tables are spaced at least six (6) feet apart so that at least six (6) feet between parties is maintained, including when customers approach or leave tables.
  - Businesses will need to determine seating configuration to comply with these physical distancing requirements.
  - Remove or restrict seating to facilitate the requirement of at least six (6) feet of physical distance between people not in the same party.
  - If booth seating is back-to-back, only use every other booth.
- Limit parties to 10 people or fewer. Do not combine parties/guests at shared seating situations 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.
- If a business is unable to maintain at least six (6) feet of distance, except for brief interactions (for example, to deliver food to a table), it may operate only as pick up/to go service. This applies to both indoor and outdoor seating.

**Employees:**

**Businesses must:**

- Minimize employee bare-hand contact with food through use of utensils.
- 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. 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 attached OHA guidance regarding glove use.

- Require all employees to wear cloth, paper or disposable face coverings. Businesses must provide cloth, paper or disposable face covering for employees.

**Additional requirements for facilities licensed by the ODA:**

- No bare-hand contact with food is permitted per their licensing requirements.

**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.
- End all on-site consumption of food and drinks, including alcoholic beverages 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 unless the counter faces a window or wall and at least six (6) feet of distance is maintained between parties. 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.
  - 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.
- Prohibit use of karaoke machines, pool tables, and bowling.
- For use of juke box and coin-operated arcade machines, the same protocols should be followed as outlined for Video Lottery Terminals below.

To the extent possible, businesses should, but are not required to:
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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 entire experience (service, busing 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.

- Strongly encourage all customers to wear cloth, paper or disposable face coverings. Customers do not need to wear face coverings while seated at the table. If a business sets a policy that all customers are required to wear cloth, paper or disposable face coverings, business management should consult with their legal counsel to determine whether such a requirement can be enforced.

- 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.

**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 Guidance for Employers](#), as applicable.
Additional Resources:

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

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Phase One Reopening Guidance

Sector: Personal Services

Specific Guidance for Personal Services Providers:

For the purposes of this guidance document, “personal services providers” is defined as 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.

**Client Screening:**

Providers are required to:

- Contact client prior to appointment and ask:
  - Have you had a cough?
  - Have you had a fever?
  - Have you had shortness of breath?
  - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?

- Reschedule an appointment if client answers “yes” to any of the questions above until client’s symptoms (cough, fever and shortness of breath) have been resolved, and fever has been resolved without medication for at least 72 hours, or at least 14 days after contact with a person sick with cough, fever, or diagnosed COVID-19.

- Review information about how COVID-19 is spread from one person to another: namely, through coughing, sneezing, touching, or via objects touched by someone with the virus.

- Record client contact information, date and time of appointment and provider for each client. If there is a positive COVID-19 case associated with the business, public health may need the business to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after 60 days from the appointment.

To the extent possible, providers should, but are not required to:

- Consider using touchless infrared thermometers to check temperature of each client who enters the business.

- Explain to any client who has a temperature above 100.3 degrees Fahrenheit that services cannot be provided, and the appointment will be rescheduled until at least 72 hours after fever and other symptoms have resolved without medication. If the client
must wait for a ride home, provide a space where the client may self-isolate away from employees and other clients.

**Operations:**

Providers are **required** to:

- Immediately send home any employee with COVID-19 like symptoms (cough, fever, shortness of breath, etc.) and not allow the employee to return to work until at least 72 hours after fever and other symptoms have resolved without medication.
- Adhere to the requirements outlined in this guidance, as well as all applicable statutes and administrative rules to which the provider is normally subject.
- Determine, in cooperation with business management as necessary, the maximum occupancy of the business to maintain at least six (6) feet of physical distancing between clients and limit admittance accordingly.
- Limit the overall number of providers and clients in the business (including waiting areas) at any one time and focus on maintaining at least six (6) feet of physical distance between people in the facility except when required to provide services such as massage, haircuts, etc.
- Have clients wait in their car or outside to be contacted when the provider is ready for the appointment.
- Limit visits to scheduled appointments. Provide curbside pick-up arranged ahead of time for product purchases outside of scheduled service appointments.
- Assign one provider per client throughout the encounter.
- Ensure at least six (6) feet of physical distance between pairs of provider/clients. If necessary, use limited number of stations and stagger shifts to adhere to physical distance requirements. Maintain at least six (6) feet of distance between provider and client unless providing service that requires provider to be within six (6) feet of client.
- Post clear signs listing COVID-19 symptoms, asking employees and clients with symptoms to stay home, and who to contact if they need assistance.
- Remove all unnecessary items such as magazines, newspapers, service menus, and any other unnecessary items such as paper products, snacks, and beverages.
- Provide training, educational materials (available at healthoregon.org/coronavirus), and reinforcement on proper sanitation, handwashing, cough and sneeze etiquette, and using other protective equipment and measures to all employees.
- Ensure breakrooms are thoroughly cleaned and disinfected and that employees do not congregate in them.
- Thoroughly clean restroom facilities at least once daily and ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day.
- Review and implement [General Guidance for Employers](#), as applicable.

To the extent possible, providers should, but are not required to:
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- Consider using plastic covers for cloth-covered seating because they cannot be properly cleaned and disinfected.
- Consider discontinuing use of paper appointment books or cards and replace with electronic options.
- Limit the exchange of cash, and wash hands thoroughly after each transaction. Credit/debit it/debit transactions or other electronic means of payment are preferred, using touch/swipe/no signature technology.

**Personal protective measures:**

Providers are **required** to:

- Provide and wear cloth, paper or disposable face coverings when providing direct client services.
- Drape each client in a clean cape, if applicable, for the service. Businesses may consider using disposable capes for one-time use.
- Wear a clean smock with each client. Businesses may consider using disposable smocks/gowns for one-time use.
- Wash hands with soapy, warm water, for a minimum of 20 seconds between each client service.
- Request that clients wash hands with soapy, warm water, for a minimum of 20 seconds prior to receiving service.
- Wash hands after using the telephone, computer, cash register and/or credit card machine, and wipe these surfaces between each use.
- Ensure all sinks in the workplace have soap and paper towels available.
- Post handwashing signs in restrooms.

To the extent possible, providers should, but are not required to:

- Consider using touchless infrared thermometers to check temperature of each employee before their shift begins. Immediately send home any employee who has a temperature above 100.3 degrees Fahrenheit and do not allow the employee to return to work until at least 72 hours after fever and other symptoms have resolved without medication.
- Wear medical grade masks when providing services that require close contact (within 6 feet), such as in the case of a haircut, massage or pedicure.
- Wear face shields in addition to a face covering for face-to-face services, such as mustache trims and brow waxing.
- Provide employees medical grade masks and face shields if provider is requiring their use for certain services.
- Have clients wear cloth, paper or disposable face coverings, as appropriate for the service. Some services may not require the client to wear face covering; for example, a client does not need to wear a face covering when face-down on a massage table.
Some services, such as mustache or beard trims, may require the cloth, paper or disposable face covering to be temporarily removed.

- Wear disposable gloves when providing client services and change gloves between each client.
- Ask clients to wash their own hair prior to arriving for their appointment.
- Avoid face-to-face contact within six (6) feet of clients.
- Change into clean clothes between clients if providing services that require extended close client contact such as massage therapy and tattoo artistry.
- Change into clean clothes before leaving the business each day.

**Cleaning and Disinfection:**

Providers are **required** to:

- Thoroughly clean and disinfect all areas of business prior to reopening after extended closure. Disinfect all surfaces, tools, and linens, even if they were cleaned before the business was closed.
- Use disinfectants that are Environmental Protection Agency (EPA)-registered and labeled as bactericidal, viricidal and fungicidal. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website. The EPA has a list of disinfectant products that meet EPA criteria for use against the virus that causes COVID-19. If in doubt of the product’s effectiveness, check the EPA website.
- Mix and change disinfectant for immersion of tools daily and replace sooner if it becomes contaminated throughout the workday. Disinfectant only works on a clean surface, so clean all surfaces and tools with hot soapy water, other appropriate cleaner or cleaning wipes (if using wipes, be sure to cover surface thoroughly) before disinfecting.
- Observe contact time on the label so disinfectant will work. Contact time refers to how long the disinfectant is visibly wet on the surface, allowing it to thoroughly destroy pathogens. Typical contact time for immersion/sprays is ten (10) minutes, for disinfectant wipes, time is two (2) to four (4) minutes.
- Clean and disinfect all workstation and treatment room surfaces, including countertops, cabinets and doorknobs, chairs, head rests and arm rests. Clean and disinfect all reusable tools and store in airtight container. Clean and disinfect all appliances (including cords), shears, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used to provide client services.
- Check to make sure all products at workstations, such as lotions, creams, waxes, scrubs, and any other similar supplies have always been in a closed container. If not, discard and replace. Remove and discard any products that could have been contaminated by unsanitary use and replace with new product.
- Clean and disinfect hard non-porous surfaces, glass, metal and plastic, including work areas, high-traffic areas, and commonly touched surfaces in both public and employee-only areas of the business.
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- Only use porous/soft surfaces (such as cardboard files, buffers, drill bits, etc.) once and then discard because they cannot be disinfected.

- Launder all linens, blankets, towels, drapes, and smocks in hot soapy water and dry completely at the warmest temperature allowed. Store in an airtight cabinet after each client use. Store all used/dirty linens in an airtight container.

- Clean and disinfect all linen hampers and trash containers and only use a container that can be closed and use with liners that can be removed and discarded.

- Clean and disinfect all retail areas at least daily, including products. Try to keep clients from touching products that they do not plan to purchase.

- Provide hand sanitizer and tissues for employees and clients, if available.

- Clean and disinfect ALL restroom surfaces including floors, sinks, and toilet bowls. Store paper products in a closed cabinet and provide hand soap. Place trashcan by the door. Remove anything that does not have to be in the restrooms.

- Clean and disinfect all bowls, hoses, spray nozzles, foist handles, shampoo chairs and arm rests between each use. Wipe down all back-bar products and shelves. Discard and replace any products that have not been stored in a closed container prior to reopening after extended closure.

- Empty all wax pots and disinfect before refilling them with new wax prior to reopening after extended closure. Purchase new single-use applicators that can be disposed of in an airtight trash can. The airtight trash can must have a lid and be lined with a disposable plastic bag.

To the extent possible, providers should, but are not required to:

- Provide hand sanitizer at all work locations for employees and clients.

**Additional Resources:**

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)
- [OHA Why sign in? signage](#)

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Phase One Reopening Guidance

Sector: Retail

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 signs 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 signs
- Signs to discourage gathering

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Specific Guidance for Fitness-related Organizations:

Fitness-related organizations include but are not limited to gyms, fitness centers, personal training, dance studios, and martial arts centers.

Distancing and Occupancy:

Fitness-related organizations are required to:

- Limit the number of individuals in the facility and focus on maintaining at least six (6) feet of physical distance between people. Each facility should use its total square footage to determine the maximum number of occupants for the entire facility.
- Determine the maximum occupancy for different areas of the gym (e.g., classrooms, weight room, gymnasium, locker room) and limit admittance accordingly.
- Limit fitness class size to maximum occupancy of the room (as long as it ensures six (6) feet of separation).
- Consider holding fitness activities or classes outdoors if it can be done safely, when it does not violate any local ordinances, and when participants and instructors can maintain six feet of physical distance. Limit exercise equipment stations to those located at least six (6) feet apart. If equipment cannot be moved to facilitate physical distancing, it must be blocked from being used.
- Prohibit contact sports that involve participants coming into bodily contact, close quarters (less than six (6) feet apart), or using shared equipment (e.g., basketball, squash, racquetball, taekwondo, karate, wrestling, mixed martial arts).
- Only allow gymnasiums to be used for non-contact sports or individual skills development not requiring contact with other people.
- For one-to-one personal training, maintain six (6) feet of physical distance between trainer and client. If close contact within six (6) feet is unavoidable, it is strongly recommended that the client wear a face covering and the time during which close contact occurs is minimized. Trainer and client should thoroughly wash hands with soap and warm water or use hand sanitizer (60-95% alcohol content) immediately before and after appointment.
Operations:

Fitness-related organizations are required to:

- Review and implement Mask and Face Covering Guidance for Business, Transit and the Public. (Coming soon)
- Ensure all facilities and equipment are safe to operate and are in good condition after the extended closure. Maintenance and operations manuals and standard operating procedures should guide this work.
- Close water fountains, except for those designed to refill water bottles in a contact-free manner.
- Close showers for use. Locker room sinks and toilets may remain open for use but limit the number of people who use the facilities at any one time to ensure that a distance of six (6) feet can be maintained.
- Keep saunas, steam rooms and whirlpool spas closed.
- Keep pools closed to recreational swim activities, swimming lessons, and all other aquatic activities.
- Keep drop-in childcare closed.
- Refer to and apply Guidance for Summer Day and Overnight Camps for any children and youth programs. (Coming Soon)
- Post clear signs listing COVID-19 symptoms, asking employees and clients with symptoms to stay home, and listing who to contact if they need assistance.
- Use signs to encourage physical distancing throughout facility, including but not limited to reception areas, eating areas, locker rooms, and near popular equipment.
- Position staff to monitor physical distancing and disinfecting requirements.
- Ensure that ventilation systems operate properly. Increase air circulation as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.
- Establish one-way traffic flow, where possible, for equipment circuits, tracks, etc. Use signs to direct one-way flow of traffic.
- Provide handwashing stations or hand sanitizer (60-95% alcohol content) throughout the facility for use by employees and clients.
- Refer to Restaurant Sector Guidance for information about food handling and distribution as applicable to each fitness facility.
- Review and implement General Employer Guidance, as applicable.

To the extent possible, fitness-related organizations should, but are not required to:

- Strongly encourage clients 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 clients is more difficult.
• Consider having gym time by appointment to limit number of people in the facility. Encourage use during non-peak times as determined and publicized by facility management.

• Consider offering virtual fitness classes, especially for persons at higher risk for severe COVID-19 complications such as people over 60 or with underlying medical conditions.

• Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.

• Strongly encourage clients to bring their own filled water bottles with them to the facility.

Cleaning and Disinfection:

Fitness-related organizations are required to:

• Thoroughly clean all areas of fitness-related organization prior to reopening after extended closure.

• 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 will have human coronavirus efficacy either on the label or available on their website.

• Require employees or facility guests to wipe down all equipment (e.g., balls, weights, machines, etc.) immediately before and after each use with a disinfectant provided by the gym that is included on the EPA-approved products for the SARS-CoV-2 virus that causes COVID-19. A solution of 70%-95% alcohol content also works.

• Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and public.

• Thoroughly clean restrooms at least twice daily and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) throughout the day.

To the extent possible, fitness-related organizations should, but are not required to:

• Strongly encourage clients to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after gym session as well as several times during the session.

• Flush water pipes weekly while the building is vacant and prior to resuming normal building use. Stagnant water in pipes can create conditions that favor the growth and spread of Legionella and other harmful bacteria (see Guidance for Reopening Building Water Systems after Prolonged Shutdown).

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1 https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Client Screening:

Fitness-related organizations are required to:

- Record client contact information, date and time for client facility use. If there is a positive COVID-19 case associated with the facility, public health officials may need the business to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after 60 days from the session date.

To the extent possible, fitness-related organizations should, but are not required to:

- Screen clients prior to start of their session in the facility such as asking:
  - Have you had a new or worsening cough?
  - Have you had a fever?
  - Have you had shortness of breath?
  - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?

If the client responds “yes” to any of the screening questions, ask them to return home and wait to return to the facility until all symptoms, including fever have been resolved for at least 72 hours without medication, or at least 14 days after contact with a person with a cough, fever, or diagnosed with COVID-19.

- Strongly encourage a client exhibiting symptoms of illness to immediately leave the facility and not return until at least 72 hours after symptoms have resolved without medication.

- Strongly encourage clients at higher risk for severe COVID-19 complications (persons over age 60 or with underlying medical conditions) to continue to stay home to reduce their risk of exposure.

Additional Resources:

- OHA Guidance for the General Public
- OHA General Guidance for Employers
- CDC’s Guidance for Administrators in Parks and Recreational Facilities

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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, 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 [https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance](https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance):
    - 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.
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.
- Employers may encourage or require employee use of cloth or disposable face coverings as indicated by sector-specific guidance. If employers require use of cloth face coverings, employers must provide cloth or disposable face coverings for employees.
- 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

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

- 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:
Attachment A-19

- OSHA guidance on preparing workplaces for COVID-19:


- COVID-19 insurance and financial services information: [https://dfr.oregon.gov/insure/health/understand/Pages/coronavirus.aspx](https://dfr.oregon.gov/insure/health/understand/Pages/coronavirus.aspx)

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@dhsoha.state.or.us](mailto:OHA.ADAModifications@dhsoha.state.or.us).
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 (6) feet of physical distancing, considering areas of the store prone to crowding (like aisles) and limit admittance accordingly.

- 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.

- Use signs 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. Wipe down changing room doorknobs, walls and seating between each customer use.

- Require all employees to wear cloth, paper or disposable face coverings. Businesses must provide cloth, paper or disposable face coverings for employees.

**To the extent possible, retail stores should, but are not required to:**

- Strongly encourage all customers to wear cloth, paper or disposable face coverings. If a store sets a policy that all customers are required to wear cloth, paper or disposable face coverings, store management should consult with their legal counsel to determine whether such a requirement can be enforced.

- 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 signs to direct one-way flow of traffic.

- Use signs and tape on the floor to maintain physical distancing while waiting for cashiers.

- Prohibit customers from trying on items that are worn on the face (cloth masks, scarves, headbands, eyewear).

- Decide whether to re-open fitting rooms. If fitting rooms are re-opened, customers should wash hands or use hand sanitizer before and after trying on clothes. Retailers
should provide hand sanitizer or hand washing stations near fitting rooms. Note: There are no scientific data to indicate that clothing items are a major means of spread of the coronavirus. Any risk from this exposure is likely to be very low. Items that have been in a fitting room can be set aside for a day or longer if the retailer is concerned about perceived risks from clothing that has been tried on by customers.

- When processing returns, employees should wash hands or use hand sanitizer before and after handling items. Retailer may set items aside for a day or longer if concerned about perceived risks of exposure.
- Consider offering alternative order ahead and pick up options, such as curbside pickup as appropriate and applicable.
- Review and implement General Guidance for Employers, as applicable.

Additional Resources:
- OHA Guidance for the General Public
- OHA General Guidance for Employers

Additional State Resources Needed:
- Reopening checklist
- Symptoms and resource signs
- Signs to discourage gathering

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Statewide Standards for Child Care Operations

Sector: Child Care

Effective Date: May 15, 2020

Specific Guidance for Child Care Sector

Emergency Child Care Approval Required:

Licensed Child Care and recorded programs are still required to be approved by the Office of Child Care to operate as Emergency Child Care. Providers must follow the health and safety framework developed by the state and Early Learning Division, as adjusted by this guidance.

Group Size and Ratios

Child Care facilities are required to:

- Limit the number of children in rooms:
  - Registered Family (RF) – may have one group of up to 10 children. **Note: RF providers do not have square footage requirements related to the number of children in care**
    - Of the 10 total children, there may be no more than six children ages preschool and younger and, of these six, no more than two children under 24 months.
  - Certified Family (CF) – may have two stable groups of up to 10 children in separate areas of the home and no more than 16 children total. Each group of children must be in a space that meets the minimum of 35 square feet per child.
    - Each group of children must meet staff/child ratios as defined in Oregon Administrative Rule 414-350-0120, found within the Certified Child Care Rules (page 28).
  - Certified Center (CC) – may have one stable group of up to 10 children per classroom. Large rooms may be divided into two rooms with the approval of a child care licensing specialist. See OHA-ELD COVID-19 Safety Requirements and ELD Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency for further instructions. Each group of children must be in a space that meets the minimum of 35 square feet per child.
Cohorting Requirements

Child Care providers are required to:

- Ensure that groupings are stable (i.e., the same adult staff or volunteers and children are within the same group each day).
- Provide care in stable groups of 10 children; however, a program may allow some families to “swap” slots between days. For example – Child A attends Monday, Wednesday, Friday and Child B attends Tuesday and Thursday. However, there may not be more than 12 children in a stable group.
- Provide care in stable groups that use the same physical space each day.
- Move children from one stable group to another only on a permanent basis (e.g., when children age out of their original classroom) and not temporarily.
- Provide the same “floater” staff (i.e., staff that provide relief for staff during breaks) for the same stable group each day to the extent possible.
- Allow only one stable group of children in shared spaces at one time (bathrooms, outdoor play areas, eating spaces). Sanitization practices must be observed in between uses for different groups.
- For home-based providers, require that household members that do not assist in the child care program physically distance from stable groups throughout the day.
  - If a provider’s own children or other household members are participating as part of the group, they must be counted as part of the overall number of allowable children within the group.
- Implement adequate sanitization protocols between AM/PM classes using the same physical space, including sanitization of food preparation areas, high-touch surfaces, toys and materials. A maximum of two groups of children may be allowed in any one classroom over the course of the day.
- Stagger arrival and drop-off times or put in place other protocols to limit contact between families and with staff.
Operations

Child Care providers are required to:

- Continue to prioritize care for essential workers and may also serve all families who return to work in phased reopening.
- Adhere to ELD-OHA COVID-19 Safety Requirements and comply with ELD-OHA COVID-19 Safety Requirements and ELD’s Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency at all times.
- Maintain approved OHA-ELD cleaning protocols for surfaces, linens, electronics, toys to prevent the spread of COVID-19.
- Provide on-going training to staff on cleaning protocols and COVID-19 safety requirements.
- Permit staff to wear cloth, paper or disposable face coverings if they choose.
- Require face covering use for floater staff and staff conducting daily health checks of the children.
- Keep daily logs for each stable group that conform to the following requirements to support contact tracing of cases if necessary:
  - Child name
  - Drop/off pick up time
  - Adult completing both drop/off pick up
  - All staff that interact with stable group of children (including floater staff)
  - Hours child was in care

Other Care Arrangements:

This guidance is also applicable to other early learning programs, such as respite care, summer school programs, kindergarten transition, and recorded programs. These programs must conform to the same guidelines as child care programs as outlined in this document but will not be expected to prioritize families based on occupation due to the nature of their programming.

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