# BACK TO BUSSINESS A GUIDE TO RE-OPENING (Phase 1)



## **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.

Back to Business: A guide to reopening is a resource to help you navigate our state's guidelines for reopening your business, keeping the safety of your employees and customers top of mind. This is not a living document and may not be continually updated as guidance and rules from the State of Oregon changes that occur as we move through the Governor's three phased reopening strategy.

You play a critical role in our local economy, and we thank you for your courage and perseverance as we move forward toward economic recovery. If you have any questions about this guide, or any of the resources listed within, we encourage you to reach out to us. 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,

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Lynn Snodgrass, CEO Gresham Area Chamber of Commerce



#### A special thank you...

to the Springfield Chamber of Commerce and the Eugene Area Chamber of Commerce for allowing us to use this document.



## **Back to Business**



#### Revised 6/24/2020

• For the latest information, please visit Governor Brown's Website

#### **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.



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- PHYSICAL DISTANCING SIGN
- COVID-19 SYMPTOMS SIGN
- CONTACT TRACING INTEREST FORM

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Oregon Guidelines for Phased Re-Opening and Application Process.

#### **Application Process & Re-Opening Phases**

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- On Thursday, May 7th Governor Brown released the Phase 1 requirements to begin to re-open Oregon starting May 15. Businesses are not automatically allowed to reopen on that date but should begin preparing based on the guidelines included in this document.
- As of Wednesday, May 13, 33 counties in Oregon have applied and are being reviewed for consideration to allow designated businesses to reopen with restrictions. In order to qualify, counties and health regions must prove they are meeting requirements in the following areas:
  - Declining COVID-19 prevalence
  - Minimum testing regimen
  - Contact tracing system
  - Isolation/quarantine facilities
  - Finalized statewide sector guidelines
  - Sufficient healthcare capacity
  - Sufficient PPE supply



- Once a county is approved and Phase (1) begins, it will take a minimum of (21) days before a county can be approved to enter Phase (2), which as of now, we will stay indefinitely in that phase until a vaccine is available.
- All guidance that has been released for Oregon is included, and more is in development which will be added to the next version of this document. We are committed to updating this as soon as new information becomes available. Stay tuned for specific requirements which pertain to:
  - Transit

#### **Oregon County Application Status (external link)**

#### Resources

- MULTNOMAH COUNTY COVID-19 RESOURCES
- CITY OF GRESHAM



#### >>>> Who does this apply to?

Oregon Guidance to ALL Employers to Prevent Spread of COVID-19.

#### What To Do

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.
- Determine which safeguards are recommended or are required based on the Federal and state guidelines, including sector-specific guidance.



- Reduce unnecessary close physical contact (a physical distance of less than (6) six feet between people).
- 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.
- Consider modifying employee schedules and travel.
- Limit non-essential work travel.
- Be aware of protected leave requirements and plan ahead for any anticipated workforce adjustments.

## **Preparing the Physical Space**

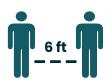


- Implement workplace safeguards as feasible or when required.
- Implement physical distancing measures consistent with the Governor's Executive Orders and state guidance.



### **Preparing the Physical Space**

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- 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 the 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 handwashing 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 cleanings.
- Consider upgrades to facilities that may reduce exposure to the coronavirus, such as notouch faucets and hand dryers, increasing fresh-air ventilation and filtration or disinfection of recirculated air, etc.
- Consider touchless payment methods when possible and if needed.

## **Preparing Employees**



- Employers must require require employee use of cloth or disposable face coverings as indicated by sector-specific guidance. If employers require the use of cloth face coverings, employers must provide cloth or disposable face coverings for employees.
- Restrict non-essential meetings and conduct meetings virtually as much as possible.
- Limit the number of employees gathering in shared spaces.

requirements for health insurance coverage.

- Consider regular health checks (e.g., temperature and respiratory symptom screening) if job-related and consistent with business necessity.
- Train all employees in safety requirements and expectations at physical worksites.

Be aware of federal and state protected leave and paid leave laws (if applicable) and



- Advise employees to stay home and notify the employer when sick.
- 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.



### **Preparing Employees**

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- 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**

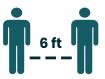
- If downsizing or other workforce adjustment measures are necessary, adhere to applicable state and federal requirements regarding notice of layoffs and recalls for affected workers.
- Determine whether alternatives to layoff may be feasible such as furloughs or reduced schedules.
- Refer employees to resources including filing for unemployment benefits and community services.
- Create a plan for recalling employees back to work.

## Retail Establishments >>>>

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All retail establishments with a store-front that allows customers inside.

### What To Do (Retail Requirements)



- Store management should determine maximum occupancy to maintain at least six (6) feet of physical distancing.
- 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, 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.



• Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.

#### **Best Practices**



- 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.

#### **Best Practices**

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- Use signs to dirUse signs and t
  - 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.
  - When processing returns, employees should wash hands or use hand sanitizer before and after handling items. The 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.

## **Shopping Mall & Retail Requirements**

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 Retail forced to close in EO 20-12, furniture/jewelry/boutiques are able to operate statewide under the new retail guidelines effective May 15th. A forthcoming Executive Order will be issued to clarify the ability to operate under the baseline (pre-phase 1) conditions. These entities, along with all other retail must comply with the retail guidelines on May 15th.

Retail in EO 20-12 that had an exclusion, grocery/health care/medical or pharmacy, no

- longer have an exclusion from operating differently than any other retail and need to now comply with the new retail guidelines. Retail guidelines are applicable statewide effective May 15th. Compliance with any provisions any retail--including grocery/healthcare/ medical and pharmacy--are not currently operating under is strongly encourage by May 15th and must be adhered to by May 22nd.
  - Mall guidance will be separated from the general retail guidance and will be part of Phase 1 operations.



- 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.





### **Best Practices (Not Required)**

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- 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 to 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.
- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.



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

### **Distancing and Occupancy**

• 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**



- 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).



### **Employees**

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- 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**

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- 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 singleservice 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.
- Do 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.
- Floors must have designated spots 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.





#### **Best Practices**



- 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, 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.



- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.
- 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

CDC.GOV



Resources

OREGONRLA.ORG

- 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.

FDA.GOV

• Note: Oregon Lottery will not turn on VLTs until the agency is satisfied that all conditions have been met.



## **Outdoor Recreation**

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Specific Guidance for Outdoor Recreation Organizations.

#### What To Do

- Prior to reopening after extended closure, ensure all parks and 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.
- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.



- Reinforce the importance of maintaining at least six (6) feet of physical distance between parties (a group of 10 or fewer people that arrived at the site together) on hiking trails, beaches and boat ramps through signs and education.
- Keep day-use areas that are prone to attracting crowds (including but not limited to playgrounds, picnic shelters/structures, water parks and pools, sports courts for contact sports like basketball) and overnight use areas closed.
- Prohibit contact sports.



- 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.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in both public and non-public areas of parks and facilities.
- Post clear signs (available at healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
- Keep any common areas such as picnic tables not in shelters/structures, day-use shelters, and buildings open to the public arranged so there is at least six (6) feet of physical distance between parties (chairs, benches, tables).

#### **Best Practices**





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- Consider closing alternating parking spots to facilitate at least six (6) feet of physical distance between parties.
- Consider opening loop trails in a one-way direction to minimize close contact between hikers. Designate one-way walking routes to attractions if feasible.
- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.
- Encourage the public to visit parks and recreation areas during off-peak use times as defined and publicized by park or recreation area management.
- Encourage the public to visit parks and recreation areas close to home, avoid overnight trips and minimize travel outside their immediate area for recreation. Especially caution the public to not travel outside of their home area if they live in an area with a high number of reported COVID-19 cases to prevent asymptomatic COVID-19 positive individuals from inadvertently bringing the virus into an area with many fewer cases.
- Consider opening private, municipal, county and federal campgrounds as long as physical distancing requirements can be maintained.
- Consider opening skate parks as long as physical distancing requirements can be maintained.
- Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer), as well as to take their trash with them when they leave.
- Encourage the public to recreate with their own household members rather than with those in their extended social circles.
- Position staff to monitor physical distancing requirements, ensure groups are no larger than 10 people, and provide education and encouragement to visitors to support adherence.
- Provide handwashing stations or hand sanitizer in common areas such as picnic areas, dayuse shelters, and buildings open to the public.
- Consider placing 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.





CDC GUIDANCE FOR PARKS AND RECREATIONAL FACILITIES

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Personal Service providers such as Salons, Tattoo parlors, Massage therapy, etc.

#### **Client Screening**

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- 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 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.

### **Operations**



- 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.
- Determine the maximum occupancy of the business to maintain at least six (6) feet of physical distancing between clients and limit admittance accordingly.



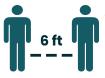


#### **Operations**

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- 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 providers/clients. If necessary, use a 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 break rooms 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.

#### **Personal Protective Measures**



- Provide and wear cloth, paper or disposable face coverings when providing direct client services.
- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.
- 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.



#### **Personal Protective Measures**

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- 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.

## **Cleaning and Disinfection**

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- 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, virucidal and fungicidal. 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 the 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, headrests and armrests. Clean and disinfect all reusable tools and store in an 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.



### **Cleaning and Disinfection**

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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 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.

#### **Best Practices**

- Consider using touchless infrared thermometers to check the temperature of each client and each employee 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.

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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 them with electronic options.

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- 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.
- Provide employees with and 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.



### **Best Practices**

#### // continued from page 22

• Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.



- Wear face shields in addition to a face covering for face-to-face services, such as mustache trims and brow waxing.
- 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.
- 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.
- Provide hand sanitizer at all work locations for employees and clients.



#### Resources

- OREGON STATE BOARD OF MASSAGE THERAPISTS
- **OF COSMETOLOGY**

OREGON STATE BOARD ASSOCIATED NAIL PROFESSIONALS

#### >>>>> Who does this apply to?

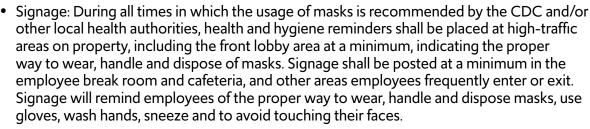
The American Hotel and Lodging Association's Best Practices for Hotel and Lodging.

#### **Employee and Guest Health**



Washing Hands & Hand Sanitizer: CDC guidelines shall govern the duty of all hotel employees to engage in frequent hand washing and use of hand sanitizer. As available, dispensers shall be placed at key guest and employee entrances and contact areas. At a minimum, this will include lobby reception areas and employee entrances.







Employee & Guest Health Concerns: Responding swiftly and reporting to local health officials any presumed cases of COVID-19 at the hotel property shall be a staff-wide requirement. Employees exhibiting symptoms of COVID-19 shall remain or return home. While at work, employees who notice a coworker or guest exhibiting symptoms of COVID-19 shall immediately contact a manager. At a minimum, hotels shall follow CDC guidelines for employers and businesses, including instructing employees to self-isolate for the required amount of time, as defined by the CDC, from the onset of symptoms and be symptom-free for at least three days without medication.

#### **Cleaning Products & Protocols**



• Public Spaces and Communal Areas: Cleaning and disinfecting shall be frequent (multiple times per day) with an emphasis on frequent contact with hard non-porous surfaces including, but not limited to, front desk check-in counters, bell desks, elevators and elevator buttons, door handles, public bathrooms, vending machines, ice machines, room keys and locks, ATMs, escalator and stair handrails, gym equipment, pool seating and surrounding areas, dining surfaces and all seating areas.



#### **Cleaning Products & Protocols**

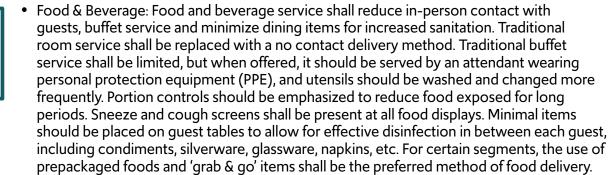
#### // continued from page 24



 Guest Rooms: Cleaning and disinfecting protocols will require that particular attention is paid to high-touch, hard nonporous items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring. The frequency of room cleaning during a guest's stay may be altered based on guest requirements.



- Laundry: Linens, towels and laundry shall be washed in accordance with CDC guidelines, including washing items as appropriate in accordance with the manufacturer's instructions. Where possible, launder items using the warmest permissible water setting for the items and dry items completely. Dirty linen shall be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.
- Hotel Guest Elevators: Button panels shall be disinfected at regular intervals, including the beginning of each housekeeping staff work shift and continuing throughout the day.
- Back of the House: Cleaning and disinfecting of all high touch areas shall occur in accordance with CDC guidelines, including at least twice per day in high traffic areas. Handwashing stations and access to hand sanitizer should be convenient and highly visible.
  - Shared Equipment: Shared tools and equipment shall be disinfected after each shift or transfer to a new employee.





► AHLA GUIDELINES ► CDC GUIDELINES

#### 

Oregon Statewide Standards for ALL Child Care Operations.

### What To Do (Required)

- 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.
- 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 & Ratios**

#### Limit the number of children in rooms.



- Registered Family (RF) May have one group of up to (10) children. 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. CCs must maintain the following staff to child ratios (ratios for mixed age groups of children are based on the youngest child in the group). See table on next page.



### **Group Size & Ratios**

#### // continued from page 26

Age	Ratio	Maximum Group Size (children)
Six weeks to 23 months	1:4	8
24 months to 35 months	1:5	10
36 months to kindergarten	1:10	10
Kindergarten and up	1:10	10

## **Cohorting Requirements**

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- 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). Sanitation 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 sanitation protocols between AM/PM classes using the same physical space, including sanitation 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**

• 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 See OHA-ELD COVID-19 Safety Requirements and ELD 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.



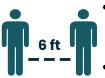
- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.
- Require face covering use for 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



#### >>>> Who does this apply to?

Fitness-related organizations include but are not limited to Gyms, Fitness Centers, Personal Training, Dance Studios, and Martial Arts centers.

#### **Distancing and Occupancy**



- 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**

• Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.



#### **Operations**

#### // continued from page 29



- 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 and pools closed for all 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 the 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 hand-washing 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.
- 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.









## **Cleaning and Disinfection**



- 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 list1 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.

#### **Best Practices**



- Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.
- 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 the 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
- 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).





#### // continued from page 31

#### **Best Practices**

- Screen clients prior to the 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.



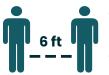


#### 

Oregon Guidance to the Public\* to Prevent Spread of Covid-19.

#### What To Do

As Oregon moves toward reopening 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, Governor Brown instituted a requirement for all people in Multnomah, Washington, Hood River, Marion, Polk, and Lincoln counties to wear face coverings while in indoor public spaces, such as grocery stores and other businesses. This mandate is effective June 24, 2020.

\*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.



### **Additional Documents**

Know the Symptoms Info Sheet Oregon Health Authority COVID-19 Fact Sheet
Protect Yourself Info Sheet
Oregon Health Authority's COVID-19 Prevention Information
Physical Distancing Info Sheet
Oregon Health Authority's Physical Distancing Guidelines
Degon Health Authority's COVID-19 Testing Basics
Phoper Hand Washing Sign
Oregon Health Authority Proper Hand Washing Guidelines
Physical Distancing Sign
Oregon Health Authority Physical Distancing Sign
COVID-19 Symptoms Sign

Oregon Health Authority COVID-19 Symptoms Sign

• Proactively identifying potentially affected individuals may minimize the need for a public announcement of a community spread location. All businesses are welcome to implement this practice, but those where close contact as defined by the Oregon Health Authority (15 minutes of face to face contact) occurs more frequently are especially encouraged to do so. Your participation will help prevent further COVID-19 transmission and protect the health of our community.







500 Summer St NE E20 Salem OR 97301 Voice: 503-947-2340 Fax: 503-947-2341

June 22, 2020

#### **County Specific Mask, Face Shield, Face Covering Guidance**

Applicability: This guidance applies to:

• All businesses, as defined below, and to the general public when visiting these businesses, in Clackamas, Hood River, Lincoln, Marion, Multnomah, Polk and Washington counties.

Effective date: June 24, 2020

**Opting In:** A county not listed above that wishes to have this guidance applied in that county, can request that the Governor add that county to the list above.

**Requirements for other businesses and sectors:** There may be mask, face shield, and face covering requirements and recommendations that apply to other businesses not listed in this guidance. For a business that is not in one of the counties listed above, or is not listed as a business in this guidance, the business should review other applicable <u>sector guidance</u> for mask, face shield, face covering requirements and recommendations.

#### For purposes of this guidance the following definitions apply:

- "Business" means:
  - Grocery stores
  - Fitness-related 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
  - Phase Two counties only:
    - Indoor licensed swimming pool, licensed spa pool and sports court operators
    - o Indoor entertainment facility operators
    - o Indoor recreational sports operators for specified sports
    - o Indoor venue operators

- "Face covering" means a cloth, paper, or disposable face covering that covers the nose and the mouth.
- "Face shield" means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
- "Fitness-related organizations" includes but is not limited to gyms, fitness centers, personal training, dance studios, and martial arts centers.
- "Mask" means a medical grade mask.
- "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.

#### **Businesses**

#### A business is required to:

- Require employees, contractors, volunteers, customers and visitors to wear a mask, face shield, or face covering, unless an accommodation or exemption is required by law or one of the following exemptions applies.
  - Employees, contractors and volunteers: Masks, face coverings or face shields are not required when eating/drinking or when at or in a location where the employee, contractor or volunteer is not interacting with the public and six (6) or more feet of distance can be maintained between other people.
  - Customers and visitors:
    - Masks, face shields or face coverings are not required in restaurants, bars, breweries, brewpubs, wineries, tasting room and distilleries while eating or drinking.
    - Masks, face shields or face coverings are not required when at a business and engaged in an activity that makes wearing a mask, face shield or face covering not feasible, such as strenuous physical exercise, singing or playing an instrument if at least six (6) feet of distance is maintained from others.
- Provide masks, face shields, or face coverings for employees.
- Provide for accommodations and exemptions from the mask, face shield, or face covering requirement for employees, contractors, customers and visitors if such accommodations or exemptions are required by:
  - 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.
  - 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.
- Post clear <u>signs</u> about the mask, face shield, or face covering requirements.

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

- Provide, at no cost, at least disposable face coverings for customers and visitors who do not have one.
- Post signs about the mask, face shield, or face coverings requirement 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, face shield, or face coverings.
  - That they may need to remove a mask or face covering while communicating with an individual who needs to read lips or see facial expressions to communicate.

### The Public

### Customers and visitors of businesses are required to:

- Wear a mask, face shield, or face covering when at a business unless the individual:
  - Is under 12 years of age.
  - Has a medical condition that makes it hard to breathe when wearing a mask, face shield, or face covering.
  - Has a disability that prevents the individual from wearing a mask, face shield, or face covering.

### Customers and visitors of businesses between the ages of 0 and 12 years old:

- Children under the age of two (2) may not wear a mask, face shield, or face covering.
- It is strongly recommended that children between two (2) and 12 years of age, wear a mask, face shield, or face covering at all times in settings like grocery stores or pharmacies, where it is likely that physical distancing of at least six (6) feet from other individuals outside their household unit cannot be maintained, and vulnerable people must go.
- Because children between the ages of two (2) and 12 years of age can have challenges wearing a mask, face shield, or face covering properly (e.g., excessively touching the face covering, not changing the face covering if visibly soiled, risk of strangulation or suffocation, etc.) we urge that if masks, face shields or face coverings are worn by this age group, that they be worn with the assistance and close supervision of an adult. Masks, face shields, or 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

OHA Frequently Asked Questions for Mask and Face Covering Guidance for Business, Transit, and the Public

**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 <u>OHA.ADAModifications@dhsoha.state.or.us</u>.



### **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 <u>wwwnc.cdc.gov/travel</u> 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



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



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 <u>OHD.ACDP@dhsoha.state.or.us</u>. We accept all relay calls or you can dial 711.

### **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 »

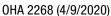
If you need help to find a clinic, call 211.

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



Accessibility: Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are: sign language and spoken language interpreters, written materials in other languages, Braille, large print, audio and other formats. If you need help or have questions, please contact Mavel Morales at 1-844-882-7889, 711 TTY,

OHA.ADAModifications@dhsoha.state.or.us.



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### **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.





## 20 seconds.

### Use hand sanitizer made with at least **Use hand sanitizer.** Can't wash?

60-95% alcohol content.

OHA 2320B (05/2020) 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.

# Going out? Stay apart.

### Don't gather in groups.



## Stay 6 feet away from others.



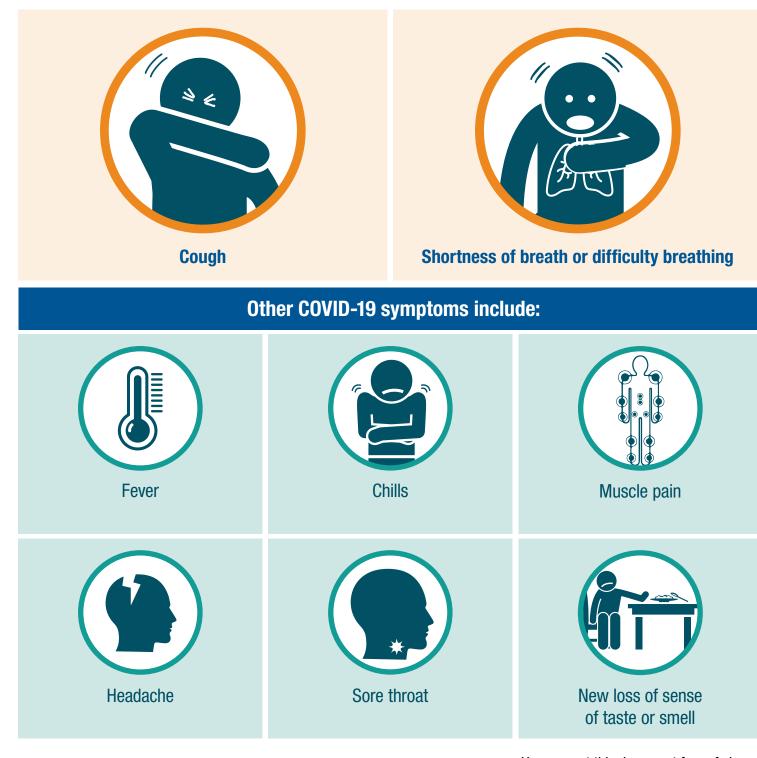


braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or <u>OHA.ADAModifications@dhsoha.state.or.us</u>. OHA 2320 (05/2020)

You can get this document free of charge in other languages, large print,



### **Do you have these symptoms?** If so, go home and call your health care provider.





For assistance, call 211.

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.

OHA 2320A (05/2020)

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### Phase One Re-Opening Guidance for the Public

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342D.pdf

### **County Approval Status for Phase One**

https://govstatus.egov.com/or-covid-19#applicationsToEnterPhase

### **General Guidance for Employers**

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf

### Sector Guidance – Retail

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342A.pdf

### Sector Guidance – Restaurants/Bars

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342B.pdf

### Sector Guidance – Outdoor Recreation

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342E.pdf

### Sector Guidance – Personal Services

• https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342F.pdf

### Sector Guidance – Childcare

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2353.pdf

### Sector Guidance – Gyms & Fitness

• https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2352.pdf

### **Enhanced Hotel Industry Cleaning Standards**

 https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/ lanecounty/AHLA\_Safe\_Stay\_Protocols\_8c58dd27-4d83-487a-9d63c3d955283e4e.pdf



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### **CDC Guidelines for Disinfecting Facilities**

 https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html

### Oregon Health Authority COVID-19 Updates

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• https://govstatus.egov.com/OR-OHA-COVID-19