

Welcome

- Intro's
- Covering Today
- Use Q&A function for questions which we will take at the end
- This webinar is being recorded





COVID-19 Reopening Guidance for Professional Services

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WASHINGTON COUNTY
OREGON

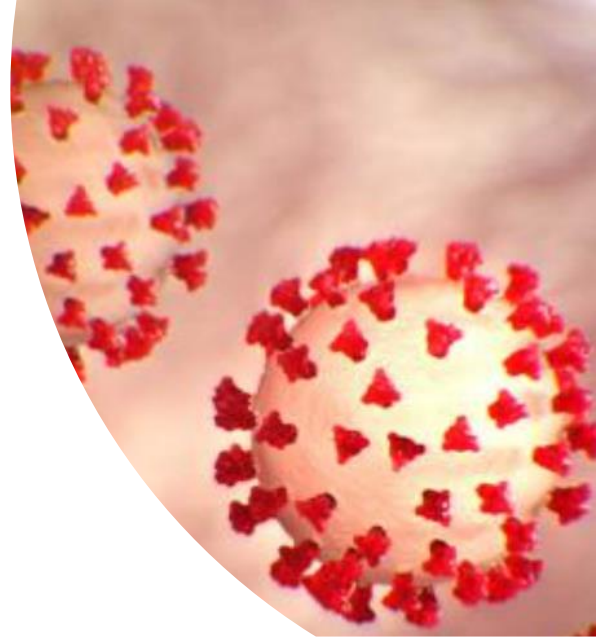
Department of Health and Human Services



Agenda

- Executive Order 20-25
- Guidance for all Employers
- Considerations
- Online Resources
- Q&A

Disclaimer: This information is current as of 5/27/20. This situation is evolving rapidly and information is subject to change.





Executive Order 20-25

- All businesses and non-profit entities with offices in Oregon shall facilitate telework and work-at-home to the maximum extent possible
- Work in offices is prohibited whenever telework and work-at-home options are available
- When telework is not available, businesses and non-profits must designate an employee or officer to establish, implement, and enforce physical distancing policies
- Businesses and non-profits must comply with any applicable OHA guidance



Guidance for all Employers


- Comply with any Executive Order in effect
- Stagger or rotate work schedules and shifts
- Limit non-essential work travel
- Restrict use of any shared items or equipment and require disinfection of equipment between uses
- Regularly disinfect commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), as well as high traffic areas and perform other environmental cleaning

Sector specific guidance may apply to your situations



Considerations - Lobbies

- Do you need markings on the floor for people waiting in line?
- Do you need to install clear plastic barriers in front of your front desks?
- Should you remove chairs to ensure social distancing when sitting?
- Do you have a system for capturing contact information for visitors?
- Have you removed any magazines, pamphlets, or other paper products from the waiting room?
- Can you have visitors wait in their cars until call for their appointment?



Considerations – Office Layout

- Do you need to reconfigure desk layout to ensure 6ft distance?
- Do you need to remove chairs or tables from breakrooms?
- Should you place signs as visual reminders for employees?
- Conference rooms:
 - 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



Considerations - Employees

- Are you aware of protected leave requirements that are applicable to your business?
- Do you need to review or update your sick leave policy?
- Do you have a policy for employees who develop symptoms in the workplace?
- Can you stagger arrivals, departures, and breaks to ensure social distancing?
- Have you appointed a safety officer?



Considerations - Employees

- How are you training/educating employees on new requirements? (physical distancing, face coverings, hand hygiene, cleaning regimens, sick policy, etc.)
- Will you have a protocol to check employee health?
- Cloth face coverings for employees ??



Considerations - Cleaning

- Have you identified the high touch areas in your office?
- Do you have a plan for who and how often they will be cleaned?
- Do you know what cleaning products to use that are effective against COVID?

Considerations - Supplies

- Ensure that soap and water or alcohol-based hand sanitizer is provided in the workplace
- Do you need to buy additional items to limit sharing of items?

Considerations - Misc

- Have you developed a plan for communicating with your clients about expectations (ie: waiting in car, face coverings, signing in/providing contact information, hand washing etc.)
- If you have a unionized work force, have you determined what obligations to bargain with the unions?

Online Resources

- Effective Disinfectants against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- COVID Related Posters:
 - <https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/posters-in-multiple-languages.cfm>
 - <https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>
- Business Oregon Small Business Navigator: <https://www.oregon4biz.com/Coronavirus-Information/>
- OR OSHA COVID Page: <https://osha.oregon.gov/covid19/Pages/default.aspx>
- OR OSHA COVID-19 insurance and financial services: <https://dfr.oregon.gov/insure/health/understand/Pages/coronavirus.aspx>
- Department of Labor Employer Paid Leave Requirements for COVID related circumstance: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

Online Resources Continued

- Local Tigard Bulk Sanitizer Availability
 - Rose City Distilling – info@rosecitydistilling.com
 - [Price Sheet](#)
 - [Order Form](#)
- State/OHA Guidance
 - <https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf> - Employer Guidance
 - [Governor's Executive Order 10-25](#)
- Resources from Oregon Office of Emergency Management – PDF's
 - [CDC Cleaning & Disinfecting Decision Tree](#)
 - [CDC-Reopening America Guidance](#)
 - [Building Owners and Managers Association \(BOMA\) International-Getting Back to Work-Preparing Buildings for Re-Entry](#)

Samples of downloadable signage

Why sign in?



The state requires us to collect your contact information.



Public Health may use your information to contact you if someone who visits this business tests positive for COVID-19.

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@dhsosha.state.or.us.

OHA 2320C (05/2020)

Clean hands save lives



Wash your hands.

Use soap and water for at least 20 seconds.



Can't wash? Use hand sanitizer.

Use hand sanitizer made with at least 60-95% alcohol content.

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OHA 2320B (05/2020)



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



Cough



Shortness of breath or difficulty breathing

Other COVID-19 symptoms include:



Fever



Chills



Muscle pain



Headache



Sore throat



New loss of sense of taste or smell



For assistance, call 211.



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OHA 2320A (05/2020)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS OF BREATH



cdc.gov/CORONAVIRUS

<https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>





Now it's
your turn!

Questions?

TIGARD
Works
With You • For You



Thank You