



# BENTON COUNTY, OREGON



REVISED 7/24/2020

# BACK TO BUSINESS

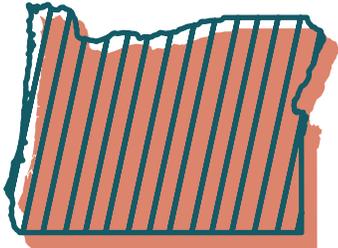
A GUIDE TO REOPENING



**CORVALLIS  
BENTON COUNTY**  
ECONOMIC DEVELOPMENT OFFICE



# Back to Business



Dear Benton County Business Community,

The last three months have been a difficult time for our entire community. The Corvallis-Benton County Economic Development Office understands the strain that our local businesses have felt because of the necessary precautions taken to prevent the spread of COVID-19.

First, we would like to thank all of you for helping us “flatten the curve” here in Benton County by taking measures to ensure the health and safety of your employees, co-workers, customers, and the rest of the community. As we begin to reopen across the county, it’s imperative that we all continue to follow Oregon Health Authority (OHA) and Centers for Disease Control recommendations on how to get back to work while maintaining live-saving protection for all community members.

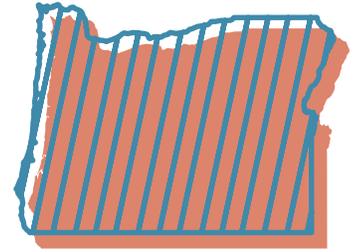
We hope this guide helps you navigate the reopening requirements set by OHA, while also providing you with tips and optional measures to take to ensure the highest levels of safety. It’s important to get back to business, but to do so in a way that allows for Benton County to stay open and stay healthy.

Our office is here to discuss any questions and concerns you may have, now and in the future.

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# Back to Business



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- For the latest information, please visit Governor Brown's Website: <https://govstatus.egov.com/or-covid-19>

## 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.

## Credits

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- Cover photos by Allison Smith, courtesy of Visit Corvallis.





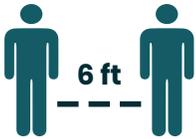




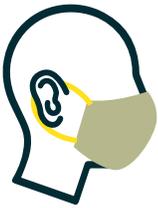




# Workplace Safety



- 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 maintain physical distancing.
  - Limit non-essential work travel.



- Employers should review the statewide mask, face shield, and face covering guidance to ensure compliance with the requirements and recommendations.
- A business and an operator of indoor spaces open to the public are required to provide masks, face shields, or face coverings for their employees. For a list of businesses required to follow this requirement please refer to the Statewide Mask, Face Shield, Face Covering guidance.
- If an employee cannot wear a mask, face shield or face covering because of a disability, the employer must work with the employee to determine whether a reasonable accommodation can be provided.



- 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.



- Thoroughly clean and disinfect all areas of business 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 virus yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- 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 having 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.), shared items, shared equipment as well as high traffic areas and perform other environmental cleaning.
- 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.

## Workplace Safety



- 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 while at worksites.

## 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.

[Complete Guidance for Oregon Employers \(link\)](#)

[Complete Guidance on State Face Covering Regulations \(link\)](#)

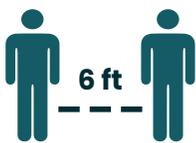
### Resources

# Retail Establishments >>>>>>>>

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

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

## General Retail Requirements



- Review and implement the general guidance for employers on page 8 of this guide.
- 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](http://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.
- Review and implement statewide mask, face shield, face covering guidance.

## Best Practices (Not Required)



- 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

## Best Practices (Not Required)



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. 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 Center & Mall Specific Requirements



- 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)



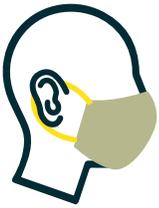
- Designate specific entrances and exits to the shopping center or mall to constrain traffic flow and encourage physical distancing between customers. For entrances with a single door or single pair of doors, consider designating it to entrance only or exit only if another entrance/exit exists and one-way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

[OHA Reopening Guidance for Retail Stores \(external link\)](#)

[OHA Reopening Guidance for Shopping Centers and Malls \(external link\)](#)



# Employees



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).

- Review and implement Statewide mask, face shield, and face covering guidance.
- Additional requirements for facilities licensed by the ODA:
  - No bare-hand contact with food is permitted per their licensing requirements.

# Operations



- End all on-site consumption of food and drinks, including alcoholic beverages by 10 p.m. Businesses may open the next day based on regularly scheduled opening business hours but no sooner than 4 a.m. For a restaurant that is open 24 hours a day in a Phase Two county, it may not open earlier than 4 a.m. the next day to ensure that it can properly disinfect and clean the restaurant in accordance with OHA Guidance.



- 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.



- 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.

## Best Practices (Not Required)



- 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, bussing of tables, payment). An employee may be assigned to multiple parties but must wash hands thoroughly or use hand sanitizer (60-95% alcohol content) when moving between parties.



- Assign employee(s) to monitor customer access to common areas such as restrooms to ensure that customers do not congregate.
- Encourage reservations or advise people to call in advance to confirm seating/serving capacity. Consider a phone reservation system or app that allows you to track contact information for your customers, and will allow people to queue or wait in cars and enter only when a phone call, text, or restaurant-provided "buzzer" device indicates a table is ready.

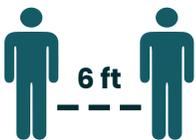


- Consider providing hand-washing facilities for customer use in and around the business. Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (at least 60-95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.
- Post clear signs (available at [healthoregon.org/coronavirus](http://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



- 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, businesses may install plexiglass (acrylic) or other nonpermeable physical barrier that is easily cleaned, between VLTs in lieu of having six (6) feet of distance, if the barrier is at least one (1) foot higher than head level for customers seated and at least three (3) feet wide or at least the width of the VLT if wider than three (3) feet.



- 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.

## Restaurant Reopening FAQ's (external link)

### Resources

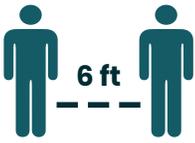
▶ [OREGONRLA.ORG](http://OREGONRLA.ORG)

▶ [FDA.GOV](http://FDA.GOV)

▶ [CDC.GOV](http://CDC.GOV)



## What to Do



- Post clear signs to reinforce physical distancing requirements between visitors of different parties.
- Follow the Phase 2 Recreational Sports guidance, if applicable.
- Review and implement statewide mask, face shield, and face covering guidance

## Best Practices (Not Required)



- 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.
- Encourage all employees, volunteers and visitors to wear cloth, paper or disposable face coverings when around others.
- 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.

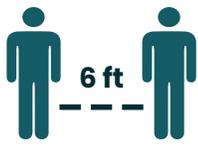


- Position staff to monitor physical distancing requirements, ensure groups are no larger than 10 people, and provide education and encouragement to visitors to support adherence.
- Provide handwashing stations or hand sanitizer in common areas such as picnic areas, day-use shelters, and buildings open 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.

### Resources

- ▶ CDC GUIDANCE FOR PARKS AND RECREATIONAL FACILITIES

# Guidance for Outdoor Overnight Camps



Overnight family camps may provide services to families or adults living in the same household.

- Individual lodging units or camp shelters must be limited to a single-family household.

Overnight youth camps may provide services to youth if individual lodging units or camp shelters are provided.



## Overnight camps are required to:

- Follow Oregon general employer guidance regarding cleaning and hygiene practices.
- Follow the Guidance for School Aged Summertime Day Camps for:
  - Health screening protocols and communicable disease management plans.
  - Cohorting practices for any on-site day camp activities for children attending with their parents or legal guardians.
  - Family activities, including cohorting and physical distancing requirements when participating in camp activities.
- Families may voluntarily form a stable cohort or single party of no more than 10 people when participating in activities and dining. Cohorts or single parties should maintain six (6) feet of physical distance between each other.
- Follow Phase 2 Gatherings guidance and Phase 2 Venue and Event Operators guidance, as applicable.
- Follow the Swimming Pools guidance for a Phase 2 county with on-site pools.
- Follow the Restaurant and Bar guidance, for Phase 1 or Phase 2, if providing meals. The guidance followed is based on the county where overnight camping is happening.
- Stable cohorts or single parties of no more than 10 may eat “family style” within their own cohort or party. Multiple cohorts or parties are not allowed to dine together.



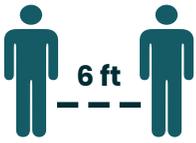
[FAQs for outdoor recreation organizations reopening \(link\)](#)

## Resources

- ▶ [CDC GUIDANCE FOR PARKS AND RECREATIONAL FACILITIES](#)



# Operations



- 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](http://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.
- Review and implement general guidance for employers on page 8 of this guide.

# Personal Protective Measures



- 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.



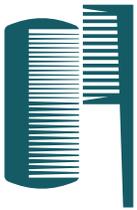
- Wash hands with soapy, warm water, for a minimum of 20 seconds between each client service.
- Request that clients wash hands with soapy, warm water, for a minimum of 20 seconds prior to receiving service.
- Wash hands after using the telephone, computer, cash register and/or credit card machine, and wipe these surfaces between each use.

# Personal Protective Measures



- Ensure all sinks in the workplace have soap and paper towels available.
- Post handwashing signs in restrooms.

# Cleaning and Disinfection



- 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, clippers, 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.

- 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.

# Cleaning and Disinfection



- 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.

## Best Practices (Not Required)

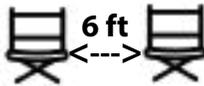


- Consider using touchless infrared thermometers to check the temperature of each client and each employee who enters the business.
- Explain to any client who has a temperature above 100.3 degrees Fahrenheit that services cannot be provided, and the appointment will be rescheduled until at least 72 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.
- 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.
- 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.
- Wear face shields in addition to a face covering for face-to-face services, such as mustache trims and brow waxing.

# Best Practices (Not Required)



- Allow clients wearing face coverings to remove the covering for certain services; 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.
- Provide hand sanitizer at all work locations for employees and clients.

For additional resources and guidance from the Oregon Health Authority about personal services, including signage, see sector guidelines ([external link](#))

## More Resources

▶ OREGON STATE BOARD OF MASSAGE THERAPISTS

▶ OREGON STATE BOARD OF COSMETOLOGY

▶ ASSOCIATED NAIL PROFESSIONALS



# Employee and Guest Health

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.



## 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.



## Food & Beverage

- Food and beverage service shall reduce in-person contact with guests, buffet service and minimize dining items for increased sanitation. Traditional room service shall be replaced with a no contact delivery method. Traditional buffet service shall be limited, but when offered, it should be served by an attendant wearing personal protection equipment (PPE), and utensils should be washed and changed more frequently. Portion controls should be emphasized to reduce food exposed for long periods. Sneeze and cough screens shall be present at all food displays. Minimal items should be placed on guest tables to allow for effective disinfection in between each guest, including condiments, silverware, glassware, napkins, etc. For certain segments, the use of prepackaged foods and 'grab & go' items should be the preferred method of food delivery.



## Ventilation and Water System Checks

- After a prolonged shutdown, properties should ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space in accordance with CDC guidelines. In addition, assessments of property water systems

# Employee and Guest Health



should be conducted in accordance with the CDC Guidance for Building Water Systems that provide a step-by-step process for reopening water systems after a prolonged shutdown.

## Room Recovery Protocol

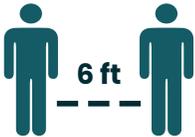
- In the event of a presumptive case of COVID-19 the affected guest room should be removed from service and quarantined for at least 24 hours in accordance with CDC guidelines. The guest room should not be returned to service until undergoing an enhanced cleaning and disinfecting utilizing EPA approved products within CDC guidelines.

# Physical Distancing

## Physical Distancing and Queuing



- Guests should be advised to practice physical distancing by standing at least six (6) feet away from other groups of people not traveling with them, including any area where guests or employees queue. Such areas should be clearly marked for appropriate physical distancing, and where possible, encourage one-way guest flow with marked entrances and exits. When applicable, lobby furniture and other public seating areas will be reconfigured to promote physical distancing. Minimize traffic in enclosed spaces, such as elevators and stairwells.



## Meeting and Convention Spaces

- Meeting and banquet arrangements should allow for physical distancing between guests based on State guidelines.

## Pools and Beaches

- Physical distancing, disinfecting and management protocols and processes for pool and beach areas should be conducted in accordance with State guidelines.



## Hotel Front Desk, Concierge, and Parking Services

- Front desk agents should practice physical distancing protocols and procedures, which may include utilizing every other workstation to ensure separation between employees whenever applicable and possible, installation of transparent shields or other barriers, and updating floor plans for communal areas to promote physical distancing. The use of technology to reduce direct contact with guests, lobby population and front desk queue is encouraged, where feasible. In addition, contactless payment processes are encouraged, and when not available, employees should minimize contact as much as possible. Self-parking options should be emphasized, where possible. If valet service is provided, disinfecting of contact points within the vehicle is required. In addition, van and shuttle service should be limited, and disinfecting of contact points will be required.



## Resources

▶ [AHLA GUIDELINES](#)

▶ [ORLA CHECKLIST](#)

# Indoor & Outdoor Entertainment Facilities



## Who does this apply to?

Bowling alleys, arcades, golf courses, batting cages, etc.

## Phase 2 Reopening Guidance



This guidance is for both indoor and outdoor facilities. All indoor and outdoor entertainment facilities should operate under this guidance unless otherwise directed under other OHA guidance. These facilities are limited to activities for parties consisting of 10 people or fewer. Do not combine parties/guests at shared seating situations who have not chosen to congregate together. Interactive museums are not permitted to open or operate at this time.

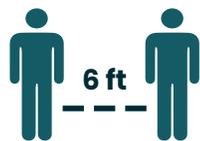
**Note:** This guidance does not apply to indoor and outdoor venues or to aquatic facilities, like pools. See separate guidance for those facilities.

### Operators of indoor and outdoor entertainment facilities are required to:



- Limit the gathering capacity to a maximum of 250 people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the OHA Guidance for Gatherings for Phase 2.
- Ensure all 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.
- Ensure compliance with state guidance for gatherings. Review and implement general guidance for employers on page 8 of this guide.

## Physical Distancing Measures



- Determine maximum occupancy of each indoor and outdoor recreational area to maintain the requirement of at least six (6) feet of physical distance between parties, and limit number of individuals on the premises accordingly.
- Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.
- Set-up seating and/or game configuration to comply with all physical distancing requirements.
- Do not combine parties or allow shared seating for individuals not in the same party.
- Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.

## Physical Distancing Measures



- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Prohibit operation and use of all play areas/ball pits/playgrounds.
- Prohibit contact sports.
- **Do not operate**, if unable to maintain at least six (6) feet of distance as required by this guidance, except for brief interactions or if unable to comply with all other requirements in state guidance. The requirement to close applies to both indoor and outdoor operations for entities that have both.

## Cleaning



- Employees must clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19.
- 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.
- Employees must clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

## Additional Requirements



- Keep areas that are prone to attracting crowds (including but not limited to playgrounds, indoor play structures and drop-off play structures) closed
- Keep drop-in childcare closed.
- Limit parties to 10 people or fewer. Do not combine parties/guests in shared seating 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.



- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots and other common areas for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
- Keep common areas, such as picnic tables, day-use shelters, and buildings open to the public, arranged so at least six (6) feet of physical distance between parties (chairs, benches, tables) is maintained. Post clear signs to reinforce physical distancing requirements between visitors of different parties.

# Additional Requirements

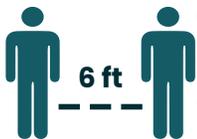


- End all facility activities by 10 p.m.
- Follow the Phase 2 guidance for restaurants, bars, breweries, tasting rooms, and distilleries, if applicable. Follow the retail stores guidance if operating a retail store on the premises.

# Best Practices (Not Required)



- Encourage reservations or advise people to call in advance to confirm facility capacity.
- Consider a phone reservation system that allows people to wait in cars and enter facility only when a phone call or text indicates space is available.
- Assign a designated greeter or host to manage visitor flow and monitor physical distancing while waiting in line, ordering, and during entering and exiting. Do not block access to fire exits.



- Position staff to monitor physical distancing requirements, so that parties are no larger than 10 people, and to help visitors understand these requirements.
- Assign staff to monitor visitor access to common areas such as restrooms so that visitors do not congregate.



- Route foot traffic in a one-way direction to minimize close contact between visitors. Post signs for one-way walking routes to attractions, if feasible.
- Limit the number of staff who serve or interact with each party.
- Encourage visitors to recreate with their own household members rather than with those in their extended social circles.
- Encourage visitors to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six (6) feet from others not in their household.



- Place 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.
- Visitors and customers are required to follow the statewide face covering guidance.
- Consider providing hand-washing facilities for customer use in and around the facility. Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (60-95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.



## For outdoor facilities:

- Consider closing every other parking spot to facilitate at least six (6) feet of physical distance between parties.
- Encourage visitors to bring their own food, water bottles and hygiene supplies.
- Encourage visitors to take their trash with them when they leave.

# Zoos, Museums, Drive-In Movie Theaters, Raceways & Outdoor Gardens Only



Who does this apply to?

Specifically to the facilities listed above

## Reopening Guidance



OHA guidance permits museums to open with non-interactive exhibits, but interactive exhibits are not permitted to operate at this time.

Raceways: For purposes of OHA guidance, a raceway means a special racing track used for the sport of high-speed racing of special vehicles or motorcycles. It does not include a go-kart track or other recreational go-karting facility.



**Operators of these types of entertainment facilities are required to:**

- Ensure all 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.
- Review and implement general guidance for employers on page 8 of this guide.

## Physical Distancing Measures



- Limit the capacity to a maximum of 250 people or the number of people, including staff, based on capacity (square footage/occupancy as specified below), whichever is less
- Ensure compliance with OHA Guidance for Gatherings.
- These facilities are limited to activities for parties consisting of 10 people or fewer. Do not combine parties/guests at shared seating situations who have not attended together.
- Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.
- Set-up seating and/or games to comply with physical distancing requirements.



- Do not combine parties or allow shared seating for individuals not in the same party.
- Remove or prohibit seating/consoles/lanes etc. to make sure people not in the same party are at least six (6) feet apart.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.



# Physical Distancing Measures



- Prohibit operation and use of all play areas/ball pits/playgrounds.
- **Do not operate**, if unable to maintain at least six (6) feet of distance as required by OHA guidance, except for brief interactions or if unable to comply with all other requirements in state guidance.

# Cleaning and Signage



- Clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities. Use disinfectants that are included on the EPA approved list for the SARS-CoV-2 virus that causes COVID-19. Many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Thoroughly clean restroom facilities at least twice daily and ensure adequate sanitary supplies 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.



- Post clear signs listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
- Use clear signs to encourage physical distancing.

# Additional Requirements



- Keep areas that are prone to attracting crowds (including but not limited to playgrounds, indoor play structures and drop-off play structures) closed. Keep drop-in childcare closed.
- Limit parties to 10 people or fewer. Do not combine parties/guests in shared seating 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.



- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots and other common areas for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.



- Keep common areas, such as picnic tables, day-use shelters, and buildings open to the public, arranged so at least six (6) feet of physical distance between parties (chairs, benches, tables) is maintained. Post clear signs to reinforce physical distancing requirements between visitors of different parties.
- End all facility activities by 10 p.m.
- Follow the Phase Two Restaurants/Bars/Breweries/Tasting Rooms/Distilleries Guidance, if applicable. Follow the Retail Stores Guidance if operating a retail store on the premises.

# Employee Requirements



- Require all employees to wear a mask, face shield, or cloth, paper or disposable face covering in accordance with Statewide mask, face shield, and face covering guidance unless an accommodation for people with disabilities or other exemption applies. Employers must provide masks, face shields, or face coverings for employees.
- Train all employees on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.

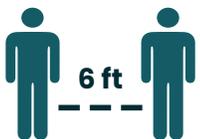
# Best Practices (Not Required)



- Encourage reservations or advise people to call in advance to confirm facility capacity. Consider a phone reservation system that allows people to wait in cars and enter facility only when a phone call or text indicates space is available.
- Assign a designated greeter or host to manage visitor flow and monitor physical distancing while waiting in line, ordering, and during entering and exiting. Do not block access to fire exits.
- Assign staff to monitor physical distancing requirements, so that parties are no larger than 10 people, and to help visitors follow these requirements.
- Assign staff to monitor visitor access to common areas such as restrooms so that visitors do not gather.



- Route foot traffic in a one-way direction to minimize close contact between visitors. Post signs for one-way walking routes to attractions, if feasible.
- Limit the number of staff who serve or interact with each party.
- Encourage visitors to recreate with their own household members rather than with those in their extended social circles.



- Encourage visitors to recreate safely and avoid traveling to or recreating in areas where it is difficult to keep at least six (6) feet from others not in their household.
- Place clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where keeping six (6) feet between employees, volunteers and visitors is more difficult.



- All customers and visitors are required to follow the Statewide face covering guidance.
- Consider providing hand-washing facilities for customer use in and around the facility. Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (60-95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.
- Consider closing every other parking spot to facilitate at least six (6) feet of physical distance between parties.
- Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer).

## Resources

- ▶ OHA GUIDANCE

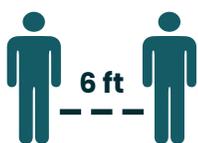
# Fitness-related Organizations



Who does this apply to?

Gyms, fitness centers, personal training, dance studios, etc.

## Distancing and Occupancy Requirements



- Limit the gathering capacity to a maximum of 250 people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the OHA Guidance for Gatherings.
- 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.

## Requirements for Operating



- All staff and clients are required to wear a mask, face shield or face covering when exercising indoors. All staff and clients are required to wear a mask, face shield or face covering when exercising outdoors when six (6) feet of distance cannot be maintained
- 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 for contact-free bottle refills.



## Requirements for Operating



- 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 summertime day camps for any child and youth programs.
- 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.

## Cleaning and Disinfection



- Thoroughly clean all areas of the facility 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.
- 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.

# Client Screening



- 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.

# Best Practices (Not Required)



- 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.
- 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.

- 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.

# Licensed Swimming Pools, Licensed Spa Pools, & Sport Courts

Who does this apply to?

Licensed swimming pools, licensed spa pools, and sport courts

## Phase 2 Reopening Guidance



This guidance applies to both general- and limited-use pools and sports courts in counties approved for Phase 2. There are two types of licensed pools in Oregon: general use and limited use.

- General-use pools are typically larger facilities such as municipal swimming pools or community center pools.
- Limited-use pools are operated in connection with a companion facility, such as an apartment complex, hotel/motel, private club, association or organizational camp where the pool is limited to residents, patrons or members.



Sports courts are both public and privately-owned facilities for use of sports. Sports that involve participants coming into bodily contact are prohibited to be played on sports courts.

## Requirements for Operations

### Pool and sport court operators are required to:

- Review and implement the state general guidance for employers on page 8 of this guide.
- Prohibit workers with any of the COVID-19 symptoms (fever, cough, shortness of breath, etc.) from working or entering premises.
- Prohibit visitors with any of the symptoms associated with the COVID-19 virus from entering the premises. If a visitor has symptoms of COVID-19, staff must ask them to leave the pool, provide the visitor with a face covering or mask, and help the visitor minimize their contact with staff and other visitors before exiting the facility. Immediately disinfect all areas used by the sick visitor.
- Post clear signs listing COVID-19 symptoms, asking staff and visitors with symptoms to stay home, and listing who to contact if they need assistance. Operators may post warning signs in visible locations of how to stop the spread of COVID-19 virus (including the sharing of items such as goggles, and other hard to clean items)
- Require employees to practice healthy hygiene to reduce the spread of COVID-19 including washing their hands frequently and covering their sneezes and coughs.



# Requirements for Operations



- Ensure equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Close water fountains, except for those designed to refill water bottles in a contact-free manner. Water bottles may not come into contact with the water fountain.
- Use signs to require physical distancing throughout facility, including but not limited to reception areas, eating areas and near bathrooms.



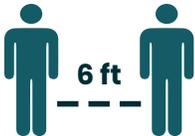
- Require staff (including lifeguards<sup>1</sup>) to wear a mask, face covering or face shield when NOT in the water.
- For spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.



- For sports courts, frequently clean and disinfect shared equipment. This includes, but is not limited to, equipment such as bats, balls and rackets. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19.
- For sports courts, prohibit sports that involve participants coming into bodily contact with one another.

# Distance and Occupancy

## Pool and sport court operators are required to:



- Maintain physical distancing of at least six (6) feet between people.
- Inform visitors that members of the same party can participate in activities together and do not have to stay six (6) feet apart.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.
- Develop a plan to limit the number of visitors admitted into the pool and/or sport court area so that six (6) feet of physical distancing can be maintained. Operators may consider requiring reservations to limit the number of individuals in the pool area.
- Alter pool deck layouts to ensure visitors and staff can keep six (6) feet of physical distance.
- If using the pool for lap swim, only allow one lap swimmer per lane.



# Cleaning and Disinfection



## Pool and sport court operators are required to:

Thoroughly clean all areas of pool and sport courts prior to reopening after extended closure.

- Specifically, for pools, in order to prevent Legionella:
  - Flush your water system, both hot and cold water. The purpose of flushing is to replace all water inside building piping with fresh water.
  - Flush until the hot water reaches its maximum temperature.
  - Care should be taken to minimize splashing and aerosol generation during flushing.
  - Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions.



- Use disinfectants that are included on the EPA approved list for the SARS-CoV-2 virus that causes COVID-19. Many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by staff and visitors, including counters, tables, lounge chairs, handrails, door handles, water fountains, showers, toys and commonly touched surfaces.
- Regularly clean restrooms and ensure they are supplied with soap, paper towels and hand sanitizer for planned use.
- Ensure hand sanitizer is available at locations around the facility for both staff members and visitors.



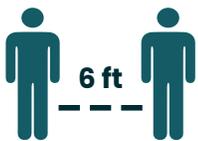
- Have maintenance staff or a pool maintenance company regularly check the pool circulation equipment for proper operation and disinfectant levels prior to the opening of the pool.
- Prohibit lifeguards from cleaning and sanitizing while on duty.

# Locker Rooms

## Pool and sport court operators may choose to:

Allow swimmers to utilize the locker room before and after swimming.

### If locker room use is allowed, pool and sport court operators are required to:



- Limit the number of individuals using showers and changing rooms at the same time.
- Focus on keeping at least six (6) feet of physical distance between people, which is approximately 30 square feet per person.
- Use the total square footage of the locker room to determine the maximum occupancy of the locker room.
- Assign a physical distancing monitor to ensure visitors follow all physical distancing requirements at entrances, exits, restrooms and any other area where people may gather.

# Venue & Event Operators



## Who does this apply to?

Venue and event operators who host or facilitate indoor or outdoor events, including social, recreational, cultural, civic, and faith-based gatherings

## Requirements for Business Operation



- Review and implement the Oregon general guidance for employers on page 8 of this guide.
- Ensure equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Close water fountains, except those designed for contact-free refilling of water bottles.
- Post signs that clearly list COVID-19 symptoms, direct employees and attendees/participants with symptoms to stay or return home, and list who to contact if they need assistance.
- Post signs to require physical distancing throughout facility, including but not limited to reception areas, eating areas and near bathrooms.

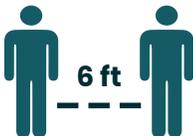


- Ensure that ventilation systems operate properly. Increase air circulation as much as possible by opening windows and doors, using fans, or using other methods. Do not open windows and doors if doing so poses a safety risk to employees or attendees/participants.
- Provide handwashing stations or hand sanitizer (60-95% alcohol content) throughout the facility for employees and attendees/participants to use.



- Review and implement restaurant sector guidance if providing food and beverage.
- Require reservations or advanced ticket purchase for public events.
- Maintain contact information of purchasers/attendees for public and private events. If there is a positive COVID-19 case associated with the venue/event operator, public health may need this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed 60 days after the event.

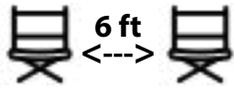
## Distance and Occupancy



- Limit the gathering capacity to a maximum of 250 people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the OHA Guidance for Gatherings for Phase 2.

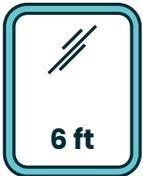


# Distance and Occupancy



- Determine maximum occupancy of each indoor and outdoor area, and limit number of individuals on the premises accordingly. Maximum occupancy requires at least six (6) feet of physical distance be maintained between parties.

- Maintain physical distance of at least six (6) feet per person, except that members of the same party can participate in activities/stand in line together without staying six (6) feet apart. A distance of at least six (6) feet must be maintained between parties.



- Prohibit parties of more than 10 people.
- Determine seating and configuration to comply with all physical distancing requirements. If providing food and beverage at the venue, determine seating and configuration of the food and beverage area using the Restaurant and Bar guidance.

- Do not combine parties or allow shared seating for individuals not in the same party.
- Remove or restrict seating and standing areas to facilitate the requirement of at least six (6) feet of physical distance between parties.



- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.

- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, restrooms and any other area where people may congregate.

- Use metal detectors and wands in lieu of search or pat down.

- Artists areas should adhere to group size limits and all physical distancing requirements.

# Cleaning and Disinfection



- Thoroughly clean all areas of venue prior to reopening after extended closure.
- Thoroughly clean all areas of venue between events.
- 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 virus yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.

- Assign at least one sanitation attendant whose sole duties are to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and attendees/participants.

- Assign at least one sanitation attendant whose sole duties are to clean restrooms hourly during the event, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) during all events.

- Routinely rotate, clean and disinfect key/phone bowls or other touchpoints at metal detectors.



# Cleaning and Disinfection

- Disinfect and clean all sound gear, including microphones, between uses.

## Best Practices (Not Required)



- Stagger arrival and departure times for attendees/participants to minimize congregating at entrances, exits and restrooms to follow required physical distancing requirements.
- Provide separate entrances/exits for employees and/or contractors, if possible.
- Encourage attendees/participants 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 attendees/participants is more difficult.



- Strongly encourage attendees/participants to wash hands with soap and water for at least 20 seconds or to use hand sanitizer (60-95% alcohol content) regularly.



- Provide hand sanitizer (60-95% alcohol content) at entrances.
- Use touchless or cashless payment options, and scan tickets without contact with attendees.
- Route foot traffic in a one-way direction to minimize close contact between attendees.
- Post signs for one-way walking routes to attractions, if feasible.

## Additional Guidance



### Outdoor venue/event operators are required to:

- Configure outdoor space to ensure that parties contain no more than 10 people. For example: do not set tables for more than 10 people at a table or configure concert seating in groups of more than 10 seats.
- Thoroughly clean the venue between events according to the cleaning and disinfection requirements.
- Assign one (1) outdoor physical distancing monitor per 50 people to ensure physical distancing requirements are maintained at all times.
- Separate all facilities and activities hosting separate indoor and outdoor events at the same time at the same venue. Attendees/participants for separate indoor and outdoor events at the same venue must not share space, including restrooms.



## Group Size and Ratios



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



- 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 maintain physical 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 that use 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.

# Operational Guidance



## Child Care providers are required to:

- Review and implement General Guidance for Employers.
- Continue to prioritize care for essential workers and may also serve all families who return to work in Oregon's phased reopening.
- Adhere to 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
- Additional information about face coverings:
  - Children over the age of 2 may wear face coverings if under close adult supervision.
  - Children of any age should not wear a face covering:
    - If they have a medical condition that makes it difficult for them to breathe with a face covering;
    - If they have a disability that prevents them from wearing a face covering;
    - If they are unable to remove the face covering independently; or
    - While sleeping.
- Face coverings cannot be required for use by children and should never prohibit or prevent access to instruction or activities.



# School Aged Sum- mertime Day Camps



Who does this apply to?

Specific Guidance for Child Care Sector

## Statewide Guidance

Camps are an important enrichment activity for school-aged children (K-12) and are also important as a source of childcare for many working parents



“Camps” include any formal grouping of children for a defined period of daytime hours with teen or adult counselors (sports camps, music camps, nature camps, art camps, etc.) outside of licensed childcare centers or formal summer education activities through a school.

Because summer camps are each unique, it is important for hosting organizations to refer to OHA guidance for parks, gyms and fitness facilities, and other guidance for spaces where they host camps. It is essential that there is close collaboration between camp organizations and other organizations where campers access activities and facilities.

## Operational Guidance and Information

- Review and implement general guidance for employers on page 8 of this guide.



All camps are required to:

- Have a written communicable disease management plan. This plan must include:
- Protocols to notify the Local Public Health Authority (LPHA) of any confirmed COVID-19 cases among campers or staff;
- A process and record-keeping to help LPHA, as needed, for contact tracing;
- A protocol for screening campers and staff for symptoms;
- A protocol that requires any ill or exposed persons to stay out of camp; and possible cessation of camp activities.



- Keep daily logs for each stable group (“stable” means the same 10 or fewer campers in the group each day). These logs must be maintained for a minimum of 4 weeks after completion of the camp and must meet to the following requirements to support contact tracing, if necessary:
  - Camper name
  - Drop off/ pick up time



- Adult completing both drop off/ pick up
- Adult emergency contact information
- All staff that interact with stable group of campers (including floater staff)
- Registration paperwork or other regular means by which camps collect information from campers must contain contact information for all campers and staff.



- Restrict from camp any camper or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days.
- Communicate to staff not to work and communicate to parents not to bring their camper to camp, if they or anyone in their household have recently had an illness with fever or a new cough. They should stay home for at least 10 days after illness starts and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and diarrhea) are improving. Staff or campers who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.), do not need to be excluded from camp. Camps may choose to collect information about existing conditions that cause coughing on intake forms.



- Report to and consult with the LPHA regarding cleaning and possible classroom or program closure, if anyone who has entered camp is diagnosed with COVID-19.
- Report to the LPHA any cluster of illness among the summer camp program staff or students.
- Remind all staff and parents often to keep themselves and their children home with any illness involving fever, new cough, or shortness of breath.



- Individuals should stay and remain home for at least 10 days after illness starts and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and diarrhea) are improving.
- Provide handwashing facilities, tissues, and garbage receptacles that are easily accessible to both campers and staff.



- Advise all persons in the camp to wash their hands often (e.g., after using the restroom, before and after meals, after coming inside, after sneezing, blowing the nose, or coughing) with soap and water for at least 20 seconds.
- Except when eating, preparing, or serving food and after using the restroom, alcohol-based hand-sanitizer (60 to 95%) may be used as an alternative to handwashing. If soap and water is not available (e.g. back country camp), alcohol-based hand sanitizer may be used; however, every effort should be made to facilitate soap and water handwashing. Hand sanitizer must be stored out of reach of students younger than five (5) years of age when not in use.



- Remind staff and campers often to do the following:
- Cover coughs and sneezes with a tissue or elbow;
  - Throw any used tissue away immediately into a garbage receptacle; and
  - Clean hands after covering coughs and sneezes, and after throwing away used tissues.

## Operational Guidance and Information



- Minimize contact during drop-off and pick-up by allowing parents to remain outside of the building for sign-in and sign-out of their children. Consider staggering drop-off and pick-up times and limit use of commonly touched objects (writing implements, clip boards, etc.).

## Face Masks and Face Coverings



- Children over the age of two (2) may wear a mask, face shield or face covering if under close adult supervision.

- Children of any age should not wear a mask, face shield or face covering:
  - If they have a medical condition that makes it hard for them to breathe;
  - If they have a disability that prevents them from wearing a mask, face shield, or face covering;
  - If they are unable to remove the face mask, face shield, or face covering by themselves;
  - While sleeping.
- A face mask, face shield, or face covering cannot be required for use by children. Camps cannot restrict access to activities and instruction for children who cannot wear a mask, face shield, or face covering.



## Screening for Symptoms



### All camps are required to:

- Check for new cough and fever for anyone entering the camp facility/area or working with campers and staff. Individuals with a fever greater than or equal to 100.4° F should not be allowed to enter. COVID-19 does not always present with fever or new cough. Symptoms of COVID-19 include fever and new cough, as well as, shortness of breath or difficulty breathing; fever; chills; muscle pain; sore throat; and new loss of taste or smell.
  - If a parent or guardian cannot check a camper's temperature, the camp must check the temperature.
- Keep campers away from others immediately if a camper or staff member develops a new cough (e.g., unrelated to pre-existing condition such as asthma), fever, shortness of breath, or other symptoms of COVID-19 during the camp day/class session and send them home as soon as possible.
  - While waiting for a sick camper to be picked up, a staff member must stay with the



## Screening for Symptoms



camper in a room away from others. The caregiver should remain as far away as safely possible from the camper (preferably at least six (6) feet), while remaining in the same room.

- The sick camper or staff must stay home for at least 10 days after illness starts and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and diarrhea) are improving.



- Ensure that the camp has flexible sick-leave and absentee policies that allow staff to stay home while sick.
- Report to and work with the local public health authority about cleaning and possible need for closure, if anyone who has entered the camp facility is diagnosed with COVID-19.
- Report to the local public health authority any cluster of illness among the summer program staff or campers.

## Physical Distancing

**All camps are required to:**



- Be limited to maximum stable groups of 10 or fewer campers (“stable” means the same 10 or fewer campers in the group each day).
  - The stable group may change no more frequently than once per week (e.g. for camps operating on a weekly schedule).
  - Half-day camps hosting different morning and afternoon groups may be offered. Sanitation steps must be taken between these sessions. A space may hold a maximum of two (2) stable cohorts per day.
- Before and after care must be carefully managed to keep campers in the same stable group in which they will spend their day.
- A camp can have multiple stable groups of 10 if the camp facility or site can accommodate physical distancing for the number of campers hosted (a minimum of 35 square feet per camper for indoor spaces; a minimum of 75 square feet per camper for outdoor spaces), and campers’ access to or use of meals, restrooms, showers and activities happens within a stable group of 10.
- Stable groups consist of campers and staff; the number of staff needed for a group does not count toward the total of 10. Staff should remain with a single group as much as is possible. Staff who do interact with multiple stable groups should wear a face mask, face shield or face covering and wash/sanitize their hands between group interaction.
- Before and after care: Stable groups should include the same campers during before care, during the camp day, and during after care. Campers should always be in stable groups, even if there is only one of them in before or after care.



# Physical Distancing



- Ensure that each stable group remains in the same indoor physical space each day and does not mix with any other group, when indoors.
- Minimize the number of staff interacting with each group of campers; staff must be dedicated to a single group and not move between groups if at all possible. If “floater staff” or different staff rotate with the stable group, they must be sure to wash or sanitize their hands prior to entering the space with the stable group of campers, and staff must wear face covering. Also, if guest speakers come in, they must wash or sanitize their hands on entering and exiting and wear face coverings.



- Support physical distancing for daily activities and curriculum, striving to maintain at least six (6) feet between individuals. For example, program in the following ways:

- Eliminate large group activities (larger than stable group)
- Increase the distance between campers during table work
- Plan activities that do not require close physical contact among multiple campers
- Designate equipment (e.g., art supplies, musical instruments balls, mitts, etc.) solely for the use by a single group, to the extent possible, and sanitize between practices or uses. If equipment must be shared between groups, it must be sanitized before and after each use by a stable group.



- Minimize time standing in lines and take steps to ensure that six (6) feet of distance between the campers is maintained.
- Restrict non-essential visitors and volunteers.



- Ensure more physical distance between participants for activities that include brass or woodwind instruments because these instruments may spread respiratory droplets farther than six (6) feet.
- Ensure physical distancing requirements for special events at camp. Parents or other visitors may come to camp for special events (e.g., theater productions, sports games) only if all persons not in the same household or party can stay six (6) feet apart. Visitors must wear face coverings and sanitize their hands when they enter.

# Cleaning, Disinfection, and Ventilation



## All camps are required to:

- Clean, sanitize, and disinfect frequently touched surfaces (for example, private playground equipment, stationary climbing frames, door handles, sink handles, transport vehicles) multiple times per day.
- Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.

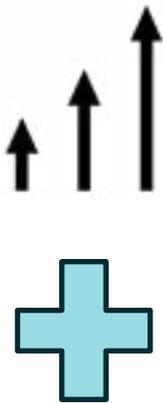
# Cleaning, Disinfection, and Ventilation

// continued  
from page 49



- Disinfect safely and correctly, and keep disinfectant products away from children following directions on the label, as specified by the manufacturer.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollen in or exacerbating asthma symptoms) to campers using the facility.

## Field Trips and Transportation



### All camps are required to:

- Avoid travel with others outside their stable group.
- Document the names in each stable cohort(s) and staff including the driver, along with the date and time of the trip and the vehicle number/license.
- Allow drivers to transport multiple stable groups if wearing a mask and sanitizing hands before and after each driving each stable group.
  - Vehicles must be cleaned between each group of students and staff following transportation guidelines.
- Make sure campers and staff are seated in vehicles so that there is three (3) feet of distance between people.

## Food Service



### All camps are required to:

- Observe all usual food handling and storage protocols.
- Ensure all campers and staff wash hands with soap and water prior to eating. In limited circumstances (e.g., back country camps) where use of soap and water is not possible because of lack of running water, using alcohol-based hand sanitizer (60-95%) is acceptable.
- Encourage campers to bring their own food, if possible. Campers must be told not to share food with other campers.
- Prohibit family-style food service. If food is served by the camp, individual plating of meals is preferred.

# Miscellaneous



- Camps held in public settings (e.g., parks) must follow the general camp guidelines as above and any other guidelines related to the location of the camp. For example, camps in state parks must follow state park use guidelines as well as summer camp guidelines.
- If camps have on-site pools and are in Phase 2 counties, they must also follow the Swimming Pools guidance.
- Lakes: Campers and staff swimming in lakes should keep 6-feet apart and follow all hand washing and other hygiene recommendations. Facilities for changing in and out of swim gear must follow guidance for closest facility type (e.g. locker room, etc.).



- Camps must train staff prior to formal start of camp. If providing in-person staff training, physical distancing must be maintained. This includes training on COVID-19 facts, cleaning/sanitation and safety.
- Campers and staff who are arriving to camp from outside of the US must verify that they have been in the US for 14 days without symptoms (fever, cough, shortness of breath prior to the start of camp).



- During the COVID-19 crisis, child abuse reporting has gone down by more than 60%. Summer camps must include training to recognize and report suspected child abuse and neglect. Staff can report any suspected child abuse by calling 1-855-503-SAFE (7233). Additional resources can be found through the Early Learning Division and Oregon Department of Education.
- The nature of group gatherings raises risk for individuals with certain health conditions and for people age 65 and older. These groups are at higher risk of poor outcomes with COVID-19. Campers and employees in higher risk groups are strongly recommended not to attend camp.



- High risk is defined as:
  - People 65 years and older;
  - People with chronic lung disease or moderate to severe asthma;
  - People who have serious heart conditions;
  - People who are immunocompromised
  - People with severe obesity (body mass index [BMI] of 40 or higher);
  - People with diabetes;
  - People with chronic kidney disease undergoing dialysis;
  - People with liver disease; and
  - Any other underlying conditions identified by the OHA or CDC

**OHA-ELD Cleaning Protocols ([external link](#))**

**Guidance for School-Aged Summertime Day Camps ([external link](#))**



## Best Practices (Not Required)



- Implement one-way flow of traffic with front door boarding and rear exiting.
- Use signs at high-traffic stops to encourage physical distancing while waiting for bus/train.
- Install hand sanitizer stations with 60-95% alcohol-based hand sanitizer solution in each bus/train to the extent possible.
- Consider installing clear plastic barriers between driver and passengers when six (6) feet of physical distance cannot be maintained.
- Establish a policy and practice for providing alternate transportation for riders who are ill and need transportation to obtain medical care that limits possible exposure to transit employees and other members of the public.

**General Guidance for Employers ([external link](#))**











