



OREGON: OUTLINE OF PREPARATIONS FOR RETAIL STORES “PHASE ONE” RE-OPENING

The following guidelines run parallel to **Oregon State “Phase One”** reopening requirements for **Retail Stores**. Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID19 worksite-specific safety practices, as outlined in Governor Brown’s “Reopening Oregon” proclamation. The goal is to protect employees, vendors and customers to the best of your ability. The business should be 100% disinfected prior to anyone returning to work. Execute with transparency and ensure your ability to adjust as needed.

Topic	Requirements
<p data-bbox="163 516 415 548">Basic Preparations</p> 	<p data-bbox="472 492 1663 553">Assign overall responsibility for the reopening planning and implementation to a responsible person. Sub-areas lead include:</p> <ol data-bbox="472 570 1831 756" style="list-style-type: none">1. Employee Health Lead - in charge of social distancing and other protocols to ensure wellness of all employees.2. Sanitization Lead - manages daily and periodic disinfection including routine and deep cleaning processes3. Training Lead - manages all pandemic communications and the training of employees.4. PPE and Materials Lead – responsible for securing necessary cleaning and disinfecting supplies and PPE: soap, disinfection, hand sanitizer, paper towels and tissues; face masks and face shields.
<p data-bbox="184 919 394 951">PPE and Hygiene</p> 	<ol data-bbox="472 805 1961 1263" style="list-style-type: none">1) Personal protective equipment (PPE) and facial coverings (cloth, paper or disposable) must be provided by employers and properly worn by employees. Standards of Oregon Health Authority, CDC and industry specific COVID19 rules regarding facial coverings apply.2) Face coverings do not replace the need to: stay 6 feet apart, participate in cough/sneeze etiquette, avoid touching (eyes, nose, mouth), wash hands regularly, self-isolate if you are sick.3) The “Reopening Oregon” proclamation strongly recommends businesses mandate face coverings be worn by customers.4) Enforce hand washing hygiene for all staff.5) Gloves should be worn during cleaning, sanitizing and disinfecting.6) If businesses opt to require employees to wear gloves, non-latex gloves must be provided.7) Avoiding touching surfaces touched by others, to the extent feasible.8) If you have touched common surfaces, do not touch your face before you have had a chance to wash your hands.9) Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
<p data-bbox="163 1295 415 1328">Employee Trainings</p> 	<p data-bbox="472 1295 1919 1357">It is very important that ALL facility employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID19.</p> <ol data-bbox="472 1373 1961 1435" style="list-style-type: none">1. Conduct and document first-day-back training orientation for all staff: COVID19 Signs/Symptoms and Isolation Protocol, Social Distancing, Personal Hygiene, COVID19 Disinfection Procedures. Reinforce in regular safety and crew meetings.

<p>Disinfection Measures</p>  <p>Deep-Cleaning and Disinfection</p>	<ol style="list-style-type: none"> 1) Disinfect business prior to anyone returning to work. 2) Replace HVAC air filters or clean/disinfect. 3) Sanitize and disinfect tools, workstations, equipment, restrooms, meal areas, common surface areas, computers. 4) Disinfect changing rooms including (doorknobs, chairs, benches, walls) after each customer use. 5) Provide adequate sanitation and personal hygiene for workers, vendors and customers. Encourage frequent hand washing. 6) Workers are strongly encouraged to disinfect their own work space multiple times daily, especially common surfaces. 7) Refer to Cleaning and Disinfection Frequency Table (below). 8) “Deep-cleaning” is triggered when an active employee is identified as being COVID19 positive by testing. Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID19 have been in the facility; if a sick employee is suspected or confirmed to have COVID19, follow the CDC cleaning and disinfection recommendations Identify an approved external company that should carry out the deep cleaning.
<p>Social Distancing and Occupancy Protocol (aka “Physical Distancing”)</p> 	<p>The principles of social distancing and personal hygiene are universally applicable to all facility areas.</p> <ol style="list-style-type: none"> 1) Staying at least 6 feet away from others is a normal and required practice at all times. <ul style="list-style-type: none"> • Limit the number of customers in the store to allow for at least 6 feet of distance between customers and employees. • Determine max occupancy to abide by physical distancing requirements. Anticipate areas in the store that will be prone to crowding (such as aisles) and adjust admittance as needed. • Post signage identifying Covid19 signs and symptoms (available at healthoregon.org/coronavirus) asking employees and customers who are showing symptoms or are sick to stay home, list who to contact if they need assistance. • Post signs to encourage customers to practice physical distancing at all times. <p>To the extent possible:</p> <ul style="list-style-type: none"> • Designate separate entrances and exit locations in the shopping center or mall to control the flow of traffic and assist with physical distancing between customers. Do not block areas of egress for emergency exits. 2) Employees: <ul style="list-style-type: none"> • Staying at least 6 feet away from others is required. • All employees are required to properly wear cloth face or disposable face coverings (provided by employer). • Employees are not to touch the timeclock or entry door handle with an exposed finger(s) or hand. • Employees may enter only at their scheduled start times. Stagger shift, rest and meal break start and end times. • Provide services while avoiding close patron proximity (except for brief exchanges). <p>If six feet social distancing cannot be maintained, then employees must be provided with PPE and other prevention measures must be adopted and implemented. Example: barriers to block sneezes and coughs when physical distancing is not possible for a particular job task; the barriers must be cleaned multiple times a shift.</p>

OUTLINE OF PREPARATIONS FOR RE-OPENING YOUR BUSINESS AFTER COVID19

<p>General Operations</p> <p>Customers and Clients</p> 	<p>The following guidelines and best practices are recommended to be followed, but are not required:</p> <ol style="list-style-type: none"> 1) Strongly encourage customers to wear cloth or disposable face coverings. NOTE: If business sets a policy requiring customers to wear a face mask, it is recommended to consult with their legal counsel to determine if this requirement is permissible. 2) Consider placing clear barriers (example-glass or Plexiglas) at cashier or customer service counters and in other areas where it's challenging to maintain a 6 feet distance between customers and employees. 3) Consider assigning an entrance and exit doorway (if possible) and one-way path to encourage the flow of foot traffic to be in a single direction. Mark flooring or post signage as needed. 4) Mark floor with designated standing locations to maintain 6 feet between individuals waiting in line for the cashier. 5) Prohibit customers from trying on items of clothing that are worn close to or on the face including (scarfs, glasses, cloth masks, headbands). 6) Considerations with the re-opening of fitting rooms: request that customers wash hands or use hand sanitizer before and after trying on clothing. Retailers should provide hand sanitizer or hand washing stations outside of the fitting room. NOTE: there is no scientific data to support that clothing is a major means of spreading the coronavirus. The risk is believed to be very low. The clothing that was tried on can be set aside for a day if the business is concerned about the risk of exposure. 7) Processing returns: employees should wash hands or use hand sanitizer before and after processing the returned item. The retailer can set aside the returned item for one day if concerned about the risk of exposure. 8) Consider offering order ahead transactions (example-curb side pickup) if appropriate. 9) Review General Guidance for business owners as applicable.
<p>Vendors</p> 	<p>Vendor Restrictions: Normal visitation by persons other than customers or vendors is prohibited.</p> <ul style="list-style-type: none"> • All vendors and delivery personnel must wear face masks and maintain social distancing. • Visits from persons who did or may have had exposure COVID19 within the past 14 days are completely prohibited.
<p>Inbound Parts/Materials/ Packages</p>	<p>The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus. If packaged materials have been in transit and/or storage at the plant for more than 48 hours from last human contact, no further action need to be taken.</p>
<p>Isolation Protocol</p> 	<p>Isolation Protocol is for employees who become ill at work. Employees who feel ill, or if someone observes that another person is exhibiting symptoms of COVID19 at work, they are to contact Human resources or other designated person(s). On a case-by-case basis, as directed by federal, state and local public health and safety officials, implement practices for specific types of businesses, such as screening of employees upon work entry, requiring non-cash transactions, etc.</p> <p><u>Note:</u> High-risk and other individuals covered by executive order, state and federal coronavirus relief acts may have their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible, expanded family and medical leave, access to use unemployment benefits, or access to other paid time off depending on the circumstances.</p>

Cleaning Table for Disinfection Frequency

Disinfectant: commercial grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite).

Area/Place	Disinfection Content	Disinfection Measures	Frequency
Work unit common surfaces	Including control buttons, tools, and other common surfaces	Spray with hand held sprayer + wipe	Minimum at the end of each shift
Tables, desks, podiums, etc.	All horizontal and toughed surfaces	Spray with hand held sprayer + wipe	At end of each use and at end of day
General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms	Spray with hand held sprayer + wipe	At least four times per day
Employee meal areas	Table and chair surfaces, dispensers, vending machines, etc.	Spray with hand held sprayer + wipe	Generally 3 or more times per shift to include after all breaks and meals