



## OREGON: OUTLINE OF PREPARATIONS FOR SHOPPING CENTERS AND MALLS “PHASE ONE” RE-OPENING

The following guidelines run parallel to **Oregon State “Phase One”** reopening requirements FOR Shopping Centers and Malls. 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="191 516 415 542"><b>Basic Preparations</b></p> 	<p data-bbox="485 493 1948 519">Assign overall responsibility for the reopening planning and implementation to a responsible person. Sub-area lead include:</p> <ol data-bbox="485 532 1892 721" style="list-style-type: none"><li>1. Employee Health Lead - in charge of social distancing and other protocols to ensure the wellness of all employees.</li><li>2. Sanitization Lead - manages daily and periodic disinfection including routine and deep cleaning processes</li><li>3. Training Lead - manages all pandemic communications and the training of employees.</li><li>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.</li></ol>
<p data-bbox="197 880 409 906"><b>PPE and Hygiene</b></p> 	<ol data-bbox="485 766 1976 1224" style="list-style-type: none"><li>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.</li><li>2) Face coverings <b>do not</b> 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.</li><li>3) The “Reopening Oregon” proclamation strongly recommends businesses mandate face coverings be worn by customers.</li><li>4) Enforce hand washing hygiene for all staff.</li><li>5) Gloves should be worn during cleaning, sanitizing and disinfecting.</li><li>6) If businesses opt to require employees to wear gloves, non-latex gloves must be provided.</li><li>7) Avoiding touching surfaces touched by others, to the extent feasible.</li><li>8) If you have touched common surfaces, do not touch your face before you have had a chance to wash your hands.</li><li>9) Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.</li></ol>

<p><b>Disinfection Measures</b></p>  <p><b>Deep-Cleaning and Disinfection</b></p>	<ol style="list-style-type: none"> <li>1) Disinfect business prior to anyone returning to work.</li> <li>2) Replace HVAC air filters or clean/disinfect.</li> <li>3) Sanitize and disinfect tools, workstations, equipment, restrooms, meal areas, common surface areas, computers.</li> <li>4) Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Encourage frequent hand washing.</li> <li>5) Workers are strongly encouraged to disinfect their own work space multiple times daily, especially common surfaces.</li> <li>6) “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.</li> </ol>
<p><b>Vendors</b></p> 	<p>Vendor Restrictions: Normal visitation is prohibited by people other than customers or vendors.</p> <ul style="list-style-type: none"> <li>• All vendors and delivery personnel must wear face masks and maintain social distancing.</li> <li>• Visits from persons who did or may have had exposure COVID19 within the past 14 days are completely prohibited.</li> </ul>
<p><b>Social Distancing and Occupancy Protocol (aka “Physical Distancing”)</b></p> 	<p>The principles of social distancing and personal hygiene are universally applicable to all facility areas.</p> <ol style="list-style-type: none"> <li>1) Staying at least 6 feet away from others is a normal and required practice at all times.</li> <li>2) Common spaces:             <ul style="list-style-type: none"> <li>• Food courts and seating areas must be configured to allow parties to be at least 6 feet apart including (chairs, benches, tables).</li> <li>• Determine max occupancy to abide by social distancing requirements and limit admittance as needed.</li> <li>• Post signage in common spaces (food courts, seating areas) to discourage groups from congregating. Post signage to remind individuals waiting in line outside to remain at least 6 feet apart from other parties.</li> </ul> </li> </ol> <p><b>To the extent possible:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <ol style="list-style-type: none"> <li>3) Employees:             <ul style="list-style-type: none"> <li>• Staying at least 6 feet away from others is required.</li> <li>• All employees are required to properly wear cloth face or disposable face coverings (provided by employer).</li> <li>• Employees are not to touch the timeclock or entry door handle with an exposed finger(s) or hand.</li> <li>• Employees may enter only at their scheduled start times. Stagger shift, rest and meal break start and end times.</li> <li>• Provide services while avoiding close patron proximity (except for brief exchanges).</li> </ul> </li> </ol> <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><b>Employee Trainings</b></p> 	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. <b>Conduct and document first-day-back training orientation for all staff:</b> COVID19 Signs/Symptoms and Isolation Protocol, Social Distancing, Personal Hygiene, COVID19 Disinfection Procedures. Reinforce in regular safety and crew meetings.</li> </ol>
<p><b>Inbound Parts/Materials/ Packages</b></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><b>Isolation Protocol</b></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