**OFFICE-BASED BUSINESSES OPENING WITH PHASE ONE RESTRICTIONS**

**PRACTICES AND CONSIDERATIONS**

<table>
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<tr>
<th>WORKSPACES</th>
<th>EMPLOYEES</th>
<th>CUSTOMERS (if applicable)</th>
<th>BUSINESS TYPES (examples)</th>
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<tr>
<td>● Ensure a minimum of 6 feet of space between desks/workspaces</td>
<td>● Reduced in-office occupancy encouraged, with telecommuting still maximized where possible</td>
<td>● Implement 6-foot distancing measures (marked spaces in checkout lines)</td>
<td>● Accountants and accounting firms</td>
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<tr>
<td>● Modify flow of people traffic to minimize contacts (designate entry only and exit only lanes, keep doors open if possible to reduce door handle contacts)</td>
<td>● Develop in-office rotation schedules, where possible, to prevent all staff being together at all times</td>
<td>● Encourage use of face coverings or masks for indoors, shared spaces. Specific businesses may require them (salons, barbers)</td>
<td>● Engineering and land surveying offices/firms</td>
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<tr>
<td>● Provide employees with sanitization products and guidance on daily workspace cleaning routines</td>
<td>● Allow for flexible work schedules to include: Flex work for evenings or weekends when the office is traditionally less crowded or closed</td>
<td>● Provide hand sanitizer or wipes at entrances and other high-traffic locations</td>
<td>● Landscape and architect businesses/firms</td>
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**ACCOUNTANTS AND ACCOUNTING FIRMS**

- Implement 6-foot distancing measures (marked spaces in checkout lines)
- Encourage use of face coverings or masks for indoors, shared spaces. Specific businesses may require them (salons, barbers)
- Provide hand sanitizer or wipes at entrances and other high-traffic locations
- Accountants and accounting firms
- Engineering and land surveying offices/firms
- Landscape and architect businesses/firms
- Assessor, Clerks, and administrative offices
- Investigation and consultancy businesses

The information in this summary sheet is sourced from the following three recommended sites for Reopening Oregon and business practices. Always refer to source material for most recent news:

https://govstatus.egov.com/OR-OHA-COVID-19
https://www.oregon4biz.com/Coronavirus-Information/
### WORKSPACES cont.
- Conduct office cleaning with increased frequency and sanitation of high-touch areas: High-touch areas include doors, stairwell handles, books, light switches, elevator switches and buttons, pens, clipboards, payment pads, touch screens.
- Look for ways to increase ventilation, circulation of fresh air.
- Post signage for employees on good hygiene and new office practices, and make regular announcements to remind employees to follow office guidelines.
- Encourage the use of digital files rather than paper formats (contracts, invoices, forms, agendas).
- Consider assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow or production.

### EMPLOYEES cont.
- Consider the ability to conduct temperature checks and provide information on COVID-19 symptoms in employees, for businesses with 25 employees or greater.
- Smaller businesses may consider asking employees to do self-temperature and symptom checks at home before coming in to work, if needed.
- Refer symptomatic employees to OHA guidance on self-care and when to seek medical care.
- Continue to encourage online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, if possible.
- Explore work options for employees who need to self-isolate at home due to an exposure, or who may have child or elder care obligations due to COVID.
- Encourage gloves and face coverings or masks for any physical close interactions with other individuals (customers, vendors). Specific businesses may require them.

### CUSTOMERS cont.
- Consider hours where service is only provided to people at highest risk of severe illness from COVID-19, if possible (enhance strict precautions during these hours for infection prevention).
- Post signage for customers on good hygiene and new office practices, and make regular announcements to remind customers to follow office guidelines.
- Provide signed and designated waiting spaces adjacent to the office, where possible, if lines are expected as a result of minimizing in-office traffic and contact.
- Consider by-appointment schedule sheets for foot traffic, to reduce long or unknown waiting times for services.
- Offer alternatives to shared items (allow customer’s use of personal pens, personal item instead of use of shared office item).
- Provide gloves if commonly shared high-touch surfaces cannot be avoided or sanitized between uses (maps, books, ledgers).

### BUSINESS TYPES cont.
- Banks and financial firms.
- Travel businesses.
- Appraisal management.
- Real estate offices.
- Other corporate offices, private firms, not-for-profit offices and management.
- Office-based spaces for the function and support of any product or public service currently in operation now, or expecting to resume or expand operations, during phase 1 reopening.

*Always check the latest guidance during reopening changes can be expected.*
Reopening Guidelines for All Businesses and Worksites

Best Practices

- Assign workplace coordinator(s) tasked with addressing COVID-19 issues.
- Maintain 6-foot distancing when possible, use masks when distancing is not possible.
- Frequently sanitize all high-touch areas.
- Post signage for employees and customers on good hygiene.
- Ensure proper ventilation.
- Avoid close gatherings (meetings, waiting rooms, etc) of more than 10 people where possible.
- Eliminate or regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines).
- Support appropriate gear like gloves, masks, and personal face coverings as necessitated by the worksite or service being provided and educate on and encourage the appropriate use of.
- Stay home if you are sick.
- To limit exposure, people who are at risk for severe complications (considered high-risk by OHA) should consider extra precautions when in public or returning to a worksite.
- If you become symptomatic (cough, fever, shortness of breath) while in public, return home and self-isolate immediately. Contact your health care provider if you need medical attention. Contact your supervisor and follow worksite protocols.
- Practice good hand hygiene, cover coughs/sneezes with elbow or tissue, avoid touching face.
- Carry a personal cloth, paper or disposable face covering for use while in public. As Oregon is reopening and restrictions are being lifted on businesses and public spaces, it may be difficult to ensure physical distancing at all times.
- Continue to minimize non-essential travel and minimize your social gatherings to 25 people or less outside of your immediate family and household members.

OSHA's COVID-19 information page  Provides information for workers and employers, including links to interim guidance and other resources for COVID-19. Available in English and Spanish.