

Jefferson County Infection Control Plan

December 7, 2020

Jefferson County will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Jefferson County during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Jefferson County is committed to providing a safe and healthy workplace for all of our employees. To ensure this, we have developed the following Infection Control Plan (ICP) in response to the COVID-19 pandemic. This ICP is specific to the type of work performed at Jefferson County. Supervisors and employees are all responsible for providing feedback regarding COVID-19 hazards, implementing hazard controls and this infection control plan. Our goal is to mitigate the potential for transmission of SARS CoV-2, which causes COVID-19, in our workplace(s). A copy of this ICP is available at each worksite. Training for this ICP is provided by Human Resources.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategies remain the most obvious—wear your face mask, face covering or face shield in all indoor and/or outdoor work spaces where at least 6 feet of distance cannot be maintained between other people, especially when visiting common areas such as the restroom or break room.

Remember to wash your hands frequently with warm, soapy water. Alcohol-based hand sanitizers have also been installed throughout the workplace and in common areas.

#1 Positions Requiring PPE

Specific jobs/tasks requiring PPE, including respirators and hazard control measures to minimize exposure to SARS CoV-2.

The majority of positions at Jefferson County do not require this amount of PPE to be used/worn in the current course of business. Additionally, per Appendix A in OSHA Administrative Rules guidance, exceptions apply: **A-5, A-6, A-18, and A-19** in the use of PPE.

Personal protective equipment, including respiratory protection, for specific job tasks, when necessary, are located in the Public Health and Sheriff's Office. At this time, Jefferson County has not identified specific jobs or tasks that require the use of this equipment for COVID-19 related purposes.

#2 Adequate Supply of PPE

All supplies are kept in stock by the Public Health, Building & Grounds, Administrative, and Sheriff's departments. Supervisors and employees are responsible for notifying the appropriate person when supplies are getting low. An

inventory of supplies is conducted regularly but supplies may become low before that time. Please notify the appropriate personnel immediately if this occurs.

All face coverings, face masks and face shields can be obtained from supervisors. Offices that interact with the public on a frequent basis will have a supply available to staff and all visitors.

Please make sure to notify one of the following individuals if supplies are needed: Department Director, Supervisor, Human Resources, or as directed.

#3 Hazard Control Measures

Based on the exposure risk assessment efforts, the following controls, in general, have been implemented in our building(s). Controls for specific tasks and activities are listed in the job task tables in the pages that follow. Controls may include ventilation, staggered shifts, redesign of the task or work environment, limiting occupancy and reduction of shared tools and/or equipment.

Department	Control Measures
Administration Office	<ul style="list-style-type: none"> • Physical Distancing • Private offices • Following face mask/face covering guidance. • Sanitizer available. • Cleaning and sanitization products available. • Thermometer available • Cleaning during day shared space.
Assessment & Tax	<ul style="list-style-type: none"> • Staggered Shifts available • Physical Distancing • Following face mask/face covering guidance. • Air purifier with HEPA filtration • Sanitization protocols/cleaning desk space before and after shift. • Face masks required for all visitors. • Signage/Posters about COVID-19 and face mask guidance. • Outside office follow OHA sector guidance • Assessors in field use separate vehicles • Counter shields installed • Tables placed between counter and walkway for distancing • Thermometer available • Private offices • Cleaning during day shared space.
Community Development	<ul style="list-style-type: none"> • Private office • Common areas work 6ft apart • Counter interactions maintain 6ft distance • Inspectors in field use separate vehicles • Cleaning/sanitization protocols in place • Signage/Posters about COVID-19 and face mask guidance. • Outside office follow OHA sector guidance • Following face mask/face covering guidance.
Clerk	<ul style="list-style-type: none"> • Staggered shifts available • Physical Distancing/Plexiglass panels • Following face mask/face covering guidance.

	<ul style="list-style-type: none"> • Face masks required for all visitors. • Sanitization protocols in place after each visit to the office from citizens. • Cleaning during day shared space. • Signage/Posters about COVID-19 and face mask guidance. • Counter shields installed. • Thermometer available • Tables placed between counter and walkway for distancing
Community Corrections	<ul style="list-style-type: none"> • Staggered schedules available • Private offices • Physical distancing • Outside office follow OHA sector guidance • Following face mask/face covering guidance, in office. • Cleaning and sanitization done daily • Temperature checks for outside visitors. • Visitors restricted to lobby. • Signage/Posters about COVID-19 and face mask guidance.
District Attorney	<ul style="list-style-type: none"> • Staggered in-office shifts available • Following face mask/face covering guidance. • Physical distancing • Private offices • Shared workspaces maintain distancing • Cleaning and sanitation products available • Daily cleaning and sanitation of high touch/common areas • Signage/Posters about Covid-19 and masks • Visitors restricted to lobby.
Buildings and Grounds & Fairgrounds	<ul style="list-style-type: none"> • Private Offices • Shared spaces-use physical distancing • Physical distancing with public/vendors • Following face mask/face covering guidance. • Staff meetings physical distance and face coverings. • Masks worn in County vehicles-distance seating • Outside office follow OHA sector guidance • Visitors allowed only following OHA sector guidance for indoor/outdoor recreation. • Signage/Posters about COVID-19 and face mask guidance.
Finance	<ul style="list-style-type: none"> • Physical Distancing/6 ft. • Director has private office. • Following face mask/face covering guidance. • Wall mounted sanitizer available • Cleaning and sanitization products available. • Signage/Posters about COVID-19 and face mask guidance. • Interactions with public require masks • Counter shields installed • Cleaning during day shared space. • Thermometer available • Tables placed between counter and walkway for distancing
Human Resources	<ul style="list-style-type: none"> • Private office • Physical Distancing • Following face mask/face covering guidance. • Sanitization products available and used after leaving office for the day. • Cleaning during day shared space.

	<ul style="list-style-type: none"> • Signage/Posters about COVID-19 and face mask guidance.
Public Works	<ul style="list-style-type: none"> • All employees wear masks in vehicles and equipment they work on. • Follow OHA/OSHA Sector guidance • Employees use separate vehicles if possible • Physical Distancing • Meetings are held outside, tailgate style • Following face mask/face covering guidance. • Private office • Shared spaces, maintain distancing guidelines • Physical Distancing for Office and Mechanic staff. • Hand sanitizer, cleaning, and PPE provided. • Outside office follow OHA sector guidance • Clean and sanitize shared space throughout day. • Signage/Posters about COVID-19 and face mask guidance.
Sheriff Operations	<ul style="list-style-type: none"> • Private office space • Common office space use OHA/OSHA sector guidance and distancing/mask requirements • Following face mask/face covering guidance, when necessary (exceptions in Appendix-A for law enforcement). • Face mask/Face coverings required for citizens. • Patrol has own vehicles. Thermometer available • Signage/Posters about COVID-19 and face mask guidance.
Public Health	<ul style="list-style-type: none"> • Follow vehicle guidelines for field work. • Field work safety protocols for interactions with public. • Physical distancing in office allows for well over 6 ft. • Cleaning during day shared space. • Signage/Posters about COVID-19 and face mask guidance. • Following face mask/face covering guidance. • Thermometer available • OHA sector specific guidance
Veteran Services	<ul style="list-style-type: none"> • Private offices • Office visits by appointment only. • Physical distancing in place. • Following face mask/face covering guidance. • Cleaning and sanitization protocols in place.

4 Face Mask, Face Covering and Face Shield Requirements

In accordance with Executive Order No. 20-27, Jefferson County observes the following guidance on the use of Face Masks, Face Coverings and Face Shields. This guidance extends to all employees, contractors, volunteers, students, customers, and visitors of Jefferson County.

It is recommended that wearing a face shield alone be limited to situations when wearing a mask or face covering is not feasible, such as:

- When a person has a medical condition that prevents them from wearing a mask or face covering.
- When people need to see mouth and tongue motions in order to communicate (e.g., for communicating with children in certain developmental stages or people with hearing impairments).

- When an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible. In this situation it is important to consider:
 - Ways to lower risk to the audience including all audience members wearing masks or face coverings.
 - Having enhanced building ventilation.

Jefferson County will provide masks and/or face coverings for all employees and visitors. Requests for additional personal protective equipment and hand sanitizer can be made to the Jefferson County Administrative Office or Human Resources.

Accommodations for employees, contractors, students, customers, and visitors if accommodations are required under applicable state and federal laws or OHA public health guidance.

Masks, face coverings or face shields are required at all times for employees, contractors and volunteers in public and private workplaces, including hallways, bathrooms, classrooms, elevators, lobbies, break rooms, meeting rooms and other common and shared spaces, unless employees, contractors or volunteers are at a private, individual workspace not shared with other people.

Signage about Jefferson County’s mask, face covering or face shield requirements have been clearly posted on all outside doors, at all facilities, as well as within each department. If additional signage is needed, please contact Human Resources.

At our organization, the following face covering types are required for general source control in our workplace. For specific job tasks and protective measures, please see the Job/Task table(s).

Face Covering Type(s)	Location(s) where required
<p>Face Mask Defined as: a U.S. Food and Drug Administration (FDA) cleared surgical, medical procedure, dental, or isolation mask (commonly referred to as a “surgical mask”). Masks are medical grade masks that function as a physical barrier to protect workers from hazards such as splashes of large droplets of blood or bodily fluids; they do not provide reliable protection to the wearer against aerosols or airborne pathogens.</p>	<p>All buildings. All jobs. This guidance extends to all employees, contractors, volunteers, citizens and visitors to Jefferson County.</p>
<p>Face Covering Defined as: a cloth, polypropylene, paper or other covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not appropriate face coverings (even if otherwise appropriate for respiratory protection) because they allow droplets to be released from the covering.</p>	<p>All buildings. All jobs. In lieu of a face mask. This guidance extends to all employees, contractors, volunteers, citizens and visitors to Jefferson County.</p>
<p>Face Shield Defined as: a transparent plastic shield that covers the wearer’s forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in</p>	<p>Limited to only those who have a medical condition that makes it hard to breath or a disability that prevents the individual from wearing a facemask or face shield.</p>

front of only the user's nose and mouth do not meet the definition of a mask, face covering, or face shield. Face shields are normally used as protection for the face and eyes but are a compliant (although not preferred) means of "source control" in relation to COVID-19.	Requests should be made through Human Resources for staff.
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#5 Notification to Staff about COVID Exposure

In the event an employee or employees are exposed to a known or suspected case of COVID-19 through contact tracing, notification will occur.

- The employee is expected to notify Human Resources and their direct Supervisor.
- Human Resources will work with the supervisor to obtain information regarding the last day worked and the employee's schedule.
- Human Resources and the supervisor will compile a list of employees who had close contact with the affected individual during the period of transmissibility (48 hours prior to onset of symptoms or a positive test if asymptomatic).
- Employees who had close contact with the "positive test" employee are required to quarantine following CDC, OHA, Local Public Health, or health care provider advice. Close contact is currently defined as being within 6 feet for a period of 15 minutes or longer, whether or not a facial covering was worn.
- Human Resources shall maintain the confidentiality of affected employee while ensuring the safety and providing guidance to all other employees.
- Public Health may reach out to Human Resources for contact information of employees who are required to be in quarantine.
- Public Health may notify those employees directly and advise and facilitate obtaining COVID-19 testing as indicated.
- Public Health will advise Human Resources regarding the need for any additional cleaning or disinfecting. In general, if an employee leaves work while they are ill, their work station or office should be vacated for 24 hours prior to cleaning and disinfecting.
- Human Resources will coordinate with the Buildings and Grounds department to arrange for a specific COVID-19 cleaning and disinfection to be completed.

Human Resources will ensure general communication is provided to the employees in the same building via email. This notification will occur within 24 hours of Jefferson County being notified. The email will read as follows;

We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure. If you experience symptoms of COVID-19 illness, please inform your direct Supervisor and/or Human Resources and contact your health care provider. Jefferson County, as always will protect all employee

medical information and will disclose it only to the degree such disclosure is strictly necessary. For more information on COVID-19, including symptoms of which you may want to be aware, please visit the Oregon Health Authority COVID-19 website or the US Centers for Disease Control & Prevention COVID-19 website. If you have any questions or concerns, please contact Human Resources.

COVID-19 Testing

In the event that either Jefferson County Public Health or the Oregon Health Authority indicates that COVID-19 diagnostic testing is necessary within our workplace, Jefferson County will cooperate. If such testing is conducted at Jefferson County's own direction, Jefferson County is responsible for covering the cost(s) of testing including but not limited to the COVID-19 test itself, employee time and employee travel. However, if Jefferson County is not requesting the test, Jefferson County is not expected to cover the direct cost of such testing or of any involved employee travel.

Medical Removal

Whenever the CDC, OHA, Jefferson County Public Health or a medical provider recommends an employee be restricted from work due to quarantine or isolation for COVID-19, such as through identification during contact tracing activities, the affected worker(s) must be directed to isolate at home and away from other non-quarantined individuals.

Whenever an employee participates in quarantine or isolation for COVID-19, Jefferson County must allow the affected employee(s) to work at home ONLY if suitable work is available and the employee's condition does not prevent it. The process to determine if suitable work is available is by submission and approval of the COVID Temporary Telework Policy and Agreement located on the Human Resources website.

Whenever an employee participates in quarantine or isolation, whether as a result of the requirements of this rule or because Jefferson County chooses to take additional precautions, the affected worker(s) must be entitled to return to their previous job duties if still available and without any adverse action as a result of participation in COVID-19 quarantine or isolation activities.

Decisions regarding testing and return to work after an employee participates in COVID-19 quarantine or isolation activities must be made in accordance with applicable public health guidance and must be otherwise consistent with guidance from the employee's medical provider.

Mandatory Appendices

Jefferson County is covered by one or more of the mandatory industry-specific and activity-specific appendices that make up Appendix A of the OR-OSHA guidance. We are required to comply with those appendices. To the degree an appendix provides

specific guidance regarding an issue addressed by this rule, it supersedes the general requirements of this rule. To the degree a situation is not addressed by the specific language of an appendix, the requirements of this rule apply as written.

Jefferson County has identified the following appendices that apply;
A-5, A-6, A-18, and A-19

COVID-19 Training

Jefferson County has ongoing COVID-19 training for all staff through regular departmental meetings, safety meetings, director meetings, publications, emails, updates, and posters.

A PowerPoint presentation, on file with the Human Resources department and displayed on the Human Resources webpage outlines the following;

- Physical Distancing
- Face mask/face covering/face shield Requirements
- Sanitation Requirements
- Signs and Symptoms Reporting Procedures
- COVID-19 Infection Notification Process
- Medical Removal Process
- Transmission of COVID-19
- Protected Leave Rights and Responsibilities

COVID-19 Infection Notification Process

Positive Test Confirmed for COVID-19

In the unfortunate event that an employee of Jefferson County has tested positive for COVID-19, the following notification process will occur.

- Employee is expected to immediately notify the employees' supervisor AND the Human Resources Office.
- If employee is at home, instruct to stay home. If employee is at work, send home immediately.
- Human Resources will provide employee with Family Medical Leave (FMLA) and COVID Leave request forms when possible via email.
- Instruct employee to work with Public Health on Contact Tracing.
- Public Health will determine whether the employee has had close contact (within six feet for more than 10 minutes within the last two weeks) with other employees.
- Public Health will instruct and notify other individuals who have had close contact to self-quarantine. If allowed, this information will be relayed to Human Resources once it has been completed.
- Human Resource shall contact Buildings and Grounds and request thorough disinfection of areas where the employee was active.

Returning to Work

- Employees who have been diagnosed with COVID-19 must not return to work until they have been cleared by Public Health or medical provider.
- The County may require the employee must be cleared by doctor to return to work and/or show that a negative COVID test result has been confirmed.
- Employee will continue to maintain hygiene and face covering practices recommended by the CDC.
- Employee should self-monitor for the return of any symptoms.

If an employee's family member, household member or intimate contact tests positive for COVID-19

- Immediately contact supervisor and Human Resources Office.
- Follow steps for close contacts as determined by the CDC, OHA or Public Health.

If an Employee displays symptoms of COVID-19 (fever, cough + headache)

- Immediately contact Human Resources.
- Human Resources to contact the employee and determine if employee should be directed to seek medical advice or encouraged to go home until symptoms are gone.
- Employees that have **not** tested positive or had close contact with a lab confirmed individual should not return to work until they have been free of fever for at least 24 hours without the use of fever-reducing medications AND other symptoms (cough, headache and shortness of breath have improved).

If an Employee tests NEGATIVE but displays symptoms of COVID-19 (fever, cough + headache)

- Immediately contact Human Resources.
- Human Resources to contact the employee and determine if employee should be directed to stay home and contact medical provider.
- Employees that have **not** tested positive or had close contact with a lab confirmed individual should not return to work until they have been free of fever for at least 24 hours without the use of fever-reducing medications AND other symptoms (cough, headache and shortness of breath have improved).

Temporary Oregon OSHA COVID-19 Rule

Appendix A-5

Mandatory Workplace Guidance for
CONSTRUCTION OPERATIONS

Application: This appendix applies to employers engaged in construction activities. To the degree this appendix provides specific guidance, it supersedes the requirements for physical distancing and use of masks, face coverings, or face shields of the COVID-19 Temporary Rule (OAR 437-001-0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

Note: In accordance with [Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance](#) and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

- A. General Operations – Advance Screening.** Each construction employer who controls access to a site must develop and implement a system to screen employees and visitors accessing the site using a pre-screening checklist consistent with recommendations from the Centers for Disease Control and Prevention.
- B. Physical Distancing Measures.** To ensure appropriate physical distancing, construction employers must do the following:
1. Ensure that workers maintain at least 6-feet of physical distance between themselves and their co-workers on all construction sites, except as otherwise provided;
 2. Limit work in occupied areas of a home or other structure to only those tasks that are strictly necessary; and
 3. When it is not practical to maintain a physical distance of at least 6 feet, ensure that workers remain separated to the largest degree practical and that the duration of such activity is kept as short as possible.

Construction employers are encouraged, but not required, to redesign workflow, including access to stairwells, floor levels, etc., to maximize distance between workers; one-way routes, if used, should include signage.

- C. Masks, Face Coverings, and Face Shields.** To reduce the risk of transmission from potentially infected individuals, employers operating such facilities must review and implement [OHA Statewide Mask, Face Covering, Face Shield Guidance](#); if at any point such guidance is no longer available, such employers must require all employees, patrons, and other visitors five years of age and older, unless they are eating or drinking, to wear masks, face coverings, or face shields in all indoor spaces, and in all outdoor spaces whenever at least 6 feet of physical distancing cannot be consistently ensured. *Note: While reasonable accommodation for those unable to wear a mask, face coverings, or face shields must be provided, such an accommodation does not include exempting individuals from the requirement to wear a mask, face covering, or face shield.*

Additional resources:

- [Oregon Health Authority Signs you can post](#)
- [Oregon Health Authority Statewide Mask, Face Covering, and Face Shield Guidance](#)

Temporary Oregon OSHA COVID-19 Rule
Appendix A-6
Mandatory Workplace Guidance for
INDOOR AND OUTDOOR ENTERTAINMENT FACILITIES

Application: This appendix applies to indoor and outdoor entertainment facilities, including zoos, museums, drive-in movie theaters, raceways, outdoor gardens, and aquariums. To the degree this appendix provides specific guidance, it supersedes the requirements for physical distancing, the use of masks, face coverings, or face shields, and sanitation of the COVID-19 Temporary Rule (OAR 437-001-0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

Note: In accordance with Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

Definitions: For the purposes of this appendix, the following definition applies:

Raceways refers to a special racing track used for the sport of high-speed racing of specialized vehicles or motorcycles. It does *not* include go-kart tracks or other recreational go-karting facilities.

- A. General Operating Conditions.** Employers operating such facilities must ensure they are ready to operate and that all equipment is in good condition, in accordance with any applicable maintenance and operations manuals and standard operating procedures
- B. Physical Distancing Measures.** To ensure appropriate physical distancing, employers operating such facilities must do the following:

Note: Notwithstanding the practicality and feasibility provisions of this rule, applicable Oregon Health Authority guidance in place at the time of the adoption of this rule requires covered facilities to cease operations and close the facility if they are unable to maintain the physical distancing requirements in this appendix or if unable to comply with all other requirements in this appendix. The requirement to close the facility applies to both indoor and outdoor operations for entities that have both.

1. Abide by any applicable gathering size or capacity limitations imposed by the Oregon Health Authority;
2. Limit activities to parties consisting of 10 people or fewer. Do not combine parties/guests at shared seating situations who have not chosen to attend together;
3. Ensure physical distancing of at least 6 feet between people of different parties (members of the same party can participate in activities together, stand in line together, and do not have to stay 6 feet apart);
4. Set-up seating and/or game configuration to comply with all physical distancing requirements;
5. Remove or prohibit (using barriers or other effective means) seating/consoles/lanes etc. to make sure people not in the same party remain at least 6 feet apart;
6. Prohibit people in different parties from gathering in any area of the facility, both indoor and outdoor, including in parking lots;
7. Keep common areas with chairs benches and tables (for example. picnic tables, day-use shelters, and buildings open to the public) arranged so that parties can keep at least 6 feet of physical distance. Post clear signs to reinforce physical distancing requirements between visitors of different parties;
8. Prohibit operation and use of all play areas/ball pits/indoor play structures/playgrounds; and
9. Do not operate drop-in child care within the facility.

Note: Employers operating such facilities are encouraged, but not required, to use the following additional practices to encourage appropriate physical distancing:

- *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 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 6 feet between employees, volunteers and visitors is more difficult.
- Consider closing every other parking spot to facilitate at least 6 feet of physical distance between parties. This is especially useful in the case of drive-in theaters or other activities where the visitors are likely to remain in or near, or frequently return to, their vehicles.

C. Masks, face coverings, and face shields. To reduce the risk of transmission from potentially infected individuals, employers operating such facilities must review and implement [OHA Statewide Mask, Face Covering, Face Shield Guidance](#); if at any point such guidance is no longer available, such employers must require all employees, patrons, and other visitors five years of age and older, unless they are eating or drinking, to wear masks, face coverings, or face shields in all indoor spaces, and in all outdoor spaces whenever at least 6 feet of physical distancing cannot be consistently ensured.:

Note: While reasonable accommodation for those unable to wear a mask, face covering, or face shield must be provided, such an accommodation does not include exempting individuals from the requirement to wear a mask, face covering, or face shield.

Note: Employers operating such facilities are encouraged, but not required, to provide appropriate masks, face coverings, or face shields for customers and other visitors.

D. Sanitation and Cleaning. To reduce the risks from surface contact, employers operating such facilities must do the following:

1. Clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities, using disinfectants that are included on the [Environmental Protection Agency \(EPA\) approved list](#) for the SARS-CoV-2 virus that causes COVID-19 (products are unlikely to be labeled specifically for COVID-19, but many products will have a label or information available on their websites about their effectiveness for human coronavirus);
2. Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) are available in such areas 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; and
3. Train all employees on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.

Note: Employers operating such facilities are encouraged, but not required, to 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.

Note: Employers operating outdoor facilities are encouraged, but not required, to encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer) and/or to encourage visitors to take their trash with them when they leave.

E. Signage. To reinforce the need to minimize COVID-19 risks, employers operating such facilities must do the following:

1. Post [clear signs](#) listing COVID-19 symptoms, asking employees, volunteers, and visitors with symptoms to stay home and whom to contact if they need assistance;
2. Use [clear signs](#) to encourage physical distancing; and
3. Post [clear signs](#) about the mask, face covering, or face shield requirements.

Note: Retail facilities and other activities operated within Indoor and Outdoor Entertainment Facilities but not addressed by this Appendix must comply with the requirements applicable to those activities.

Note: Applicable Oregon Health Authority guidance in place at the time of the adoption of this rule requires covered facilities to cease operations no later than 10 p.m.

Additional Resources:

- [Oregon Health Authority Guidance for the General Public](#)
- [Oregon Health Authority Statewide Mask, Face Covering, and Face Shield Guidance](#)
- [Centers for Disease Control and Prevention Guidance for Administrators in Parks and Recreational Facilities](#)

Appendix A-18

**Mandatory Workplace Guidance for
LAW ENFORCEMENT ACTIVITIES**

Application: This appendix applies to the activities of law enforcement officers in the performance of their duties. To the degree this appendix provides specific guidance, it supersedes the requirements for physical distancing and the use of masks, face coverings, or face shields of the COVID-19 Temporary Rule (OAR 437-001-0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

Note: In accordance with Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

Definitions: For purposes of this appendix, the following definitions apply:

Law enforcement agency means the Oregon State Police, a county sheriff's office, a municipal police department, a police department established by a university under ORS 352.121 or 353.125, or an agency that employs one or more parole and probation officers as defined in ORS 181A.355.

Law enforcement officer means a member of the Oregon State Police, a sheriff or deputy sheriff, a municipal police officer, an authorized police officer of a police department established by a university under ORS 352.121 or 353.125, or a parole or probation officer as defined in ORS 181A.355.

- A. Physical Distancing Measures.** To ensure appropriate physical distancing, law enforcement agencies must implement appropriate physical distancing as required by the rule in locations under their control and must do so to the extent their duties allow in other locations. However, based on the nature of the law enforcement officer's duties, the physical distancing requirements of the rule do not apply to emergency situations or other situations where the safety of law enforcement officers or others involved make contact within 6 feet necessary.
- B. Masks, Face Coverings, and Face Shields.** To reduce the risk of transmission from potentially infected individuals, law enforcement agencies must require masks, face coverings, or face shields in spaces under their control and when employees interact with other individuals. However, the following specific modifications apply to certain law enforcement activities:
1. Law enforcement agencies must ensure that all employees, visitors, and persons in custody wear a mask, face covering, or face shield as required in this rule unless enforcing this requirement would require the use of physical force or place an employee or member of the public at greater risk of COVID-19 exposure;
 2. Law enforcement agencies must provide masks and face shield to law enforcement officers to wear in combination in situations when a person in custody refuses to wear a face covering;
 3. Law enforcement officers are permitted adjust or remove the face mask, face covering, or face shield while interviewing a member of the public when necessary to establish sufficient rapport with the interviewee;
 4. Law enforcement officers driving during an emergency response or pursuit may adjust or remove a mask, face covering, or face shield that impedes their vision or distracts from the safe operation of the vehicle;
 5. Law enforcement officers are permitted to remove their mask, face covering, or face shield when the officer's ability to clearly communicate is impaired by the mask, face covering, or face shield; and
 6. Law enforcement employees transporting a person in custody or a member of the public must ensure that that person wears a mask, face covering, or face shield unless compliance would require the use of force or place law enforcement employees or a member of the public at greater risk for COVID-19 exposure or physical jeopardy.

Temporary Oregon OSHA COVID-19 Rule
Appendix A-19
Mandatory Workplace Guidance for
JAILS, PRISONS, AND OTHER CUSTODIAL INSTITUTIONS

Application: This appendix applies to jails, prisons, and other custodial institutions. To the degree this appendix provides specific guidance, it supersedes the requirements for use of masks, face coverings, or face shields, of the COVID-19 Temporary Rule (OAR 437-001-0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

Note: In accordance with Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

- A. Masks, Face Coverings, and Face Shields.** To reduce the risk of transmission from potentially infected individuals, jails, prisons, and other custodial institutions must require masks, face coverings or face shields within the premises. However, the following specific modifications apply within the secure perimeter of the jail, prison, or other custodial institution:
1. Jails, prisons, and other custodial institutions must require all person entering the secure perimeter of the jail to wear a mask, face shield, or face covering when within 6 feet of other individuals, if there are no physical barriers between them, with the following exceptions:
 - ✓ During scheduled mealtimes when eating or drinking;
 - ✓ If a physical or mental condition or disability limits the ability to wear a mask, face covering, or face shield;
 - ✓ When an order from the Oregon Judicial Department, presiding judge, or local health authority provides an exception to the wearing of masks, face coverings or face shields;
 - ✓ In a housing unit where all adults in custody have been in quarantine for a minimum period of time established by the local health authority after considering CDC and OHA guidelines, *provided* that all staff members wear a mask or face covering at all times while in the unit;
 - ✓ In youth correctional facility common areas when all youth in custody have been in quarantine for a minimum period of time established by the Oregon Health Authority, provided that all non-youth-in-custody individuals wear a face covering and the Oregon Health Authority has authorized such practice; or
 - ✓ During an emergency, such as when responding to a spontaneous use of force event, a medical emergency, or a suicide attempt in a housing unit.
 2. The jail, prison, or other custodial institution must not charge individuals in custody for masks, face coverings or face shields, except in the case of knowing damage or destruction to the mask, face covering, or face shield in violation of institution rules.
 3. The jail, prison, or other custodial institution must not charge employees for masks, face coverings or face shields.
 4. Custodial institution employees transporting a person in custody or a member of the public must ensure that that person wears a mask, face covering, or face shield unless compliance would require the use of force or place law enforcement employees or a member of the public at greater risk for COVID-19 exposure or physical jeopardy.
- B. Meal Times.** During any period of time when masks, face coverings or face shields are required under this standard, provide adults in custody meals in their cell if possible. If in-cell meals are not possible, use appropriate physical distancing for mealtimes within the constraints of the facility.
- C. Physical Distancing Measures.** To ensure appropriate physical distancing, correctional facilities must implement appropriate physical distancing as required by the rule in locations under their control and must do so to the extent their duties allow in other locations. However, based on the nature of correctional duties, the physical distancing requirements of the rule do not apply to emergency situations or other situations where the safety of involved individuals make closer contact necessary