In an effort to return to our office work environment, we are recommending the following general procedures. Every office environment is different, both in configuration and culture. It is important that each company take an individual look at their own operations and tailor these recommendations to their business. Things will be a bit different, but if we all do our part and are aware of our surroundings then this can be a successful transition. This is subject to amendment in accordance with the governor’s plan for rebuilding a safe and strong Oregon.

**General Office Space and Meeting Room Configuration**

- Reception area seating and side chairs in offices will be removed.
- Prop open doors that can be left open to avoid touching door handles. Consider installing foot pulls, if possible.
- Install barriers where needed between personal workspaces.
- Visitors must check in at reception desk. They will be further directed from that point.
- Reception workstation will not be allowed to be shared.
- Meeting room seating will be adjusted to allow for six-foot distancing and no more than 10-person capacity in one meeting space.
- Post reduced-capacity signage at entrance to conference/training rooms. Remove excess chairs and mark tables with tape to show the social distancing requirements.
- All access and common area doors will be propped open to avoid direct contact.
- The office will only provide beverages for meetings. Any personal food or beverage packaging brought in is to be disposed of by the individual who brought it. Food arrangements will be made on a case-by-case basis.
- Socializing before and after meetings is discouraged.
- Cleaning supplies will be placed around meeting rooms, and all attendees should clean their meeting space (table, chair, microphone) when meeting is adjourned.
- Disinfect all surfaces and commonly touched equipment twice per day. This includes reception counter, copy machines/printers, and work rooms. This can be accomplished by sharing the responsibility through an assigned schedule.

**Kitchen**

- Consider discontinuing use of refrigerators in lunchrooms.
- Kitchen areas should be cleaned and disinfected on a daily basis.
- Kitchen equipment should also be cleaned on a routine basis. If you use it, please clean it immediately after.
  - Coffee machines, refrigerator handles, ice and water dispensers
  - Water faucet handles, drawer handles
- Disposable cups and utensils only. Sugar, creamer, salt, etc., will be single-use packets only. No bulk dispensers will be allowed.
- Remove chairs from the lunchroom to prevent congregating at the lunch table.
• Have office employees take breaks/eat at their workstation or in their vehicle. Consider providing employees with a sign or other device they can use to indicate to other workers that they are on break and should not be disturbed.

**Restrooms**

• Only one person allowed in the restroom at any time. If in use, wait your turn.
• Only one stall will be available for use, to expedite sanitization process.
• Signs will be installed asking all users to wash their hands before and after using the restroom.
• Use a paper towel to avoid touching the door handle upon entering and exiting the restroom. Trash containers will be available near the door for disposal.
• Bathroom counters/faucets/stall handles will be cleaned and disinfected on a regular basis.
• Replace HVAC filters with HEPA grade filters, if possible.

**General Practices**

• Appoint one or more people in charge of reminding workers to maintain distance and follow procedures.
• Consider having a start-of-day meeting to remind people of protocols, address things that are/are not working, and implement adjustments to the plan.
• Sanitizer spray, paper towels, and sanitizing wipes or similar will be provided throughout the office for cleaning availability.
• Provide face coverings and sanitizer supplies.
• Limit outside visitors to only those necessary for business function. Only allow use of one copy machine/printer to expedite sanitization process.
• Limit sharing of common office supplies and stationery.
• Elevator use should be limited to one person per elevator car. Use a barrier when pressing buttons as the elevator is used by tenants on all floors. Use the stairs if possible and avoid touching handrails. Consider staggered shifts, continuing remote work on a part-time basis, or other strategies to reduce elevator traffic.
• Building maintenance will be notified when the office is reoccupied and will increase their nightly cleaning efforts.
• Wash hands thoroughly upon arriving, throughout the day, and as you leave the office. Commonly touched surfaces should be sanitized frequently, and you should avoid direct contact if possible. These include:
  o Door handles
  o Elevator call buttons
  o Bathroom surfaces, faucets, flush handles, and stall doors
  o Kitchen appliances, surfaces, and faucets
  o Reception counter, work room, and water and ice dispensers
  o Copy machines/printers
Administrative Controls

- Schedules will be created and adhered to as to control the occupancy of the office.
- Create a list of prioritized employees with target start dates.
- Remote work will still be allowed and scheduled.
- Virtual meetings will still be encouraged.
- Consider making changes to routine traffic flow, such as one-way hallways, etc.
- Office deliveries will have a dedicated drop area. Do not sign for deliveries or have contact within six feet of delivery worker.
- A COVID-19 questionnaire will be required to be completed and submitted to your supervisor prior to returning to the office. If yes to any of the questions, DO NOT report to the office. You will be guided through the appropriate steps at that point.
- If you have or develop symptoms such as dry cough, shortness of breath, difficulty breathing, or have a temperature that reaches 100.4 or above, do not come to the office. If at the office, leave immediately and contact your supervisor. You will be guided through the appropriate steps at that point.
- If an employee gets sick with COVID-19, consider your alternatives such as isolating the workers with contact, shutting down for a deep cleaning, shutting down for 14 days, etc.

Project Office Trailers

- Employees that are assigned to project office trailers need to follow procedures outlined in the COVID-19 Job-Site Practices document.
- Arrange desks and workstations so they do not face another workstation and to allow six feet of separation.
- Use barriers between workstations to separate yourself from other workers.
- Limit the number of people who enter the office. Try to hold gatherings outdoors rather than inside the office trailer.
- If beverages are provided, disposable single use cups should be provided. Any personal food or beverage packaging brought in is to be disposed of by the individual who brought it.
- Kitchen appliances, such as refrigerators, coffee machines, and water coolers, shall be cleaned and sanitized frequently throughout the day.
- Bathroom facilities vary for project office trailers. Regardless of indoor or portable toilet facilities, a cleaning and sanitization procedure must be established.
COVID-19 Questionnaire

- Have you been asked to self-quarantine or been diagnosed with COVID-19?
- Have you been in close contact with any person(s) who have been asked to self-quarantine?
- Have you experienced the recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
- Have you traveled outside of North America in the past 14 days?
- Have you been in close contact with any person(s) who have traveled outside of North America in the last 14 days?

If YES to any of the above questions, the employee cannot be allowed to report to the office and should consult a physician.