RE-OPENING
BEAVERTON
BUSINESS GUIDE

SAFELY...RESPONSIBLY...TOGETHER

503-644-0123
www.beaverton.org
12600 SW Crescent St., Suite 160
Beaverton, OR 97005

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VOICE OF BUSINESS CHAMPIONS

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Re-Open FOR BUSINESS!

Beaverton Businesses –
We have weathered tremendous challenges the past 2+ months but we are going to be better, stronger and more resilient for it. Your Chamber has worked these past months of Civil Authority mandated shutdowns and with the work from home orders to stay on top of resources, and to advocate for you to the City, County and Federal level for resources for our small businesses. It will be a slow, cautious and responsible marathon forward to establish our new economy and new normals.

When we first heard the coronavirus had made its way into Washington County with Oregon’s first COVID-19 case, and the order from our Governor to "Stay Home Save Lives" we all thought it was to be a two – week situation to "flatten the curve". So very much has changed!

As your Catalyst for Business Growth, Convener of business leaders and influencers and Champion of our Beaverton community, we have developed this Guide to help you determine and prioritize your next steps. Reopening must be balanced with careful planning and diligent follow through to protect yourself, your employees and your customers.

We are confident the information in this Guide will provide you the resources to ensure a successful relaunch and successful re-opening. We all know that we will learn as we go so we will continue to update this Guide as we learn, pivot and adjust over the next few months.

We admire your courage, tenacity and determination. We are in the storm together but in very different boats. Together, as a Chamber of Commerce, we will be BETTER TOGETHER and share in knowledge, efforts and business.

Lorraine Clarno, ACE
President/CEO

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Disclaimer: We have done our best to provide you the most current information available provided by official Government sources. We will update this Guide as new information becomes available. If you have specific questions regarding complying with guidelines, use the linked resources contained in this Guide. If you have further needs we are happy to connect you to the best resource for answers. If you have specific legal questions regarding employees and employment we can connect you with an attorney.
On Thursday, May 7th Governor Brown released the Phase 1 requirements to begin to re-open Oregon starting May 15. Initially, 32 of 36 Counties applied. Multnomah, Clackamas, Lincoln and Washington were not ready. Friday, May 22nd Washington County submitted their plan for Phased Re-opening to the Oregon Health Authority and it was approved on May 28th for opening effective June 1, 2020.

Criteria to be able to submit an application included:

- Declining COVID-19 prevalence
- Minimum testing regimen
- Contact tracing systems
- Isolation/quarantine facilities
- Finalized statewide sector guidelines
- Sufficient healthcare capacity
- Sufficient PPE supply

Now that Washington County is approved for Phase (1) beginning June 1st, it will take a minimum of (21) days before a county can be approved to enter Phase (2), which as of now, we will stay indefinitely in that phase until a vaccine is available enabling us to move to Phase (3).

You can review State COVID-19 Information and statuses HERE.

You can review City of Beaverton information COVID-19 resources HERE.

You can review the Chamber’s information and COVID-19 resources HERE.
As Oregon moves toward reopening businesses and public spaces, complying with measures to prevent the transmission of COVID-19 will be more important than ever. These measures include:

- **Physical distancing:** as mandated by the Governor’s Executive Order, limit social and recreational activities where people can’t stay (6) feet apart. Stay at least (6) feet from others when possible: During necessary trips to grocery stores, pharmacies, or health care entities.

- **Wash hands often:** Clean your hands regularly and thoroughly with soap and water or use alcohol-based hand sanitizer if you can’t wash your hands.

- **Covering your cough:** Cover your cough or sneeze with a tissue and throw it away right after; or cough or sneeze into your upper sleeve, rather than into your hands.

- **Avoid touching your eyes, nose, mouth, or face.**

- **Staying home when you are sick:** If you’re sick, isolate yourself. Stay away from work, family, and friends. Do so until (72) hours after both fever and cough have gone away without the use of fever-reducing medicine.

- **Cleaning surfaces often.**

- **Using face coverings (either cloth, paper, or disposable) as appropriate:**

  Consistent with the Centers for Disease Control and Prevention (CDC) recommendations, the Oregon Health Authority recognizes the use of face coverings may reduce the spread of COVID-19 among Oregonians. This includes viral spread from people who have the infection, but no symptoms. As businesses and public spaces reopen in Oregon, it may be difficult to always keep (6) feet between people. Therefore, OHA recommends that the public use face coverings in businesses and public settings.
GENERAL CONSIDERATIONS FOR YOUR WORKPLACE

- Comply with any of the Governor’s Executive Orders that are in effect.
- Know the signs and symptoms of COVID-19 and what to do if employees develop symptoms at the workplace.
- Understand how COVID-19 is transmitted from one person to another—namely, through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
- Make health and safety a priority by implementing safeguards to protect employees and the public.
- Determine which safeguards are recommended or are required based on the Federal and state guidelines, including sector-specific guidance.
- Reduce unnecessary close physical contact (a physical distance of less than 6 feet between people). Identify positions appropriate for telework or partial telework, including consideration of telework for employees who are at higher risk for severe COVID-19 complications due to underlying medical conditions identified by the CDC.
- Stagger or rotate work schedules or shifts at worksites to ensure employees are able to sufficiently maintain physical distancing.
- Consider modifying employee schedules and travel.
- Limit non-essential work travel.
- Be aware of protected leave requirements and plan ahead for any anticipated workforce adjustments.
Implement workplace safeguards as feasible or when required.
Implement physical distancing measures consistent with the Governor’s Executive Orders and state guidance.
Increase physical space between workers. This may include modifications such as markings on the floor demonstrating appropriate spacing or installing plexiglass shields, tables, or other barriers to block airborne particles and maintain distances.
Review and follow any sector-specific guidance issued by the state that recommends or requires specific physical distancing measures.
Restrict the use of any shared items or equipment and require disinfection of equipment between uses.
Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees.
Ensure that soap and water or alcohol-based (60–95%) hand sanitizer is provided in the workplace.
Consider staging additional handwashing facilities and hand sanitizer for employees (and customer use, if applicable) in and around the workplace.
Regularly disinfect commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), as well as high traffic areas and perform other environmental cleanings.
Consider upgrades to facilities that may reduce exposure to the coronavirus, such as no-touch faucets and hand dryers, increasing fresh-air ventilation and filtration or disinfection of recirculated air, etc.
Consider touchless payment methods when possible and if needed.
Preparing Employees

GENERAL CONSIDERATIONS FOR YOUR WORKPLACE

- Employers may encourage or require employee use of cloth or disposable face coverings as indicated by sector-specific guidance.
- If employers require the use of cloth face coverings, employers must provide cloth or disposable face coverings for employees.
- Restrict non-essential meetings and conduct meetings virtually as much as possible.
- Limit the number of employees gathering in shared spaces.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) if job-related and consistent with business necessity.
- Train all employees in safety requirements and expectations at physical worksites.
- Be aware of federal and state protected leave and paid leave laws (if applicable) and requirements for health insurance coverage.
- Advise employees to stay home and notify the employer when sick.
- Healthcare provider documentation is generally not required to qualify under federal and state leave laws due to COVID-19 related circumstances or to return to work.
- Determine whether your business can extend paid or unpaid leave and if feasible adopt a temporary flexible time-off policy to accommodate circumstances where federal or state law does not provide for protected or paid leave.
- Develop an action plan consistent with federal and state guidance if an employee develops symptoms while in the workplace, tests positive for COVID-19, or is determined to be presumptively positive by a public health authority.
If downsizing or other workforce adjustment measures are necessary, adhere to applicable state and federal requirements regarding notice of layoffs and recalls for affected workers.

Determine whether alternatives to layoff may be feasible such as furloughs or reduced schedules.

Refer employees to resources including filing for unemployment benefits and community services.

Create a plan for recalling employees back to work.

Resources for Employers on Oregon's Workshare Program HERE.

COVID-19 Related Business Layoffs, Closures, and Unemployment Insurance Benefits HERE.
Retail Establishments

RETAIL REQUIREMENTS

- Store management should determine maximum occupancy to maintain at least six (6) feet of physical distancing.
- Limit the number of customers in the retail store and focus on maintaining at least six (6) feet of distance between people and employees in the store, considering areas of the store prone to crowding (like aisles) and limit admittance accordingly.
- Post clear signs (available at www.healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and listing who to contact if they need assistance.
- Use signs to encourage physical distancing.
- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer/public and employee areas of store.
- Wipe down changing room doorknobs, walls, and seating between each customer use.
- Require all employees to wear cloth, paper, or disposable face coverings.
- Businesses must provide cloth, paper, or disposable face coverings for employees.
Retail Establishments

**BEST PRACTICES - NOT REQUIRED**

- Strongly encourage all customers to wear cloth, paper, or disposable face coverings.
- If a store sets a policy that all customers are required to wear cloth, paper, or disposable face coverings, store management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Consider placing clear plastic or glass barriers in front of cashiers or customer service counters, or in other places where maintaining six (6) feet of physical distance between employees and customers is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits.
- Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for cashiers.
- Prohibit customers from trying on items that are worn on the face (cloth masks, scarves, headbands, eyewear).
- Decide whether to re-open fitting rooms.
- If fitting rooms are re-opened, customers should wash hands or use hand sanitizer before and after trying on clothes.
- When processing returns, employees should wash hands or use hand sanitizer before and after handling items.
- The retailer may set items aside for a day or longer if concerned about perceived risks of exposure.
- Consider offering alternative order ahead and pick up options, such as curbside pickup as appropriate and applicable.
- Designate specific entrances and exits to the shopping center or mall to constrain traffic flow and encourage physical distancing between customers.
- For entrances with a single door or single pair of doors, consider designating it to entrance only or exit only if another entrance/exit exists and one-way flow through the area is feasible.
- Do not block egress for fire exits.
Restaurants & Bars

DISTANCING & OCCUPANCY

- Determine maximum occupancy to maintain physical distancing requirements and limit number of customers on premises accordingly.
- Ensure tables are spaced at least six (6) feet apart so that at least six (6) feet between parties is maintained, including when customers approach or leave tables.
- Businesses will need to determine seating configuration to comply with these physical distancing requirements.
- Remove or restrict seating to facilitate the requirement of at least six (6) feet of physical distance between people not in the same party.
- If booth seating is back-to-back, only use every other booth.
- Limit parties to 10 people or fewer.
- Do not combine parties/guests at shared seating situations who have not chosen to congregate together.
- People in the same party seated at the same table do not have to be six (6) feet apart.
- If a business is unable to maintain at least six (6) feet of distance, except for brief interactions (for example, to deliver food to a table), it may operate only as pick up/to-go service. This applies to both indoor and outdoor seating.
employees

- Minimize employee bare-hand contact with food through use of utensils.
- Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees, including chefs, line cooks and waitstaff.
- Have employees wear gloves when performing cleaning, sanitizing, or disinfecting activities. Please note that for non-cleaning activities, non-Oregon Department of Agriculture (ODA) licensed facility employees are not required to wear gloves.
- Wearing gloves for activities that might overlap with food handling can foster cross-contamination.
- If businesses choose to have employees use gloves, they must provide non-latex gloves and employees must prevent cross-contamination by replacing gloves after touching faces or changing tasks (e.g., food preparation versus taking out garbage).
- Require all employees to wear cloth, paper or disposable face coverings.
- Businesses must provide cloth, paper or disposable face covering for employees.
- Additional requirements for facilities licensed by the ODA: No bare-hand contact with food is permitted per their licensing requirements.
• End all on-site consumption of food and drinks, including alcoholic beverages by 10 p.m.
• Prohibit customer self-service operations, including buffets, salad bars, soda machines and growler refilling stations.
• Disinfect customer-contact surfaces at tables between each customer/dining party including seats, tables, menus, condiment containers and all other touch points.
• Provide condiments, such as salt and pepper, ketchup, hot sauce and sugar, in single-service packets or from a single-service container.
• If that is not possible, condiment containers should not be pre-set on the table and must be disinfected between each customer or dining party.
• Do not pre-set tables with tableware (napkins, utensils, glassware). Prohibit counter and bar seating unless the counter faces a window or wall and at least six (6) feet of distance is maintained between parties. This applies to all facilities including bars, breweries and tasting rooms.
• Counter and bar ordering are acceptable if the operation finds that this decreases worker exposure.
• The counter ordering approach requires that food and alcohol are taken to a table that meets distancing requirements for consumption and at least six (6) feet of physical distance is maintained among customers and employees during the ordering process.
• Ensure customers/parties remain at least six (6) feet apart when ordering.
• Signs should be posted as necessary to ensure that customers meet the requirements of this guidance.
• Floors must have designated spots where customers will wait in line.
• Frequently disinfect all common areas and touch points, including payment devices.
RESTAURANTS & BARS

BEST PRACTICES - NOT REQUIRED

- Assign a designated greeter or host to manage customer flow and monitor distancing while waiting in line, ordering, and during the entering and exiting process.
- Do not block egress for fire exits.
- Limit the number of staff who serve individual parties.
- Consider assigning the same employee to each party for the entire experience (service, busing of tables, payment).
- An employee may be assigned to multiple parties but must wash hands thoroughly or use hand sanitizer (60-95% alcohol content) when moving between parties.
- Assign employee(s) to monitor customer access to common areas such as restrooms to ensure that customers do not congregate.
- Strongly encourage all customers to wear cloth, paper or disposable face coverings.
- Customers do not need to wear face coverings while seated at the table.
- If a business sets a policy that all customers are required to wear cloth, paper or disposable face coverings, business management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Encourage reservations or advise people to call in advance to confirm seating/serving capacity.
- Consider a phone reservation system that allows people to queue or wait in cars and enter only when a phone call, text, or restaurant-provided “buzzer” device indicates that a table is ready.
- Consider providing hand-washing facilities for customer use in and around the business.
- Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (at least 60-95% alcohol content) available to customers.
**Video Lottery Operations**

**Requirements**

- Place VLTs at least six (6) feet apart, if there is space to do so.
- If VLTs cannot be spaced at least six (6) feet apart, the Oregon Lottery may turn off VLTs in order to maintain required physical distance between operating machines and players.
- Require individuals to request VLT access from an employee before playing; an employee must then clean and disinfect the machine to allow play.
- A business must not allow access to VLTs or change VLTs without requesting access from an employee.
- Consider a player at a VLT machine the same as a customer seated for table service.
- Limit one player at or around a VLT.
- Note: Oregon Lottery will not turn on VLTs until the agency is satisfied that all conditions have been met.

**Restaurants & Bars....**

Post clear signs (available at www.healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and listing who to contact if they need assistance.

**Resources:**

- Oregon Restaurant & Lodging Association - [HERE](#)
- Food and Drug Administration - [HERE](#)
- Centers for Disease Control - [HERE](#)
• Prior to reopening after extended closure, ensure all parks and facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
• Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
• Reinforce the importance of maintaining at least six (6) feet of physical distance between parties (a group of 10 or fewer people that arrived at the site together) on hiking trails, beaches and boat ramps through signs and education.
• Keep day-use areas that are prone to attracting crowds (including but not limited to playgrounds, picnic shelters/structures, water parks and pools, sports courts for contact sports like basketball) and overnight use areas closed.
• Prohibit contact sports.
• Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) 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.
• Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in both public and non-public areas of parks and facilities.
• Post clear signs (available at www.healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
• Keep any common areas such as picnic tables not in shelters/structures, day-use shelters, and buildings open to the public arranged so there is at least six (6) feet of physical distance between parties (chairs, benches, tables).
• Consider closing alternating parking spots to facilitate at least six (6) feet of physical distance between parties.
• Consider opening loop trails in a one-way direction to minimize close contact between hikers.
• Designate one-way walking routes to attractions if feasible.
• Encourage all employees, volunteers and visitors to wear cloth, paper or disposable face coverings when around others.
• Encourage the public to visit parks and recreation areas during off-peak use times as defined and publicized by park or recreation area management.
• Encourage the public to visit parks and recreation areas close to home, avoid overnight trips and minimize travel outside their immediate area for recreation.
• Especially caution the public to not travel outside of their home area if they live in an area with a high number of reported COVID-19 cases to prevent asymptomatic COVID-19 positive individuals from inadvertently bringing the virus into an area with many fewer cases.
• Consider opening private, municipal, county and federal campgrounds as long as physical distancing requirements can be maintained.
• Consider opening skate parks as long as physical distancing requirements can be maintained.
• Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer), as well as to take their trash with them when they leave.
• Encourage the public to recreate with their own household members rather than with those in their extended social circles.
• Position staff to monitor physical distancing requirements, ensure groups are no larger than 10 people, and provide education and encouragement to visitors to support adherence.
• Provide handwashing stations or hand sanitizer in common areas such as picnic areas, day-use shelters, and buildings open to the public.
• Consider placing clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where maintaining six (6) feet of physical distance between employees, volunteers and visitors is more difficult.
CLIENT SCREENING

- Contact client prior to appointment and ask:
- -- Have you had a cough?
- -- Have you had a fever?
- -- Have you had shortness of breath?
- -- Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
- Reschedule an appointment if client answers “yes” to any of the questions above until client’s symptoms have been resolved, and fever has been resolved without medication for at least 72 hours, or at least 14 days after contact with a person sick with cough, fever, or diagnosed COVID-19.
- Review information about how COVID-19 is spread from one person to another: namely, through coughing, sneezing, touching, or via objects touched by someone with the virus.
- Record client contact information, date and time of appointment and provider for each client.
- If there is a positive COVID-19 case associated with the business, public health may need the business to provide this information for a contact tracing investigation.
- Unless otherwise required, this information may be destroyed after 60 days from the appointment.
• Immediately send home any employee with COVID-19 like symptoms (cough, fever, shortness of breath, etc.) and not allow the employee to return to work until at least 72 hours after fever and other symptoms have resolved without medication.

• Determine the maximum occupancy of the business to maintain at least six (6) feet of physical distancing between clients and limit admittance accordingly. Limit the overall number of providers and clients in the business (including waiting areas) at any one time and focus on maintaining at least six (6) feet of physical distance between people in the facility except when required to provide services such as massages, haircuts, etc.

• Have clients wait in their car or outside to be contacted when the provider is ready for the appointment.

• Limit visits to scheduled appointments.

• Provide curbside pick-up arranged ahead of time for product purchases outside of scheduled service appointments.

• Assign one provider per client throughout the encounter. Ensure at least six (6) feet of physical distance between pairs of providers/clients.

• If necessary, use a limited number of stations and stagger shifts to adhere to physical distance requirements.

• Maintain at least six (6) feet of distance between provider and client unless providing service that requires provider to be within six (6) feet of client.

• Post clear signs listing COVID-19 symptoms, asking employees and clients with symptoms to stay home, and who to contact if they need assistance.

• Remove all unnecessary items such as magazines, newspapers, service menus, and any other unnecessary items such as paper products, snacks, and beverages.

• Provide training, educational materials (available HERE), and reinforcement on proper sanitation, handwashing, cough and sneeze etiquette, and using other protective equipment and measures to all employees.

• Ensure break rooms are thoroughly cleaned and disinfected and that employees do not congregate in them.

• Thoroughly clean restroom facilities at least once daily and ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day.
PERSONAL PROTECTIVE MEASURES

- Provide and wear cloth, paper or disposable face coverings when providing direct client services.
- Drape each client in a clean cape, if applicable, for the service.
- Businesses may consider using disposable capes for one-time use.
- Wear a clean smock with each client. Businesses may consider using disposable smocks/gowns for one-time use.
- Wash hands with soapy, warm water, for a minimum of 20 seconds between each client service.
- Request that clients wash hands with soapy, warm water, for a minimum of 20 seconds prior to receiving service.
- Wash hands after using the telephone, computer, cash register and/or credit card machine, and wipe these surfaces between each use.
- Ensure all sinks in the workplace have soap and paper towels available.
- Post handwashing signs in restrooms.

Oregon State Board of Massage Therapists – HERE
Oregon State Board of Cosmetology – HERE
Associated Nail Professionals – HERE
• Thoroughly clean and disinfect all areas of business prior to reopening after extended closure.

• Disinfect all surfaces, tools, and linens, even if they were cleaned before the business was closed. Use disinfectants that are Environmental Protection Agency (EPA)-registered and labeled as bactericidal, virucidal and fungicidal. The EPA has a list of disinfectant products that meet EPA criteria for use against the virus that causes COVID-19. If in doubt of the product’s effectiveness, check the EPA website.

• Mix and change disinfectant for immersion of tools daily and replace sooner if it becomes contaminated throughout the workday.

• Disinfectant only works on a clean surface, so clean all surfaces and tools with hot soapy water, other appropriate cleaner or cleaning wipes (if using wipes, be sure to cover the surface thoroughly) before disinfecting.

• Observe contact time on the label so disinfectant will work. Contact time refers to how long the disinfectant is visibly wet on the surface, allowing it to thoroughly destroy pathogens. Typical contact time for immersion/sprays is ten (10) minutes, for disinfectant wipes, time is two (2) to four (4) minutes.

• Clean and disinfect all workstation and treatment room surfaces, including countertops, cabinets and doorknobs, chairs, headrests and armrests.

• Clean and disinfect all reusable tools and store in an airtight container.

• Clean and disinfect all appliances (including cords), shears, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used to provide client services.
• Check to make sure all products at workstations, such as lotions, creams, waxes, scrubs, and any other similar supplies have always been in a closed container. If not, discard and replace. Remove and discard any products that could have been contaminated by unsanitary use and replace with new product.

• Clean and disinfect hard non-porous surfaces, glass, metal and plastic, including work areas, high-traffic areas, and commonly touched surfaces in both public and employee-only areas of the business.

• Only use porous/soft surfaces (such as cardboard files, buffers, drill bits, etc.) once and then discard because they cannot be disinfected.

• Launder all linens, blankets, towels, drapes, and smocks in hot soapy water and dry completely at the warmest temperature allowed.

• Store in an airtight cabinet after each client use.

• Store all used/dirty linens in an airtight container.

• Clean and disinfect all linen hampers and trash containers and only use a container that can be closed and use with liners that can be removed and discarded.

• Clean and disinfect all retail areas at least daily, including products. Try to keep clients from touching products that they do not plan to purchase.

• Provide hand sanitizer and tissues for employees and clients, if available.

• Clean and disinfect all bowls, hoses, spray nozzles, foist handles, shampoo chairs and arm rests between each use.

• Wipe down all back-bar products and shelves.

• Discard and replace any products that have not been stored in a closed container prior to reopening after extended closure.

• Empty all wax pots and disinfect before refilling them with new wax prior to reopening after extended closure.

• Purchase new single-use applicators that can be disposed of in an airtight trash can. The airtight trash can must have a lid and be lined with a disposable plastic bag.
Best Practices - Not Required

- Consider using touchless infrared thermometers to check the temperature of each client and each employee who enters the business.
- Explain to any client who has a temperature above 100.3 degrees Fahrenheit that services cannot be provided, and the appointment will be rescheduled until at least 72 hours after fever and other symptoms have resolved without medication.
- If the client must wait for a ride home, provide a space where the client may self-isolate away from employees and other clients.
- Consider using plastic covers for cloth-covered seating because they cannot be properly cleaned and disinfected.
- Consider discontinuing use of paper appointment books or cards and replace them with electronic options.
- Limit the exchange of cash, and wash hands thoroughly after each transaction.
- Credit/debit it/debit transactions or other electronic means of payment are preferred, using touch/swipe/no signature technology.
- Provide employees with and wear medical grade masks when providing services that require close contact (within 6 feet), such as in the case of a haircut, massage or pedicure.
- Wear face shields in addition to a face covering for face-to-face services, such as mustache trims and brow waxing.
- Have clients wear cloth, paper or disposable face coverings, as appropriate for the service.
- Some services may not require the client to wear face covering; for example, a client does not need to wear a face covering when face-down on a massage table.
- Some services, such as mustache or beard trims, may require the cloth, paper or disposable face covering to be temporarily removed.
- Wear disposable gloves when providing client services and change gloves between each client.
- Ask clients to wash their own hair prior to arriving for their appointment.
- Change into clean clothes between clients if providing services that require extended close client contact such as massage therapy and tattoo artistry.
- Change into clean clothes before leaving the business each day.
- Provide hand sanitizer at all work locations for employees and clients.
• **Washing Hands & Hand Sanitizer:** CDC guidelines shall govern the duty of all hotel employees to engage in frequent hand washing and use of hand sanitizer. As available, dispensers shall be placed at key guest and employee entrances and contact areas. At a minimum, this will include lobby reception areas and employee entrances.

• **Signage:** During all times in which the usage of masks is recommended by the CDC and/or other local health authorities, health and hygiene reminders shall be placed at high-traffic areas on property, including the front lobby area at a minimum, indicating the proper way to wear, handle and dispose of masks. Signage shall be posted at a minimum in the employee break room and cafeteria, and other areas employees frequently enter or exit. Signage will remind employees of the proper way to wear, handle and dispose of masks, use gloves, wash hands, sneeze and to avoid touching their faces.

• **Employee & Guest Health Concerns:** Responding swiftly and reporting to local health officials any presumed cases of COVID-19 at the hotel property shall be a staff-wide requirement. Employees exhibiting symptoms of COVID-19 shall remain or return home. While at work, employees who notice a coworker or guest exhibiting symptoms of COVID-19 shall immediately contact a manager. At a minimum, hotels shall follow CDC guidelines for employers and businesses, including instructing employees to self-isolate for the required amount of time, as defined by the CDC, from the onset of symptoms and be symptom-free for at least three days without medication.
• **Public Spaces and Communal Areas:** Cleaning and disinfecting shall be frequent (multiple times per day) with an emphasis on frequent contact with hard non-porous surfaces including, but not limited to, front desk check-in counters, bell desks, elevators and elevator buttons, door handles, public bathrooms, vending machines, ice machines, room keys and locks, ATMs, escalator and stair handrails, gym equipment, pool seating and surrounding areas, dining surfaces and all seating areas.

• **Guest Rooms:** Cleaning and disinfecting protocols will require that particular attention is paid to high-touch, hard nonporous items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring. The frequency of room cleaning during a guest’s stay may be altered based on guest requirements.

• **Laundry:** Linens, towels and laundry shall be washed in accordance with CDC guidelines, including washing items as appropriate in accordance with the manufacturer’s instructions. Where possible, launder items using the warmest permissible water setting for the items and dry items completely. Dirty linen shall be bagged in the guest room to eliminate excess contact while being transported to the laundry facility.

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**American Hotel & Lodging Association** (Safe Stay: ENHANCED INDUSTRY-WIDE HOTEL CLEANING STANDARDS) - [HERE](#)

**CDC Cleaning and Disinfecting Your Facility** - [HERE](#)
• **Hotel Guest Elevators**: Button panels shall be disinfected at regular intervals, including the beginning of each housekeeping staff work shift and continuing throughout the day.

• **Back of the House**: Cleaning and disinfecting of all high touch areas shall occur in accordance with CDC guidelines, including at least twice per day in high traffic areas. Handwashing stations and access to hand sanitizer should be convenient and highly visible.

• **Shared Equipment**: Shared tools and equipment shall be disinfected after each shift or transfer to a new employee.

• **Food & Beverage**: Food and beverage service shall reduce in-person contact with guests, buffet service and minimize dining items for increased sanitation. Traditional room service shall be replaced with a no contact delivery method. Traditional buffet service shall be limited, but when offered, it should be served by an attendant wearing personal protection equipment (PPE), and utensils should be washed and changed more frequently. Portion controls should be emphasized to reduce food exposed or long periods. Sneeze and cough screens shall be present at all food displays. Minimal items should be placed on guest tables to allow for effective disinfection in between each guest, including condiments, silverware, glassware, napkins, etc. For certain segments, the use of prepackaged foods and ‘grab & go’ items shall be the preferred method of food delivery.
• This guidance is also applicable to other early learning programs, such as respite care, summer school programs, kindergarten transition, and recorded programs. These programs must conform to the same guidelines as child care programs as outlined in this document but will not be expected to prioritize families based on occupation due to the nature of their programming.

• Licensed Child Care and recorded programs are still required to be approved by the Office of Child Care to operate as Emergency Child Care.

• Providers must follow the health and safety framework developed by the state and Early Learning Division, as adjusted by this guidance.

**GROUP SIZES & RATIOS**

• Registered Family (RF) – May have one group of up to (10) children. RF providers do not have square footage requirements related to the number of children in care. Of the (10) total children, there may be no more than six children ages preschool and younger and, of these six, no more than two children under (24) months.

• Certified Family (CF) – May have two stable groups of up to 10 children in separate areas of the home and no more than (16) children total. Each group of children must be in a space that meets the minimum of (35) Square feet per child. Each group of children must meet staff/child ratios as defined in [Oregon Administrative Rule 414-350-0120](#), found within the Certified Child Care Rules (page 28).

• Certified Center (CC) – May have one stable group of up to 10 children per classroom. Large rooms may be divided into two rooms with the approval of a child care licensing specialist. See OHA-ELD COVID-19 Safety Requirements and ELD Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency for further instructions. Each group of children must be in a space that meets the minimum of (35) square feet per child. CCs must maintain the following staff to child ratios (ratios for mixed age groups of children are based on the youngest child in the group).
• Ensure that groupings are stable (i.e., the same adult staff or volunteer and children are within the same group each day).

• Provide care in stable groups of (10) children; however, a program may allow some families to “swap” slots between days. For example – Child A attends Monday, Wednesday, Friday and Child B attends Tuesday and Thursday. However, there may not be more than (12) children in a stable group.

• Provide care in stable groups that use the same physical space each day.

• Move children from one stable group to another only on a permanent basis (e.g., when children age out of their original classroom) and not temporarily.

• Provide the same “floater” staff (i.e., staff that provide relief for staff during breaks) for the same stable group each day to the extent possible. Allow only one stable group of children in shared spaces at one time (bathrooms, outdoor play areas, eating spaces). Sanitation practices must be observed in between uses for different groups.

• For home-based providers, require that household members that do not assist in the child care program physically distance from stable groups throughout the day. If a provider’s own children or other household members are participating as part of the group, they must be counted as part of the overall number of allowable children within the group.

• Implement adequate sanitation protocols between AM/PM classes using the same physical space, including sanitation of food preparation areas, high-touch surfaces, toys and materials. A maximum of two groups of children may be allowed in any one classroom over the course of the day.

• Stagger arrival and drop-off times or put in place other protocols to limit contact between families and with staff.
• Continue to prioritize care for essential workers and may also serve all families who return to work in phased reopening.
• Adhere to ELD-OHA COVID-19 Safety Requirements and comply with See OHA-ELD COVID-19 Safety Requirements and ELD Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency at all times.
• Maintain approved OHA-ELD cleaning protocols for surfaces, linens, electronics, toys to prevent the spread of COVID-19.
• Provide on-going training to staff on cleaning protocols and COVID-19 safety requirements.
• Permit staff to wear cloth, paper or disposable face coverings if they choose.
• Require face covering use for floater staff and staff conducting daily health checks of the children.
• Keep daily logs for each stable group that conform to the following requirements to support contact tracing of cases if necessary:
  • -- Child name
  • -- Drop/off pick up time
  • -- Adult completing both drop/off pick up
  • -- All staff that interact with stable group of children (including floater staff)
  • -- Hours child was in care
Distancing & Occupancy

- Limit the number of individuals in the facility and focus on maintaining at least six (6) feet of physical distance between people. Each facility should use its total square footage to determine the maximum number of occupants for the entire facility.
- Determine the maximum occupancy for different areas of the gym (e.g., classrooms, weight room, gymnasium, locker room) and limit admittance accordingly.
- Limit fitness class size to maximum occupancy of the room (as long as it ensures six (6) feet of separation).
- Consider holding fitness activities or classes outdoors if it can be done safely, when it does not violate any local ordinances, and when participants and instructors can maintain six feet of physical distance.
- Limit exercise equipment stations to those located at least six (6) feet apart. If equipment cannot be moved to facilitate physical distancing, it must be blocked from being used.
- Prohibit contact sports that involve participants coming into bodily contact, close quarters (less than six (6) feet apart), or using shared equipment (e.g., basketball, squash, racquetball, taekwondo, karate, wrestling, mixed martial arts).
- Only allow gymnasiums to be used for non-contact sports or individual skills development not requiring contact with other people.
- For one-to-one personal training, maintain six (6) feet of physical distance between trainer and client. If close contact within six (6) feet is unavoidable, it is strongly recommended that the client wear a face covering and the time during which close contact occurs is minimized.
- Trainer and client should thoroughly wash hands with soap and warm water or use hand sanitizer (60-95% alcohol content) immediately before and after appointment.
• Implement adequate sanitation protocols between AM/PM classes using the same physical space, including sanitation of food preparation areas, high-touch surfaces, toys and materials. A maximum of two groups of children may be allowed in any one classroom over the course of the day.
• Stagger arrival and drop-off times or put in place other protocols to limit contact between families and with staff.
• Review and implement Mask and Face Covering Guidance for Business, Transit and the Public. (Coming soon)
• Ensure all facilities and equipment are safe to operate and are in good condition after the extended closure.
• Maintenance and operations manuals and standard operating procedures should guide this work.
• Close water fountains, except for those designed to refill water bottles in a contact-free manner.
• Close showers for use. Locker room sinks and toilets may remain open for use but limit the number of people who use the facilities at any one time to ensure that a distance of six (6) feet can be maintained.
• Keep saunas, steam rooms and whirlpool spas and pools closed for all activities.
• Keep drop-in childcare closed.
• Refer to and apply Guidance for Summer Day and Overnight Camps for any children and youth programs. (Coming Soon)
• Post clear signs listing COVID-19 symptoms, asking employees and clients with symptoms to stay home, and listing who to contact if they need assistance.
• Use signs to encourage physical distancing throughout the facility, including but not limited to reception areas, eating areas, locker rooms, and near popular equipment.
• Position staff to monitor physical distancing and disinfecting requirements.
• Ensure that ventilation systems operate properly. Increase air circulation as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.
• Establish one-way traffic flow, where possible, for equipment circuits, tracks, etc. Use signs to direct one-way flow of traffic.
Gyms & Fitness

OPERATIONS CONTINUED & CLEANING & DISINFECTING

- Provide hand-washing stations or hand sanitizer (60-95% alcohol content) throughout the facility for use by employees and clients.
- Refer to Restaurant Sector Guidance for information about food handling and distribution as applicable to each fitness facility.
- Record client contact information, date and time for client facility use. If there is a positive COVID-19 case associated with the facility, public health officials may need the business to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after (60) days from the session date.

CLEANING & DISINFECTING:

- Thoroughly clean all areas of fitness-related organization prior to reopening after extended closure.
- Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list1 for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website.
- Require employees or facility guests to wipe down all equipment (e.g., balls, weights, machines, etc.) immediately before and after each use with a disinfectant provided by the gym that is included on the EPA-approved products for the SARS-CoV-2 virus that causes COVID-19. A solution of 70%-95% alcohol content also works.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and public.
- Thoroughly clean restrooms at least twice daily and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) throughout the day.
• Strongly encourage clients to wear cloth, paper, or disposable face coverings.
• Consider placing clear plastic or glass barriers in front of reception counters, or in other places where maintaining six (6) feet of physical distance between employees and clients is more difficult.
• Consider having gym time by appointment to limit the number of people in the facility.
• Encourage use during non-peak times as determined and publicized by facility management.
• Consider offering virtual fitness classes, especially for persons at higher risk for severe COVID-19 complications such as people over 60 or with underlying medical conditions.
• Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
• Strongly encourage clients to bring their own filled water bottles with them to the facility.
• Strongly encourage clients to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after gym session as well as several times during the session.
• Flush water pipes weekly while the building is vacant and prior to resuming normal building use. Stagnant water in pipes can create conditions that favor the growth and spread of Legionella and other harmful bacteria (see Guidance for Reopening Building Water Systems after Prolonged Shutdown).
• Screen clients prior to the start of their session in the facility such as asking:
  o -- Have you had a new or worsening cough?
  o -- Have you had a fever?
  o -- Have you had shortness of breath?
  o -- Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
• If the client responds “yes” to any of the screening questions, ask them to return home and wait to return to the facility until all symptoms, including fever have been resolved for at least 72 hours without medication, or at least 14 days after contact with a person with a cough, fever, or diagnosed with COVID-19.
• Strongly encourage a client exhibiting symptoms of illness to immediately leave the facility and not return until at least 72 hours after symptoms have resolved without medication.
• Strongly encourage clients at higher risk for severe COVID-19 complications (persons over age 60 or with underlying medical conditions) continue to stay home to reduce their risk of exposure.
Welcome
WE ARE SO GLAD YOU ARE HERE

Download the sign - **HERE**

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**WELCOME!**

We are thrilled you are here!

We are committed to your health & safety

Physical distancing, sanitization, managing occupancy, and ensuring our employees are in good health are top priorities.

If you are unsure or uncomfortable, we are happy to answer your questions. Please let us know if there is something you see we have missed.

Help us keep Beaverton safe and open for business.

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Made Possible by our **VOICE OF BUSINESS CHAMPIONS**

- **Century 21 Wright & Assoc., Inc.**
- **Madden Industrial Craftsmen**
- **First 4Tech**
It will be continuously updated with new information.

**When will the county enter Phase I?** June 1 - We are still in the "baseline" phase until then. What is allowed to open during "Baseline" (pre-phase I)? Grocery stores, pharmacies, banks and credit unions, and gas stations are all open. Restaurants are open for take-out service only. Stand-alone retail operations are open provided they meet required safety and physical distancing guidelines. Indoor and outdoor malls are closed. Some outdoor recreation activities are open, including many state parks. Day-use areas that are prone to attracting crowds are to stay closed, including but not limited to playgrounds, picnic shelters/structures, water parks and pools, and sports courts for contact sports like basketball. Details here.

Non-emergency medical care, dentist offices and veterinary care are open and operating, provided they meet required safety guidelines. Local cultural, civic and faith gatherings are allowed for up to 25 people provided physical distancing can be in place. Local social gatherings over 10 people are prohibited, and those under 10 people must use physical distancing. Personal care services such as salons and barbers, as well as gyms, are closed. Child care is open under certain restrictions, with priority placements for children of health care workers, first responders, and frontline workers. Public transit is open under certain restrictions, and must be sanitized often and enforce three feet of space between passengers. Summer school and camps can open.

**What businesses can open in Phase I?** Businesses that can open in Phase I include: restaurants and bars, personal services (defined as barber shops, hair salons, esthetician practices, medical spas, facial spas and day spas, non-medical massage therapy services, nail salons, tanning salons, and tattoo/piercing parlors), malls, and gyms/fitness (includes but are not limited to gyms, fitness centers, personal training, dance studios, and martial arts centers). Once Washington County is approved for Phase I, these businesses can begin operating provided they are following the Governor’s guidance for reopening.

**What businesses must remain closed in Phase I?** The following businesses must remain closed during Phase I unless identified in upcoming OHA guidance approved by the governor: amusement parks, aquariums, arcades, bowling alleys, cosmetic stores, fraternal organization facilities, hookah bars, indoor party places (including jumping gyms and laser tag), museums, non-tribal card rooms, skating rinks, senior activity centers, social and private clubs, theaters and youth clubs.

**What if my business isn’t listed in either of those answers?** If you were not included in the executive order 20-25, your business is allowed to operate/continue operating in Phase I as long as you can follow proper physical distancing guidance. When can malls open? Traditional shopping malls (indoor and outdoor), including outlet malls, fall under separate guidance and can reopen under Phase I. What guidelines do I have to follow if my business can open in Phase I? Please visit Oregon Health Authority’s website for sector-specific guidance. Do I have to apply to the County to reopen?
Businesses do not need to send anything to the County to reopen. You do, however, have to wait for the county to enter the Phase in which the governor determines your business can open. And then you must follow guidelines set by OHA (link in above answer).

I need PPE to operate. Where can I get it? The Washington County Emergency Operations Center (EOC) is providing medical personal protective equipment (PPE) to healthcare organizations provided they are providing direct medical care or daily living assistance for persons who are COVID-19 positive or symptomatic. While the Governor’s Executive Order No. 20-22 permits medical, dental, or other healthcare offices to reopen for the purposes of providing non-emergent or elective procedures, medical PPE is not being provided for the purpose of assisting organizations meet the executive order’s reopening criteria. For organizations seeking to reopen to provide non-emergency and elective procedures, they must have an open supply chain, or a 2-week on-hand supply of NIOSH or FDA approved medical PPE. Note: As of 5/8/2020, the FDA no longer authorizes use of KN95 masks as an acceptable supplement for N95 masks. KN95 masks should not be used for medical procedures, as they do not meet the performance criteria to be a respirator. Learn more. Business Oregon has created a list of vetted PPE providers through which your organization can purchase PPE. HERE
Washington County does not endorse any of the organizations listed.

Are face coverings required for my employees or my clients? If you are currently operating, you must adhere to the current guidance which requires employees to wear face coverings in almost all settings. To find out what will be required of your business, please visit OHA’s website. This new guidance strongly recommends that customers wear face coverings; however, it is not mandatory. If your leadership would like to develop a policy to require customers to wear face coverings, consult with your legal counsel to determine whether such policy can be enforced.

Do I have to supply masks/face coverings to my employees? New OHA guidance requires employers to provide face coverings for their employees. Guidance does not specify how many face coverings are required per employee.

Are workplaces allowed to open again? Do my employees need to continue teleworking? The return to workplace will not occur during Phase 1 of reopening and may begin gradually during Phase 2. Workplaces will have to adhere to physical distancing guidelines as well. To learn more about planning for workplace reopening and factors to consider, visit the county's workplace guidance page.