

THE

CAPUTO

GROUP

RE-OPENING OREGON: PHASE ONE PROTOCOLS

May 14, Webinar 8

- Restaurants, Bars, Brewpubs, Tasting Rooms
 - Personal Services
 - Retail

ABOUT THE CAPUTO GROUP

The Caputo Group offers complete support services for small to mid-sized businesses so you can focus on your craft.

We take on your Human Resources, Compliance, and Liability giving your small business big business expertise.

CURRENT STATUS

- Slated for re-opening Friday, May 15
- BREAKING NEWS (per Gov. Brown's Press Briefing today:
 - Childcare, Gyms, Transit and Summer Camps cleared May 14 – awaiting guidance
 - 28 counties cleared this morning: Baker, Benton, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gillam, Grant, Harney, Hood River, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Lynn, Malheur, Sherman, Tillamook, Union, Wallowa, Wasco, Wheeler, Yamhill
 - Watch the Press Briefing here:
<https://www.youtube.com/watch?v=jln4jbDcck&feature=youtu.be>

REQUIRED PROTOCOLS ACROSS SECTORS

- Reduced Capacity, defined and posted max. capacity
- Signage (for public and employees) Access OHA pre-made signage here:
<https://govstatus.egov.com/OR-OHA-COVID-19>
- Physical distancing measures (spatial re-arrangements, traffic flow patterns)
- PPE for staff
- Enhanced Hygiene Practices
- Thorough cleaning and disinfection of facility prior to opening
- Immediately send home any employee with COVID-19 like symptoms and not allow return until at least 72 hours after symptoms resolved without medication

STRONGLY ENCOURAGED ACROSS THE BOARD

- Touchless payment systems, online ordering
- PPE for public
- Clear plexiglass or plastic barriers where applicable
- Greeter or host to manage customer flows and monitor/model distancing

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21-DAY TRIAL PERIOD

- Counties must maintain effective testing & contact tracing criteria
- Percentage of positive tests must continue to fall
- Hospitalization rates must continue to fall
- Regions must maintain capacity to handle a resurgence
- Then counties must apply for Phase Two re-opening clearance

FOCUS ON RESTAURANTS, BARS, BREW PUBS & TASTING ROOMS

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- Distancing and Occupancy
 - Determine max. occupancy to maintain distancing
 - Tables 6 ft apart, every other booth
 - Limit parties to 10 or less
 - If distancing is untenable, operate on pick-up or delivery basis
- Employee Requirements
 - Use utensils, not bare hands, to handle food
 - Meticulous hand hygiene
 - Gloves required for cleaning tasks
 - Masks
- Employer Considerations
 - Conduct a return-to-work training
 - Reinforce protocols with clear, easy-to-understand signage



RESTAURANTS, BARS, BREWPUBS & TASTING ROOMS - OPERATIONS

- Operations
 - Onsite consumption of food and drink ends at 10 PM
 - No customer self-serve options
 - No pre-set tables
 - No karaoke, pool tables, or bowling
 - Disinfect all customer-contact surfaces between parties
 - Prioritize single-use packets, or disinfect containers between parties
 - Counter and bar seating only under certain conditions
 - Single-use, laminated or touchless menus
 - Have people wait in cars for reservations
 - Download the full OHA guidance here:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342B.pdf>

PERSONAL SERVICES

- Salons, massage, tattoo, barbershops
- Pre-appointment questionnaire:
 - Fever? Cough? Shortness of breath? Close contact with anyone with these symptoms or who has COVID in past 2 weeks?
 - If yes, then appointment must be re-scheduled until 72 hours after symptoms resolved without medication
 - Record client info (date, time, provider) for possible contact tracing investigation
- Strongly recommended:
 - Use of touchless, infrared thermometers to check client temp upon entering business
 - Any client with above 100.3 degrees fever cannot be served

PERSONAL SERVICES - OPERATIONS

- Operations
 - Limit number of clients and providers in business to ensure 6 ft of distancing between pairs
 - Have people wait in cars for their appointment
 - No walk-ins
 - One provider per client
 - No waiting rooms – remove magazines, snacks, beverages, any “touch” items
 - Post clear signs listing COVID-19 symptoms that ask clients and employees to stay home if symptomatic
 - Provide training to all employees
 - Download the full the Oregon Health Authority Personal Services guidance:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342F.pdf>

PERSONAL SERVICES - HYGIENE

- Enhanced Hygiene will now become a part of daily routine
 - Thorough cleaning and disinfection of restrooms and breakrooms; remove all unnecessary items
 - Provide adequate sanitary supplies to employees and clients
 - Mix/change tool disinfectant daily, make sure all tools cleaned with soapy water first
 - Clean/disinfect all workstation/treatment room surfaces, all tools/appliances, all products like shampoo, wax, lotions, etc.
 - Launder all linens, blankets, towels, capes & smocks in hot water, then store in airtight container. All used/dirty linens stored in airtight container
 - Clean & disinfect all hampers & trashcans. Use disposable liners
 - Clean & disinfect all retail areas & products
 - Request clients to wash hands before service

PERSONAL SERVICES - PPE

- PPE & Intermittent Sanitizing
 - Providers must wear masks
 - Providers must change smocks between clients
 - Hand-washing between each client
 - Hand-washing and sanitizing between each use of phone, computer, credit card machine, cash register
 - Clients must be draped in clean capes (one-time use)

RETAIL ACROSS THE BOARD

- Rethink & post store occupancy to maintain 6 ft. distance
- Reconfigure store arrangement to avoid crowding and keep foot traffic flowing
- Malls need to keep all common areas like atriums and food courts configured for distancing
- Post signs at entrances, exits and common areas to reinforce distancing and discourage congregating
- Businesses provide all employees with mandatory masks
- Frequent cleaning & sanitization of work areas & high-traffic areas, while high-touch surfaces like doorknobs, walls and seating are cleaned between customers

SPECIAL CONSIDERATIONS FOR RETAIL

- Encourage customers to wear masks
- Clear plastic or plexi barriers for cashiers or customer service
- Encourage one-way flow by marking entrances and exits; don't block fire exits
- Use signs and tape on floor to mark directions and maintain distance
- Think about whether to re-open fitting rooms
- Hand washing before and after processing new items
- Download official OHA guidance for retail here:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342A.pdf>

ADDITIONAL RESOURCES

- General OHA Guidance for Employers:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf>
- National Restaurant Association Reopening Guidance:
<https://tinyurl.com/y8f3x84q>
- OHA restaurant & bar guidance:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342B.pdf>
- OHA guidance for retail:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342A.pdf>
- OHA guidance for personal services:
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342F.pdf>
- OHA pre-made signage: <https://govstatus.egov.com/OR-OHA-COVID-19>
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NEXT WEEK

- Deb Bridges with Safety Northwest
- OSHA compliance and workplace safety Q & A for Phase One businesses



WHAT WE CAN DO FOR YOU

For a free consultation about how your business could manage the burden of HR 6201 mandatory employee sick leave, visit us at:

<http://www.caputo-group.com/covid-19-free-consult/>

For additional resources, including a copy of this

presentation visit: <http://www.caputo-group.com/covid-19-resources/>

