



**Oregon**  
Department  
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<https://oda.direct/covid19>

## **Public Health Executive Order 20-12 Employer Responsibilities**

### **Introduction**

Governor Kate Brown issued an updated Executive Order 20-12 on March 23, 2020, further requiring social distancing to slow the spread of COVID-19. The order requires social distancing measures (at least six feet between people) to be implemented and enforced. The operation of retail business is prohibited unless the business designates an employee or officer to establish, implement, and enforce social distancing protocols, consistent with guidance from the Oregon Health Authority. Retail businesses that fail to comply with this Executive Order must close until they demonstrate compliance.

### **Your Requirements as an Employer**

If your business is offering food or drink for off-premises consumption, then you are responsible for the following:

- Designate a social distancing officer.
- Establish, Implement, and Enforce Social Distancing on the premises.
- Provide the name and contact information of the social distancing officer to the local health authority upon request.

#### **What is a social distancing officer?**

A “social distancing officer” means an employee or officer designated by the employer to establish, implement, and enforce social distancing policies.

#### **What does a social distancing officer do?**

Establish, implement, and enforce social distancing policies on the premises of a business allowed to stay open under the current public health directive.

#### **How do I establish social distancing protocols / policies?**

- Evaluate your specific location’s needs in relationship to the infrastructure and resources available.
- Determine how to implement and monitor social distancing for your employees and the public.

#### **What should my Social Distancing Policy include?**

- How you will apply social distancing in your place of business.
- Limiting the number of patrons in the store at all times.
- How to control and monitor traffic flow of consumers while on the premises
  - While shopping the aisles

- While standing in lines
- How to control and monitor social distancing between customers and employees during all in-person interactions.
  - During check out
  - At customer service counters
  - When operating online shopping programs
- How to keep distancing between vendors and consumers, vendors and employees.
- Keeping six feet between consumers at any time while on the premises (while standing in checkout lines, moving through high-volume areas in store, lines to enter and exit the premises, etc.)
- When not possible to stay six feet apart, alternative options that offer similar protections such as plexiglass, partitions, etc.

### **Recommended Practices for Implementing Social Distancing**

- Limit and monitor numbers of customers in store and in checkout lines. Consider limiting entrance of customers so that the store does not become crowded.
- Providing store maps for customers.
- Place signage in store to remind customers to practice social distancing and remain six feet apart, the length of two shopping carts.
- Provide specific hours for stocking.
- Close aisles during stocking for vendors or employees.
- Designate waiting points using floor markers, cones, or signage to show six-foot distance, especially at check stands and high-volume areas, such as the service deli and meat/seafood areas.
- Ask customers not to advance to the next marker until the customer in front of them advances.
- Ask customers not to unload their groceries onto the check stand until the customer in front of them has finished collecting their groceries.
- Install temporary plexiglass barriers between cashiers and customers.
- Suspend food sampling/demonstration programs.
- Establish alternating days or extra shifts that reduce the total number of employees in the store at a given time.
- Stagger breaks and lunch hours to reduce the number of employees in the break room.

### **Legal References**

Executive Order No. 20-12

[https://www.oregon.gov/gov/Documents/executive\\_orders/eo\\_20-12.pdf](https://www.oregon.gov/gov/Documents/executive_orders/eo_20-12.pdf)

OAR 333-003-1000 Declared Emergency: Definitions

OAR 333-003-1010 Declared Emergency: Enforcement of Governor's Executive Orders via Civil Penalties

OAR 333-003-1040 Declared Emergency: Designation of Social Distancing Officer