

State Enterprise Workplace Guidance – October 19, 2020

This guidance will be in place through December 31, 2020. We will continue to monitor agency needs and public demand for services and make adjustments to the guidance after December 31, 2020 as necessary.

Telework

State agencies will facilitate telework and work-at-home by employees to the maximum extent possible. When telework options are not possible, physical distancing of at least six (6) feet between people must be maintained to the maximum extent possible.

State executive branch offices

State agencies offices shall be closed to the public and public services shall be provided by phone and online during regular business hours to the maximum extent possible. To the extent that closure is not feasible, in-person interactions between staff and the public should be by appointment, whenever possible. When public services require in-person interactions, physical distancing requirements must be maintained to the maximum extent possible.

Travel

Non-essential work travel is not allowed. Essential travel is limited to the function of core work.

Face Coverings

For State Employees:

Face coverings (which does not include face shields) are required at all times for employees in state agency office spaces, including hallways, bathrooms, elevators, lobbies, break rooms, and other common spaces, unless employees are at individual work spaces or in meeting rooms where six (6) feet of distance from other people can be consistently maintained. Face coverings are not required while eating or drinking.

- **FACE SHIELD NOTE** – Face coverings do not include face shields. Face shields can be very good at blocking droplets that individuals release, but they are not as effective at limiting the release of aerosols that can go around the shield.

For State Agency Customers:

Face coverings (which does not include face shields) are required for customers of state executive branch offices. Executive Branch offices are prohibited from allowing customers to enter without face coverings, except as follows:

- Face coverings can be briefly removed in situations where identity needs to be confirmed by visual comparison, such as at a DMV office or when interacting with law enforcement. If possible, limit speaking when the face covering is off as speaking generates aerosols and droplets that can contain viruses.
- Face coverings are not required while eating or drinking.
- Children under the age of two (2) are not required to wear a face covering.

Executive Branch Offices are encouraged to provide alternatives for individuals who cannot wear face coverings for medical reasons.

Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering can request an accommodation from the Agency to enable full and equal access to services provided at state executive office buildings. Agencies need to provide accommodations for employees, contractors, customers and visitors if such accommodations are required by:

- State and federal disabilities laws, if applicable, including the Americans with Disabilities Act (ADA) which protects people with disabilities from discrimination in employment and requires employers to engage in the interactive process for accommodations.
- State or federal labor laws.
- State and federal public accommodations laws that provide all persons with full and equal access to services, transportation and facilities open to the public.
- OHA public health guidance if applicable.

Link to statewide face covering guidance.

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

Plexiglas barriers and Signage

Agencies are strongly encouraged to install Plexiglas barriers at reception, retail or other public-facing desks. Agencies need to post signs with the face covering requirements noted.

Link to the signage.

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2728.pdf>

Link to DAS Re-opening Building Guidelines

<https://www.oregon.gov/das/facilities/documents/building-reopening-guidelines.pdf>