

Recommendations for Work Place Reopening

The following represents best practices for safe building operations and are predicated upon consistent administrative controls and safe work practices within your agency. The recommendations are advisory in nature, informational in content, and are intended to assist your agency in providing a safe and healthful workplace.

Also, please note that DAS has suspended [Policy 107-011-100 Space Utilization](#) until further notice.

Entrances, Lobbies and Elevators

- Should the local jurisdiction allow, consider minimizing open entrances to help regulate the number of people entering the property at one time and to discourage congregation in elevator bank(s).
- For larger lobbies or narrow walk ways, consider implementing a clockwise or counterclockwise traffic flow to ensure occupants do not pass one another and keep their distance.
- Install signage, directional arrows on floors or barriers (e.g. Plexiglas, plastic, crowd control barriers, etc.) to advise occupants of the pattern.
- Security officer(s) or building reception should be trained to politely and firmly encourage tenants to maintain six feet of social distance. Be clear as to protocol around dissent.
- Post signs promoting physical distancing per CDC guidelines at building entrances, lobbies, elevators, security desk, loading docks, and amenity centers.
- Within elevators, also consider floor markings indicating where tenants should stand.
 - Hand sanitizing stations should be placed in elevator banks along with signs encouraging hand sanitization prior to touching elevator call pads and proper coughing etiquette.
 - Signage should include how many people the agency has determined can be in one elevator at a time. Alternatively, if cloth face coverings are used by **all riders** of an elevator, six-foot separation would not be required.

Amenity Spaces

- Adhere to local and OHA guidance regarding the use of amenities such as gyms, lounges, break rooms, etc.. If guidance requires closure of these amenities, yet that is not possible, establish policies and protocols for physical distancing and hand sanitation for any areas that remain open.
- Consider removing or relocating chairs to maintain six foot spacing in conference areas. **If you are in a DAS building, we have calculated physically distanced occupancies for all conference and break rooms.** Please contact us at resinfo@oregon.gov for those for your agency.
- Ensure that conference rooms are stocked with an [EPA-approved disinfectant](#) and hand sanitizer and that there is time allotted for appropriate cleaning and ventilation between uses. All occupants are to adequately wipe down the area after use. Please post signage instructing those who use the space to wipe it down after their meeting.
- Practice a clockwise or counter clockwise flow in all amenity spaces and conference rooms.

- Develop your own policies and protocols internally around shared office space such as phone rooms, collaboration space and shared workstations consistent with social distancing and hand sanitization guidelines.
- Establish increased common area/amenity cleaning protocol with specific instructions, if you haven't done so already.

Ventilation

- **If you are in a private-sector leased space:** Check with your Landlord or property management firm around HVAC and ventilation systems, protocols and functionality servicing your space and/or building. The following is reopening CDC guidance for building owners and may provide you context for that conversation:
 - Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in [ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems](#).
 - Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety, security or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
 - Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as [mold growth](#), [rodents or pests](#) or [issues with stagnant water systems](#) and take appropriate remedial actions.
- **If you are in a DAS-owned building:** DAS is following ASHRAE and CDC guidelines regarding HVAC throughout its portfolio. A secondary filter system ("MERV 13") has been installed where applicable per ASHRAE recommendations. Fresh Air exchanges meet and or exceed requirements per current standards. DAS has worked and will continue to work with DAS Risk Management, a SAIF Corporation Industrial Hygienist, as well as mechanical engineers to ensure the most safe and healthful workplace possible.

Cleaning

- Ensure common areas, entry points to the property, elevator lobbies, elevators and common corridor restrooms are frequently cleaned and disinfected.
- Pay particular attention to door handles/knobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.
- Ensure that the cleaning service and its staff are following the latest CDC guidelines for proper cleaning and maintenance of workspaces. DAS building protocols adhere to the same.
- **If you are in a private-sector leased space,** review and prepare plans for landlord approval regarding changes to cleaning scope or any additional services in response to COVID-19 protection. Please reach out to DAS Real Estate Services if you would like assistance communicating with your landlord.
- **If you are in a DAS owned building,** our custodial staff are continuing with the increased disinfecting protocols established during the pandemic.
- Post CDC signs encouraging handwashing in all restrooms.

Office Environment

- All employees are responsible for maintaining necessary physical distancing when interacting with fellow employees, other tenants, guests and contractors.
- Consider staggering work and seating assignments for employees to ensure minimum work distances are adhered to by staff.
- Limit in-person meetings.
- Consider Plexiglas barriers at reception, retail or other public-facing desks and/or between low or no-walled work stations.
- If Herman Miller/Haworth panels or something similar exist then:
 - There should be 12 inches of space between the top of the employee's head to the top of the panel.
 - If not, then either:
 - Add additional height to the panel or add a Plexiglas barrier to gain the 12 inch space.
 - Or stagger employees to maintain the 6 foot distance in spacing.
- Clean and disinfect all shared equipment, printers, tools, radios, IT equipment, vehicles and all spaces before and after use. Ensure that disinfecting supplies are available in each area.
- Remove all communal food trays, plates, platters and shared candy dishes. All potlucks and community food events should be postponed until a future date.
- Encourage employees to practice the following preventive measures:
 - Wash your hands often and well.
 - Avoid touching your face, nose, or mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Continue to clean and disinfect surfaces that are frequently touched.
 - Stay at home and away from others if you are feeling ill.

Additional Resources:

Oregon Health Authority (OHA) COVID-19 Updates: <https://govstatus.egov.com/OR-OHA-COVID-19>

CDC Guidance to Businesses <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

SAIF Keeping Workplaces Safe and Healthy During the Pandemic
<https://www.saif.com/employer-guide/coronavirus-and-workers-compensation/keeping-workplaces-safe-and-healthy-during-the-pandemic.html>

OSHA's Guidance for Preparing the Work Place
<https://www.osha.gov/Publications/OSHA3990.pdf>

IF YOU NEED...

Signage:

You may order signs from the vendor of your choice in accordance with procurement rules, Oregon Corrections Enterprises (<https://oce.oregon.gov/>) or DAS Publishing and Distribution (<https://print.oregon.gov/>). For DAS P&D, you do need to create an account to view their options.

Cleaning Products:

You may order CDC-approved cleaning products through statewide price agreements:

1. Coastwide Laboratories PA #3401
2. Home Depot USA PA #9275
3. Waxie Sanitary Supply PA #3402

Contact Keri Ashford, DAS Procurement Contract Administrator for the price agreements listed directly above, 971-349-2399 or keri.a.ashford@oregon.gov, in the event there is a contract question.

1. Lowes PA#6490
2. Grainger PA#8496
3. Fastenal PA#8497
4. MSC PA#8499
5. Noble PA#8504
6. North Coast PA#8498
7. Waxie PA#8506
8. Staples PA#8502
9. Veritiv PA#8500

Contact Shirley Smith, DAS Procurement Contract Administrator for the price agreements listed directly above, 971-718-7428, shirley.smith@oregon.gov, in the event there is a contract question.

Plexiglas Barriers:

Plexiglas barriers are available through the following price agreements:

1. Lowes PA#6490
2. Grainger PA#8496
3. Fastenal PA#8497
4. MSC PA#8499
5. Noble PA#8504
6. North Coast PA#8498

Contact Shirley Smith, DAS Procurement Contract Administrator for the price agreements listed directly above, 971-718-7428, shirley.smith@oregon.gov, in the event there is a contract question.

1. Herman Miller PA #8278

2. Steelcase, Inc. PA #9469
3. The HON Company PA #9268

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Herman Miller, Steelcase, Inc. and The HON Company have launched a number of workplace solutions, including "screens" that retrofit to tables, desks and workstations designed to combat the spread of COVID-19. Additionally, they have solutions for adding height to cubicles.

Motion Industries is an additional resource to help with quotes and specifications:

Motion Industries, Inc.

2375 MCGILCHRIST STREET SE, SUITE 120 | SALEM, OR 97302

Office: 503-585-7411 | Fax: 503-581-4894

Jp.Koenig@motion-ind.com | www.motionindustries.com

Please reach out with questions, comments or concerns:

Private-sector Leased Space: RES.INFO@OREGON.GOV

DAS Space or Building: FACILITIES.HELPDESK@OREGON.GOV