

COVID-19 Infection Control Plan

Oregon OSHA's temporary rule for COVID-19 (OAR 437-001-0744) requires all employers to perform an exposure risk assessment, then develop and implement an infection control plan using information gathered during the risk assessment). The purpose of this plan is to help employers eliminate or otherwise minimize worker exposure to COVID-19.

This plan does not include the additional plan elements required for exceptional risk workplaces.

R&R Fun Pub Restaurant

Date: 11/23/2020

All job assignments or worker tasks requiring the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

Employees are generally not required to use PPE to minimize their exposure to COVID-19. Employees must continue to follow our general PPE requirements when using chemicals to clean or sanitize surfaces (such as counters or tables) and certain equipment (e.g. commercial meat slicer).

N-95 respirators are available for employees upon request under the "voluntary use" provisions of Oregon OSHA's respiratory protection standard (29 CFR 1910.134).

The procedures we will use to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

Our company has adopted a "first-in first-out" inventory control system so that there are a minimum of 5 cloth face coverings and at least one face shield available each day for staff who may forget their facial coverings at home or to provide to patrons who arrive without a proper form of source control. In addition to extra facial coverings, our company has stockpiled additional nitrile gloves and N-95 respirators for those employees who wish to use them voluntarily. However, as specified above, based on their job duties and work environment, our workers are not required to use PPE to reduce COVID-19 exposure.

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The specific hazard control measures that we installed, implemented, or developed to minimize employee exposure to COVID-19, listed and described.

Engineering controls

- The building ventilation system was assessed on November 24, by *XYZ Heating and Air*, and set to optimize the amount of fresh outside air circulated through the system.
- Sneeze guards, plexiglass shields, or curtains have been installed at the reception counter, digital kiosks, front desk lobby, take-out food delivery counter, and the employee break room to reduce the spread of respiratory droplets.

Administrative controls

- Bar seating has been discontinued until further notice.
- The number of dining tables has been reduced to provide for more physical distancing.
- Monday and Tuesday nights are designated as “Take-Out Only” nights with no dine-in services.
- Foot traffic control stickers have been added to the floors in the dining area, bathroom, employee breakroom, and kitchen to facilitate physical distancing.

Work Practices

- Facial coverings are required by all individuals in accordance with the Oregon Health Authority (OHA) statewide mask guidance.
- Employees must maintain proper physical distancing during all work activities. However, certain activities may require multiple employees to briefly be within 6-feet of each other such as during team lifting activities (e.g. heavy deliveries such as beer kegs and food pallets). In such cases, the frequency and duration of those activities where employees must be within 6-feet of any other individual is minimized to the extent feasible.
- All Hostesses/Host will greet every party (only by appointment) at the Party line at a distance of at least six feet.
- Signs have been placed at every entrance to require patrons to use masks before they are seated or when they are away from their table;
- Signs will be placed in or near the restrooms to remind everyone to wash their hands before leaving the restroom.
- When orders are called in and prepared for take out use the trolley cart for curbside pickup.
- When handling money or credit cards, the cashier must wash or sanitize their hands after every transaction or use available nitrile gloves. Hand sanitizer is provided at the cashier stand.
- A plexiglass barrier has been placed between the “cashier” and patron at the hostess/host check-in area.

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- When bussing tables, the busser places dishes, utensils, and etc. in the tub, washes and then disinfects the table with an EPA approved COVID-19 disinfectant, and allows the table time to dry. The busser takes the tub of dirty dishes to the dishwashing area. The busser also disinfects all high-touch surfaces/common areas such as door knobs, rails, counter surfaces in public areas, restrooms, floors, coffee pot handles, case handles, chair backs and seats, when not engaged in other assigned duties.

Worker Screening/Notification

Before Employee Arrival

Every employee must fill out the provided screening form. Should an employee answer “yes” to any question on the form, the employee must immediately contact their shift supervisor or a member of the management team. Management will inform the employee of their options and how to proceed.

During Employee Work

Should any employee show symptoms of COVID-19 or feel sick, they must immediately contact their shift supervisor and/or member of the management team. The employee will then be directed to isolate at home, unless directed otherwise by the local public health office and/or employee’s medical provider.

The employee will be instructed to call their health care provider for further instructions and recommendations. All affected employees will be notified via the company’s COVID-19 notification system, which is based on Oregon OSHA’s model notification system.

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Description of our COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where source control is required.

This facility will adhere to current OHA statewide mask guidance. Specifically, facial coverings will be worn by all individuals when indoors, unless the individual is working alone in a private, individual workspace as defined by OHA. For reference, a copy of OHA's statewide mask guidance has been included as an appendix to this plan. Employees are encouraged to speak with their shift supervisor or manager whenever they have questions regarding these facial covering requirements.

"Mask required," signs developed by the OHA will be posted at all public entrances to the establishment, in addition to front lobby, restrooms, lounge area, and the employee break room.

We have elected to designate at least one staff member to serve as a physical distancing monitor in order to assist patrons and other individuals with complying with the facial covering requirements and to help keep different parties separated by at least 6-feet. Staff members assigned this responsibility will work with management to clarify their responsibilities and expectations with this role.

The procedures we will use to communicate with our employees and, other employers in multi-employer worksites, regarding an employee's exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.

Our company has adopted Oregon OSHA's model notification procedure to communicate with staff members who may have had a work-related exposure to someone with COVID-19 or if they worked in a similar area as the exposed employee(s). This notification to employees will be provided to the *exposed* employee(s) and *affected* employee(s) within 24-hour of management being made aware that an individual with COVID-19 was present in the workplace while infectious.

This notification will be provided in written form (such as text messages or email) to the involved employees by a member of management.

This is not a multi-employer worksite.

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The procedures we will use to provide our workers with the initial employee information and training required by OAR 437-001-0744.

“All-staff” training will be provided using teleconferencing on December 15, 2020. Employees who are unavailable to attend this company-wide training will need to speak with their shift manager to make arrangements to “make-up” the missed training prior to returning to work. This make up training must be completed before December 20.

Company management will maintain an attendance roster to verify that all employees attended and completed the required COVID-19 training. A copy of the training materials will be made available upon request to any employee.

example



Effective Date: November 18, 2020

Statewide Freeze Guidance – Masks, Face Coverings, Face Shields

This guidance is specific to requirements for wearing masks, face coverings or face shields.

Authority: Executive Order No. 20-65, ORS 431A.010, ORS 433.441, ORS 433.443.

To the extent Oregon OSHA has adopted rules governing workplaces that contain requirements for masks, face coverings or face shields, and those rules are more stringent than this guidance, workplaces must comply with [Oregon OSHA rules](#) instead of this guidance.

Applicability: This guidance applies statewide to all individuals, except as described below.

This guidance DOES NOT apply to:

- Child care
- K-12 schools
- Areas within workplaces where employees live together for periods of time, such as fire-stations.
- Licensed health care facilities
- Health care offices
- Shelters and transitional housing
- Adult jails and correctional facilities
- Youth detention and correctional facilities
- Private residences
- Any other sector that has more specific guidance issued by the Oregon Health Authority or another state agency that contains requirements and recommendations on masks, face coverings and face shields.

Definitions. For purposes of this guidance the following definitions apply:

- “Business” means an individual, organization or entity engaged in commercial, industrial, or professional activities.
- “Common or shared space” means an area where individuals may interact such as a restroom, breakroom, hallway, elevator, lobby, classroom, large room with cubicles, meeting rooms, conference rooms and any area open to the public.

- “Face covering” means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face.
 - The following **are not** face coverings because they allow droplets to be released: a covering that incorporates a valve that is designed to facilitate easy exhalation, mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or material, or vents.
- “Face shield” means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
- “Indoor spaces open to the public” means indoor spaces, whether publicly owned or privately owned, where the public has access by right or invitation, express or implied, whether by payment of money or not, and include but are not limited to building lobbies, shared or common spaces, classrooms, elevators, bathrooms and buildings or spaces where people may gather for social, civic, cultural or religious purposes.
- “Licensed health care facility” means any facility licensed by OHA or ODHS under ORS 441.
- “Mask” means a medical grade mask.
- “Outdoor spaces open to the public” means outdoor spaces, whether publicly owned or privately owned, where the public has access by right or invitation, express or implied, whether by payment of money or not, and include but are not limited to shared or common spaces, outdoor sports fields, parks, rooftop terraces, sidewalks or spaces where people may gather for social, civic, cultural or religious purposes.
- “Private individual workspace” means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.
- “Public and private workplaces” means indoor or outdoor places where people work, including but not limited to businesses, banks, food processing plants, manufacturing facilities, construction sites, warehouses and farms.
- Ride sharing services.

Enforcement: To the extent this guidance requires compliance with certain provisions, it is enforceable as specified in Executive Order No. 20-65, paragraph 11.

Oregon Health Authority Public Health Recommendations

- In general, it is recommended that people wear a mask or face covering, with or without a face shield, whenever they are within six (6) feet of people who do not live in the same household.
- ***It is not*** recommended that individuals wear a face shield instead of a mask or face covering. 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.

- When possible, use technology that can help maintain a low risk of virus transmission:
 - Using a microphone while wearing a mask or face covering will amplify your voice while speaking to an audience, allowing more distance between the speaker and the audience, and
 - Videoconferencing allows a person to speak to a remote audience and minimizes the need for people to be in the same room with a speaker.
- Use of a face shield alone should only be done on very limited basis. Wearing a face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering. It is recommended that wearing a face shield alone be limited to situations when wearing a mask or face covering is not feasible, such as:
 - When a person has a medical condition that prevents them from wearing a mask or face covering.
 - When people need to see mouth and tongue motions in order to communicate (e.g., for communicating with children in certain developmental stages or people hard of hearing).
 - When an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible. In this situation it is important to consider:
 - » Ways to lower risk to the audience including all audience members wearing masks or face coverings.
 - » Having enhanced building ventilation (see [CDC's guidance on ventilation and filtration, Ready Schools, Safe Learners – section 2j](#), and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).
- It is strongly recommended that masks, face coverings and face shields be worn **at all times** when around individuals outside of your household, including inside private residences.

Statewide, masks, face coverings or face shields are required to be worn by all individuals at all times unless the individual:

- Is at their own residence.
- Is in their own personal vehicle.
- Is under five (5) years of age.
- Is eating or drinking.
- Is engaged in an activity that makes wearing a mask, face covering or face shield not feasible, such as when taking a shower.
- Is sleeping.
- Is in a private, individual workspace.
- Must remove the mask, face coverings or face shield briefly because the individual's identity needs to be confirmed by visual comparison, such as at a bank or if interacting with law enforcement. If possible, individuals should limit speaking while the mask, face

covering or face shield is off as speaking generates aerosols and droplets that can contain viruses.

Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a mask, face covering or face shield can request an accommodation from a business, person responsible for an indoor or outdoor space open to the public, public or private workplace, private career school or public or private university to enable full and equal access to services, transportation and facilities open to the public.

All employers are required to:

- Provide masks, face coverings or face shields for employees.
- Provide for accommodations for employees, contractors, volunteers, students, 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.
- Post clear [signs](#) about the mask, face covering, face shield requirements.

Private career schools and public and private colleges and universities are required to:

- Provide masks, face coverings or face shields for students who do not have one.

Persons responsible for businesses, indoor or outdoor spaces open to the public, public and private workplaces, private career schools and public and private colleges and universities should, but are not required to:

- Provide, at no cost, face coverings for customers and visitors who do not have one.
- [Post signs](#) about the mask, face covering or face shield requirement in languages that are commonly spoken by customers, visitors and students.
- Educate employees and contractors:
 - On how to safely work and communicate with people who cannot wear masks, face coverings or face shields.
 - That they may need to replace a mask or face covering with a transparent cover such as a face shield while communicating with an individual who needs to read lips or see facial expressions to communicate.

For children younger than 12 years:

- It is not recommended that children under the age of two (2) wear a mask, face covering or face shield. Therefore, children under the age of two (2) are not required to wear a mask, face covering or face shield.

- It is strongly recommended that children between two (2) and five (5) years of age, wear a mask, face covering or face shield at all times in all spaces to which this guidance applies, particularly in places where it is likely that physical distancing of at least six (6) feet from other individuals outside their household unit cannot be maintained, and where vulnerable people may go.
- Because children between the ages of two (2) and 12 years of age can have challenges wearing a mask, face covering or face shield properly (e.g., excessively touching the face covering, not changing the face covering if visibly soiled, risk of strangulation or suffocation, etc.) it is recommended that when masks, face coverings or face shields are worn by this age group, that they be worn with the assistance and close supervision of an adult. Masks, face coverings or face shields should never be worn by children when sleeping.
- There may be mask, face covering and face shield requirements and recommendations that apply to other sectors applicable to children. Refer to other [sector guidance](#), including child care, schools and youth programs.

Additional Resources

- [OHA Mask and Face Covering Accommodations Sign](#)
- [OHA General Guidance for Employers](#)
- [OHA Sector-specific Guidance](#)
- [Oregon OSHA COVID-19 Workplace Advisory Memo](#)
- [OHA Mask, Face Covering, Face Shield Guidance for Health Care Offices](#)
- [ADA and Face Mask Policies – Disability Issues Brief](#)
- [Early Learning Division COVID-19 Resources](#)
- [Higher Education Coordinating Commission COVID-19 Resources](#)
- [Oregon Department of Education Resources](#)
- [OHA Shelter Guidance](#)
- [Oregon Youth Authority Resources](#)
- [Oregon Department of Corrections Resources](#)
- [OHA Mask and Face Covering webpage](#)

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsosha.state.or.us.