

MEMO TO: Jim, Whitney & Board of Commissioners
RE: CoVid19 Safe Office Practices
DATE: June 16, 2020

Please read and observe the guidelines below while in the ORWD office/Community Center Building for the foreseeable future.

The district will be changing out the locks on doors throughout the building, to secure the office.

We have announced a cutback to the number of community activities allowed to use the meeting room.

All of us must actively limit those allowed in the office at any one time to 3 persons in order to socially distance. Whenever possible, stagger use of the office to avoid unnecessary contact with others. Most business can be conducted via phone/text/email/office computer, so no one should be in the office unless required to be there to perform work.

Unless you are in the building by yourself, all persons MUST wear a mask and observe socially distancing. All persons in the building must observe hand cleaning and surface cleaning rules.

ORWD has provided masks, gloves and cleaning supplies for use in the office and bathroom. Employees have each been provided with their own supply of hand sanitizer in addition to the supply for general use.

Please, when you enter the office to work, ***be responsible for your own health and the health of others*** by using the protective items and cleaning materials provided to clean surfaces with which you expect to come in contact. If you are not feeling well or think you may have been exposed, STAY HOME.

Your chair and all work station surfaces should be cleaned before you use them. Computer, calculator, printer & phone keyboards can be wiped with the bleach wipes as long as the wipe does not drip into the electronics (squeeze out excess solution first).

Do not assume that someone else has cleaned where you will be touching/working, including the bathroom.

Do not assume that the community center meeting room has been cleaned if you must use it.

Thank you for keeping us all safer.

Thank you, The Board

Staying safe as Oregon Reopens



Stay home if you are sick. If you develop symptoms while in public, return home and self-isolate immediately. Contact your health care provider if you need medical attention.



People who are at risk for severe complications (over age 65 or have underlying medical conditions) should stay home even if you feel well.



Practice good hand hygiene with frequent handwashing for at least 20 seconds or use hand sanitizer (60-95% alcohol content).



Cover coughs/sneezes with elbow or tissue and **avoid touching your face.**



Practice physical distancing of at least 6 feet between you and people who you do not live with.



Use cloth, paper or disposable face coverings in public.



Stay close to home. Avoid overnight trips and other non-essential travel, including recreational day trips to destinations outside the community where you live.

For more information visit healthoregon.org/coronavirus or call 211

Oregon
Health
Authority