

# WorkSource Oregon Reopening Plan

## Local & State Signature Approval Page

### Local Area Review and Approval

1. Safety Committee Final Review Date of Review: 01/06/2021

2. Local Leadership Team Final Review Date of Review: 01/06/2021

✓ All LLT members had a reasonable amount of time to review and provide final draft feedback.

✓ All Center Leadership team members were actively engaged in the draft of your plan.

✓ All co-located partners had the opportunity to participate in the development of your plan. .

3. One-Stop Operator (OSO) Final Review Date of Review: 02/09/2021

4. Local Board Executive Director Review Date of Review: 02/09/2021

*The local area's One-Stop Operator and Workforce Board Executive Director must provide signatures of plan approval to move to state-level review and approval.*

One-Stop Operator: ----- Date: -----

Local Board Director ~~Kim Parker-Elerenas~~  Date: Feb 9, 2021

### State-level Review and Approval

1. Workforce System Executive Leadership Team (WSET) Final Review & Approval

WSET Signature: ----- Date: -----

Agency - Entity	Approved	Agency - Entity	Approved
HECC – Office of Workforce Investments		OR Employment Dept.	
Workforce Talent Development Board		OR Workforce Partnership	
OR Commission for the Blind		DHS- Vocational Rehab	

## **Comments (Local Leadership Team's to Plan Reviewer/Approver)**

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*Please include any additional comments or information (not already included in your plan) you would like plan reviewers/approvers to consider here.*

Workforce Area:

Submitted By:

Contact Information:

## **Recommendations (Plan Reviewer/Approver to Local Leadership Team's)**

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*Please include feedback or recommendations for plan revisions that must occur prior to full plan approval here.*

Submitted By:

Contact Information:

## OPERATIONAL PLAN FOR REOPENING

Under the Workforce System Executive Team (WSET) guidance, each workforce region has been directed to submit a plan in order to provide on-site services. Local Workforce Boards must work with the Local leadership teams to ensure service delivery is conducted in a safe and standardized manner. Further, to ensure all co-located partners are involved with the process, the WSET requires a five (5) business day preparation period from the time the plan is in place and approved by our local leadership team, OSO, and Willamette Workforce Partnership. To ensure all co-located partners are prepared to safely re-open, **WSET requires a five (5) business day waiting period from approval of the plan to starting in-person services.** This will allow adequate time to ensure all partners received clear communication and are prepared. Please use this form to document a WorkSource center's plan to offer in-person services.

Please fill out information:

WorkSource Center:	Salem WorkSource
Key Contact Person for this Plan	Ami Maceira
Phone Number of this Person	971-275-9955
Email Address of this Person	<a href="mailto:Amaceira@willwp.org">Amaceira@willwp.org</a>
Local public health office(s) or officers(s)	Marion County Public Health
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Staff Lead who will be on a rotating basis. See plan for more information.
Intended Effective Dates for this Plan	February 2021
Average Number of staff in-person for this center	N/A
Maximum # of individuals allowed on-site	6-8 for the McKenzie area

List the members of the planning and execution team for this document. Please include name and agency.

**Planning Workgroup Facilitators:** Kari Penca: One Stop Operator, OMEP, Kendall Lenhares: One Stop Operator, OMEP, Ami Maceira: Willamette Workforce Partnership

**Planning Workgroup Members:** Joel Thomas: I.S. Living, Madisyn Coniglio: DeMuniz Resource Center, Beto Reyes: MV Advancements, Kris Rasmussen: South Coast Business and Employment Corp., Adam Mennig: Chemeketa Community College, Dale Moffett: Oregon Employment Department (*member of the Salem Safety Committee*), Marine Vion: Oregon Employment Department, Briana Morian: Oregon Employment Department (*member of the Salem Safety Committee*), Janet Scott: Department of Human Services, Kristina Thelin: Easter Seals, Amy Ringering: Easter Seals, Kaitlin Ferry: Job Corps, Veronica Rosas: Willamette Workforce Partnership.

**Leadership Review Members:** Kim Parker-Llerenas: Willamette Workforce Partnership, Tom Erhardt: Oregon Employment Department, Lori Bush: Oregon Employment Department, Jim Robertson: Oregon Employment Department, Dawn Meyers: Department of Human Services, Stacy Lake: Department of Human Services, Chris Kato: Chemeketa Community College, Leslie Hammond: Linn-Benton Community College, Rhonda Meidinger: Vocational Rehabilitation, Martha Dodsworth: Vocational Rehabilitation.

**Labor Member Review:** James Corey Freeman, Oregon Employment Department

1. Indicate which staffing process will be implemented

Select one:

- All staff in-person (all agencies)
- Partial staff in-person, partial work from home (all agencies)
- A mixture between all staff in-person for one agency, work from home/in-person for another, etc. (if so, please describe in reopening plan)

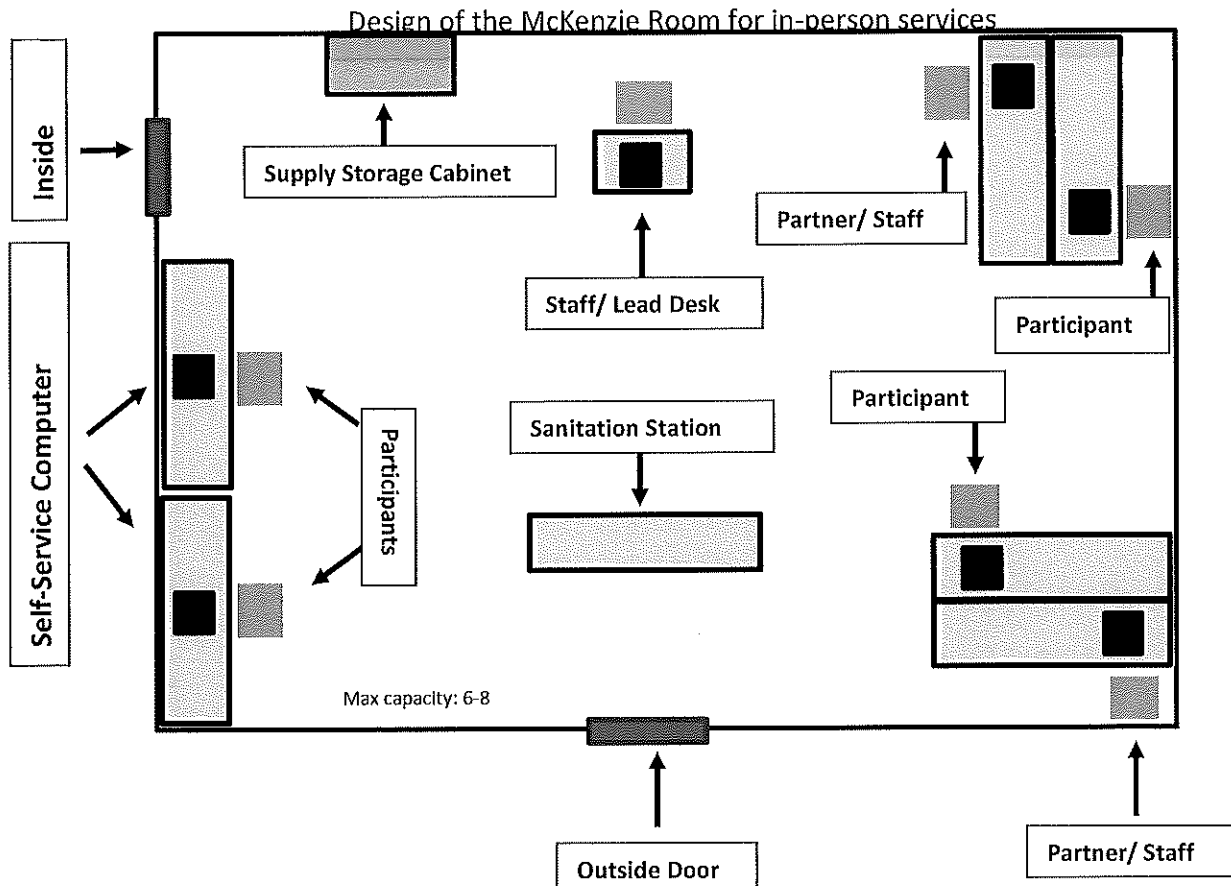
2. Indicate which re-opening model will be implemented

Select One:

- Full center Opening
- Partial Center Opening
- Specific WSO partner area opening

Describe your re-opening plan. Please include anticipated timeline for implementation of in-person services. All attachments should be included at the end of this form.

WorkSource Salem was the only center within the WorkSource Willamette region to identify a customer demand for in-person services. As part of the original discussions of offering in-person services, the WorkSource Salem leadership team determined that only a portion of the WorkSource center (known as the McKenzie Room) will be utilized for by appointment only, in-person services. Appointments will no longer than 2 hours but most ranging from 45-60 minutes. For items that require in-person services but limited staff-time, such as signing papers or distributing support services payments, WSO will provide a drop-off method using the front or back door of the Salem WorkSource center. The following information and processes for operating in-person services are for the McKenzie room of the WorkSource Salem center.



## ESSENTIAL REQUIREMENTS FOR IN-PERSON SERVICES

*This section must be completed by any WorkSource providing in-person services within a designated WorkSource center.*



### WSC Reopening Plan

#### METRICS IDENTIFIED IN THE WSC REOPENING PLAN

- The LLT has identified processes and/or procedures outlined in the WSC Reopening plan.



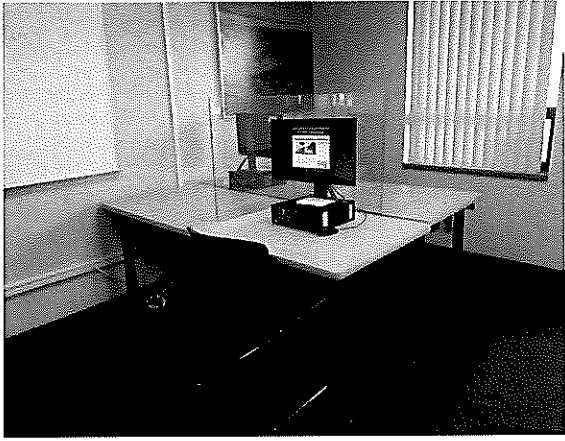
### 1. SAFETY CONSIDERATIONS

#### General Safety Concerns

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Implement measures to limit the spread of COVID-19 within the WSO. Incorporate measures into Safety Committee.</li> <li><input checked="" type="checkbox"/> Plan includes response to temporary closures found <a href="#">here</a></li> <li><input checked="" type="checkbox"/> Communication plan to ensure all WSO staff understand the signs, symptoms, and transmission of COVID-19 prior to returning to work.</li> <li><input checked="" type="checkbox"/> Designate a person at each WSO to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from the State.</li> <li><input checked="" type="checkbox"/> Includes contact information for OSHA to provide support and resources.</li> <li><input checked="" type="checkbox"/> Process and procedures established to train all staff on how service delivery is conducted. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.</li> <li><input checked="" type="checkbox"/> Plan includes a way to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among job seekers or staff.</li> <li><input checked="" type="checkbox"/> Plan includes cooperation with the LPHA recommendations.</li> <li><input checked="" type="checkbox"/> Plan includes screening for job seekers and staff for symptoms.</li> <li><input checked="" type="checkbox"/> Plan includes a process to isolate any ill or exposed persons from physical contact with others.</li> <li><input checked="" type="checkbox"/> Plan for communicating potential COVID-19 cases to the job seekers, all WSO staff, community and other stakeholders.</li> <li><input checked="" type="checkbox"/> Create a system for maintaining daily logs for the purposes of contact tracing. Verify document is in standards with PII.</li> <li><input checked="" type="checkbox"/> Plan to respond to potential outbreaks. This includes cleaning, decontamination, communication, and work from home plan (if applicable).</li> </ul>	<p>The plan implementation will be under OHA Guidance and in collaboration with staff members, Salem Local Operations Team (LOT), and Strategic Leadership Team (SLT). The McKenzie Room will be monitored by an assigned staff person acting as a lead for the day who will implement and enforce physical distance requirements, face coverings, monitor sanitation stations, etc.</p> <p>Face coverings are required by visitors and staff. If visitors have a health exemption, they must receive virtual and phone services only. Any job seeker who visits for an in-person appointment will be recorded using Google Sheets, WOMIS, and I-Trac. Through this method, job seeker information can remain confidential while WSO staff can still manage visitor logs and contact information in case of an exposure or risk at the center. This information can also be used to coordinate efforts with the LPHA. In the event of a confirmed COVID-19 exposure, each partner agency will be responsible for sharing this information to members of the leadership team.</p> <p><b>Attachment A: COVID-19 Exposure Protocol</b> explains possible staff exposure information protocols. Information sharing about COVID-19 exposure of staff will be in the most confidential manner. No staff or job seeker names will be used.</p> <p>Job seekers will be screened prior to arrival to prevent exposed persons from physical contact with others. <b>Attachment B: Visitor Health Self Checklist</b> will be used to screen job seekers before entering the McKenzie Room.</p> <p>Communication about COVID-19 signs and symptoms, physical distancing, and potential contamination warnings will be posted throughout the McKenzie room, the hallway leading to the room, the outside door, and via phone or email to our job seekers. <b>Attachment C: Signage</b> will be used throughout the WorkSource Center. In addition, WorkSource center staff will</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
	<p>be asked to complete an iLearn - OED - Safety/Risk - COVID-19: What You Need to Know and Employment Department Precautions.</p> <p>Training on existing and future safety protocols will be communicated with staff as it is available. Communication about scheduled <u>mandated closures</u> and safety occurs within daily virtual stand-up, email, virtual supervisor meetings, virtual Local leadership team meeting, and/or the Safety Committee. If additional evaluation or guidance is needed, WSO staff can receive a virtual consultation: 503-373-7819.</p> <p>Salem Operations Team will invite a safety committee team member(s)/lead to report out at a future virtual meeting and provide a process overview that includes items such as: agendas, current partner participation, frequency of virtual meeting and meeting minute distribution, COVID-19 specific topics and what issues/gaps they are currently working on. This will ensure continuous improvement for safety and service delivery will occur.</p>

**PHYSICAL DISTANCING**

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Establish room capacity. Calculate only with usable space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings (if applicable).</li> <li><input checked="" type="checkbox"/> Process that supports physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible.</li> <li><input checked="" type="checkbox"/> Process to minimize time standing in lines and take steps to ensure that six feet of distance between job seekers is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.</li> <li><input checked="" type="checkbox"/> Schedule for modifications to limit the number of job seekers in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).</li> </ul>	<p>Physical distancing is one of the most effective strategies for helping to reduce the spread of COVID-19. Cubicle seating will be at least 6 feet apart with floor markings representing 6-foot distancing around cubicle entrances, following DAS guidance.</p> <p>Participants meeting with partner staff will be spread out as far as possible and protected by plexiglass barriers. As illustrated in the image of the McKenzie room below.</p>  <p>The maximum capacity of the room is 6-8 people at one time with participants only able to come into the building via a single outside door. The room capacity is managed via Google Sheet and monitored by a designated room lead. Room setup is identified on page 2 of this assessment document. For additional markings and layout please see: <b>Attachment D: McKenzie Layout</b> includes images</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
	of the room layout that supports physical distancing in all daily activities. <b>Attachment E: Service Delivery</b> identifies service delivery activities allowable in the McKenzie Room. This includes limits, identified space where the service delivery will occur, and potential use of technology to assist job seekers safely.

A

**GROUP SETTINGS**

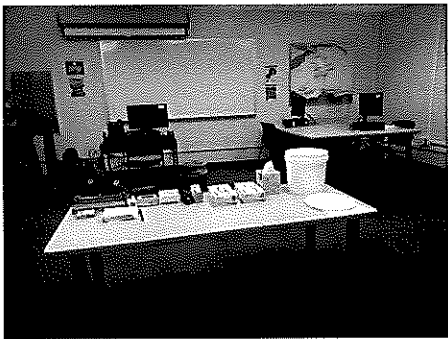
Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<input type="checkbox"/> If offering any group activity, establish a process/procedure around group environment. Groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> <li>The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</li> </ul> <input type="checkbox"/> If a workshop is conducted, cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple job seeker uses, even in the same group. <input type="checkbox"/> Process that ensures clean up and preparation of the room can occur without staff feeling rushed.	<b>No group settings are offered.</b> Only one-on-one appointments and NCRC testing, with limited test takers, will be allowed.

**JOB SEEKER COMMUNICATION**

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<input checked="" type="checkbox"/> Communication process for job seekers before they arrive to explain infection control measures that are being implemented to prevent spread of disease. This includes a process that explains any job seeker must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance. <input type="checkbox"/> Provide all information in languages and formats accessible for the job seekers.	<p>In-person appointments should be made only after all other options are exhausted. This includes verifying that the customer cannot complete the service via phone, smart phone, or computer.</p> <p>WorkSource center staff who make appointments (<u>including self-service</u>) for job seekers will be responsible for that job seeker. This includes ensuring the job seeker is given an appointment, receives a follow-up reminder of the appointment, screened prior to entering, provided instructions about safety protocols and <u>being present with the job seeker in the McKenzie Room</u>. Communication to the job seeker can occur via email, phone, text, or mail. Communication is determined by the job seeker, center staff, and individual partner agency.</p> <p>Please see <b>Attachment B: Visitor Health Self-Checklist</b> <b>Attachment F: Procedures for Customer Appointment.</b></p>

**ENTRY AND SCREENING**

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<input checked="" type="checkbox"/> Process to direct job seekers and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> <li>Primary symptoms of concern: cough, fever (<i>temperature greater than 100.4°F</i>) or chills, shortness of breath, or difficulty breathing.</li> <li>Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with</li> </ul>	<p><b><i>The doors at the McKenzie room will be locked and only opened upon appointment arrivals.</i></b></p> <p>Communication about COVID-19 signs and symptoms are posted around the WorkSource center and McKenzie room. Please see <b>Attachment A: COVID-19 Exposure Protocols.</b></p> <p>Communication about appointments between center staff will occur via Google Sheets and daily virtual stand-up.</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p>COVID-19. More information about COVID-19 symptoms is available from <a href="#">CDC</a>.</p> <ul style="list-style-type: none"> <li>• Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> <li>○ Trouble breathing</li> <li>○ Persistent pain or pressure in the chest</li> <li>○ New confusion or inability to awaken</li> <li>○ Bluish lips or face (lighter skin); greyish lips or face (darker skin)</li> <li>○ Other severe symptoms</li> </ul> </li> </ul> <p><input checked="" type="checkbox"/> Process to communicate appointments or in-person services with other WSO staff to ensure adherence to safety guidelines.</p> <p><input checked="" type="checkbox"/> Process to communicate appointments, workshops, or in-person services with job seekers to ensure adherence to safety guidelines.</p> <p><input checked="" type="checkbox"/> Security or other safety measures are in place so that job seekers and staff can enter the building safely. This includes ensuring any partial openings have accessibility access for jobs seekers and staff.</p> <p><input checked="" type="checkbox"/> Hand hygiene available upon entry for job seekers and staff: Such as hand-washing or use an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p>Communication between center staff and job seeker will occur via phone, email, text, or mail. Similar to job seekers receiving a "Participant Expectations" document, job seekers will also receive <b>Attachment B: Visitor Health Self Checklist</b> prior to their appointment. This checklist must be completed before entering the McKenzie building. For job seekers who forget to complete the checklist, one can be provided and completed before the appointment.</p> <p>If the visitor reports symptoms of Covid-19, they will <u>not be permitted</u> to enter the building. Comment/Narration in iTrac or Imatchskills and any other system that staff are required to report "customer unable to make appointment due to health challenges." Those job seekers can reschedule appointment in 2 weeks.</p> <p>When a job seeker enters the McKenzie room, there will be a sanitation stations (desk seen below) immediately available to the job seeker to sanitize hands upon entry. The sanitation station will include hand sanitizer, tissue, face coverings, sanitation wipes, gloves, garbage bin etc. for both job seeker and staff. As part of the role of the room lead, they will manage and communicate which materials are available or needed. Please see <b>Attachment G: Staff Lead for the McKenzie Room</b> for duties.</p>  <p>Private security personnel are contracted for the Salem center to prevent any disruptions of services. Job seekers will only have access through the "outside door" located in the parking lot of the Salem center. Standing in front of the building or in line by job seekers will be discouraged. Staff members will need to remind their appointments when they are allowed to enter the building. In order to keep WorkSource center staff safe, all WorkSource center staff will enter the McKenzie room through a secure hallway that connects to the larger building. This will be unavailable to the general public.</p>

**COORDINATION OF SERVICES BETWEEN PARTNERS**

Requirements-Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Process that restricts or limits non-essential visitors/volunteers. This includes families of job seekers unless no other option is available.</p> <p><input checked="" type="checkbox"/> Process that ensures all partners can meet with job seekers at the WSO in a fair manner.</p> <p><input checked="" type="checkbox"/> Process that ensures all partners are aware of any exposures, threats, or safety issues that arise at the WSO.</p>	<p>The McKenzie room will be utilized by all partners in the WorkSource center. Managing the coordination of using the room will be through Google sheets and communicated through the Google Sheet and daily standup. Communication of who the daily lead and daily on-site supervisor/manager</p>



Requirements-Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Process that identifies the usage of equipment (especially in sanitized or restricted areas) between partners.</p>	<p>assigned to the McKenzie Room (for the day) will be on the room's whiteboard.</p> <p><b>Appointments made via Google Sheets:</b> All WSO staff will create a Google work account to add, review, and edit appointments. Appointment is defined as &gt;31 minutes to complete a service. Most appointments are limited to 1 hour, however, some 1:1 may take up to 2 hours. Timeslots will include a 15-minute cleaning time. Please visit this <a href="#">link</a> to review a demo calendar.</p> <p>In case of any exposures or other risks, the person assigned as the daily on-site supervisor/manager will be responsible for sharing this information will advise their staff and each Work Center partner's agency supervisor.</p> <p>Equipment in the McKenzie room will be shared by all partners. Single use items, such as pens, will be available to job seekers upon request. Sanitation protocols are identified in the WorkSource Operations section of this assessment.</p>

**FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS**

Requirements-Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following <a href="#">CDC guidelines for Face Coverings</a>. Individuals may remove their face coverings while working alone in private offices.</p> <p><input checked="" type="checkbox"/> Face coverings or face shields for all job seekers. Please see DAS guidance for medical restriction and <a href="#">CDC guidelines for Face Coverings</a>.</p> <p><input checked="" type="checkbox"/> Process for if a job seeker removes a face covering, or demonstrates a need to remove the face covering for a short-period of time:</p> <ul style="list-style-type: none"> <li>o Job seekers should not be left alone or unsupervised;</li> <li>o Designated area or chair should be appropriately distanced from others and of a material that is easily wiped down for disinfection after each use;</li> <li>• Provide additional instructional supports to effectively wear a face covering;</li> <li>• Provide job seekers adequate support to re-engage in safely wearing a face covering.</li> </ul> <p><b>Protections under the ADA</b></p> <p><input checked="" type="checkbox"/> Process for any job seekers who require an accommodation to meet the requirement for face coverings, WSO should create a process that limit the job seekers proximity to others (including staff) to the best extent possible to minimize the possibility of exposure.</p>	<p>Face coverings are required by visitors and staff with face coverings available at the sanitation station for any customers who do not have their own face covering. If visitors bring a child under the age of 5, face coverings will be encouraged but not required. Signage of appropriate face coverings will be displayed in the front of the McKenzie room entrance. If visitors have a health exemption, they must either use a face covering, such as face shield, or receive virtual and phone services only. Job seekers who do not abide by the face covering will be ask to abide by the face covering mandate. If a customer refuses, staff will follow the customer escalation process identified in "job seekers who escalate" section of this assessment.</p>



## 2. WorkSource Operations

### FACILITY FEATURES

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> <b>Equipment:</b> Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</p> <p><input checked="" type="checkbox"/> <b>Transitions/Hallways/Doorways:</b> Process or Procedure that limit transitions to the extent possible that will promote physical distancing and minimize gatherings.</p> <p><input checked="" type="checkbox"/> <b>Personal Property:</b> Establish processes for personal property being brought into the WorkSource Center (e.g., refillable water bottles, headphones/earbuds, cell phones, purses, folders, etc). The process must address how job seekers personal items do not contaminate areas not occupied by the job seeker.</p>	<p>The OED Facilities Office is providing the preferred disinfectant TB-CIDE QUAT to all WSO centers. WSO centers return empty buckets to OED Facilities to be refilled. Local and area OED managers may also order approved cleaning and disinfecting supplies (e.g., Lysol wipes) from Office Depot or Staples. Janitorial service contract is in line with OR-OSHA COVID-19 Temporary Rule 437-001-0744(3)(c)xi. OED will also provide additional cleaning supplies to staff. WSO Salem contracts with a janitorial team who will provide daily cleaning to the center as the end of each business day.</p> <p>Cleaning and disinfecting protocols for WSO center staff, customers, and visitors is identified in the Cleaning section of this assessment.</p> <p>Personal property brought in by job seekers and/or visitors will be asked to be kept near the person and not on the tables or any other area outside the designated job seeker spot. All assigned staff to the McKenzie Room will place personal belongings in locked storage cabinet to avoid potential contamination. No food or drink will be allowed in the McKenzie room. Staff who may need a drink or break can use appropriate spaces outside of the McKenzie room.</p> <p><b>ADA accessibility:</b> The McKenzie room entrance includes a previously inspected ADA ramp for job seekers to utilize. Further, all furniture used in the McKenzie room is repurposed from other areas of the building which have passed previous ADA inspections. See <b>Attachment H</b>. Since the McKenzie room's door will be locked and does not have an automatic door opener, WSO staff will open the door for all job seekers to enter the building.</p>

### ARRIVING AND LEAVING

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Physical distancing, square footage, and cleaning requirements and procedures are identified for job seekers arriving and leaving the premises.</p> <p><input checked="" type="checkbox"/> Create schedule(s) and communicate staggered appointments times that include arrival and/or dismissal times and procedures.</p> <p><input checked="" type="checkbox"/> Identify an entrance where assign staff member(s) can meet, greet, and conduct visual screenings to ensure job seeker is not exhibiting signs of illness.</p> <p><input checked="" type="checkbox"/> Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. If possible,</p> <ul style="list-style-type: none"> <li>• Eliminate shared pen and paper sign-in/sign-out sheets.</li> <li>• Use Job Seeker Ids instead of names</li> </ul>	<p>Physical distancing will be implemented through the room's design. The designated areas for services can be seen in <b>Attachment E: Service Delivery</b>. Floor markings are identified in <b>Attachment C: McKenzie Signage</b>. Scheduling and communication are identified in the Job Seeker Communication section of this assessment.</p> <p><b>Prior to the first appointment of the day:</b> The McKenzie room will be available during the normal hours or operations for the center. The daily setup of the room is designated to the Daily Lead of the McKenzie room. The setup includes checking</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<ul style="list-style-type: none"> <li>Ensure hand sanitizer is available if using an electronic device.</li> </ul> <p>Ensure alcohol-based hand sanitizer (with 60-95% alcohol) dispensers are easily accessible near all entry doors and other high-traffic areas.</p>	<p>sanitation station, resource area, and meeting stations are fully supplied with necessary sanitation and cleaning supplies. The Daily Lead will write the date, name, and contact information of the Daily Lead and supervisor for the day on the room's whiteboard. The Daily Lead will put a RED/GREEN (red- needs cleaning; green-clean) laminated signage near all workstations. This is for staff to use to indicate if an area needs to be cleaned or not between appointments. The Daily Lead will also review the daily schedule to confirm the number of appointments does not exceed maximum number and assigned staff to workstations. Names of staff and their assigned workstation will be written on the whiteboard.</p> <p><b>During the day:</b> The daily lead will monitor cleaning protocols on an on-going basis with specific check-ins (immediately following appointments). Staff providing services (customer appointments will monitor their assigned workstations). Record keeping of when job seekers arrive and leave will be documented in the shared Google Sheet.</p> <p><b>Room Clean-up:</b> Daily lead and staff will ensure all workstations are cleaned using approved cleaning supplies. See Cleaning, Disinfection, and Ventilation section.</p>

#### CLASSROOMS/REPURPOSED SPACES

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> <b>Seating:</b> Rearrange tables, computer areas, and other seat spaces so that staff and job seeker's physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person.</p> <p><input checked="" type="checkbox"/> <b>Materials:</b> Avoid sharing of community supplies when possible (e.g., pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by job seekers and staff.</p> <p><input checked="" type="checkbox"/> <b>Handwashing:</b> Remind job seekers (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of in a garbage can, then hands washed or sanitized immediately</p> <ul style="list-style-type: none"> <li>Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</li> </ul>	<p>Please see <b>Attachment D: McKenzie Layout</b> and page 2 for seating, tables, and seating space. Job listings and other outreach paperwork will be displayed on the wall and on windows, allowing staff to maintain a 6-foot physical distance. Materials will be cleaned after use or in case of pens, new ones will be available to the customer and dirty ones will be disinfected at the end of the day.</p>

#### RESTROOMS

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep bathrooms closed to the general public if the bathroom is near staff areas.</li> <li><input type="checkbox"/> For bathrooms not near staff area, appropriate signage is posted.</li> <li><input type="checkbox"/> Cleaning requirements must be maintained.</li> <li><input type="checkbox"/> Maintain physical distancing requirements and square footage requirements.</li> </ul>	<p>Bathrooms will not be provided to job seekers unless in emergency situations. If an emergency occurs, staff will escort the participant to the bathroom and back to the McKenzie room afterwards.</p>

#### CLEANING, DISINFECTION, AND VENTILATION

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, tables) and shared objects (e.g., keyboards/mouse, chairs, computer monitors, etc.) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments.</p>	<p>Staff will be responsible for cleaning their assigned section within the McKenzie Room after each in-person appointment. This includes table, keyboard, computer, mouse, chair, and any</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Clean and disinfect shared computer equipment at least daily or between use as much as possible in accordance with <u>CDC guidance</u>.</p> <p><input checked="" type="checkbox"/> Disinfectants meet <u>DAS guidance</u>.</p> <p><input checked="" type="checkbox"/> Plan to have HVAC systems evaluated to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. WorkSource centers that do not have mechanical ventilation systems should, to the extent possible, increase natural ventilation by opening windows and doors before job seekers arrive and after leaving to ensure fresh air is able to circulate.</p> <p><input checked="" type="checkbox"/> Plan to consider running ventilation systems continuously and changing the filters more frequently. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the center via one window, and indoor air out of the center via another window. Fans should not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate. CDC advises that Coronavirus spreads through droplets that an infected person emits through coughs or sneezes and through smaller, infectious viral particles that can drift around in the air for several hours. Outdoors, air currents can scatter and dilute the virus, making transmission less likely.</p> <p><input checked="" type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see <u>CDC's guidance on disinfecting public spaces</u>).</p>	<p>other items that could be contaminated. Staff will use the provided cleaning supplies, such as Lysol wipes, for adequate disinfecting. Cleaning supplies will be stored in a McKenzie Room storage cabinet.</p> <p>The OED Facilities Office is providing the preferred disinfectant TB-CIDE QUAT to all WSO centers which meets disinfectants guidelines outlined by DAS. WSO Salem Janitorial team will clean all areas at the end of the business day and ensure frequently touched surfaces are cleaned and disinfected. For air filtration, use of natural air movement, such as opening windows and doors, to move outdoor air inside (when environmental conditions allow) in addition to air filtration can be considered in improving air quality. The Salem WSO will have filter changes, maintenance and cleanings of HVAC systems on a quarterly basis or may schedule additional cleanings sooner, when needed. Filters are treated with an anti-viral spray with each filter change. MERV 13 filters are currently in place at all OED Facilities and HVAC systems are set to auto damper control to maintain proper HVAC function and air flow, which is consistent with current CDC/OSHA guidance.</p>

**JOB SEEKERS WHO ESCALATE**

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Create a process that takes proactive/preventative steps to reduce antecedent events and triggers around face covering-wearing or social distance procedures. Communicate upfront about expectations.</p> <p><input checked="" type="checkbox"/> Create a plan that ensures all staff are trained to support de-escalation, provide skill instruction about face covering wearing, hygiene, or other COVID-related instruction.</p> <p><input checked="" type="checkbox"/> Ensure that spaces that are unexpectedly used to deescalate job seekers are appropriately cleaned and sanitized after use before the introduction of other stable cohorts to that space.</p> <p><input checked="" type="checkbox"/> Create a plan for removal of a job seeker who does not comply with guidance, resistant to staff intervention, and appears to escalate. Plan should include communication to other partners about removal of a job seeker.</p>	<p>In the case where a job seeker escalates, such as attempting to enter the building without an appointment, refusal to wear a face covering, refusal to stay within designated area, etc., WSO Salem will remind the job seeker of the agreed upon expectations (<b>Attachment: F</b>). If a job seeker refuses or is showing signs of escalation, the daily lead will use a two-way radio to communicate to the assigned manager/supervisor for immediate assistance. In rare cases where a job seeker is escalating and removal of the job seeker may occur, the on-site manager will contact the on-site security officer to assist in managing the removal process. The removal process may result in contacting the Oregon State Police to escort the job seeker off the premise. If a job seeker is removed by Oregon State Police, an email should be sent through the standard distribution list that explains that a job seeker was removed from the premises.</p>



### 3. Response to Outbreak

**RESPONSE**

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input type="checkbox"/> Procedure to communicate to everyone on-site during the day the knowledge of a covid-19 outbreak occurred.</p> <p><input type="checkbox"/> Ensure continuous services and implement alternative services.</p>	<p>In the event of a potential COVID-19 exposure, each partner agency will be responsible for sharing this information to members of the leadership team. Information sharing about COVID-19 exposure of</p>

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
	<p>staff will be in the most confidential manner. No staff or job seeker names will be used. See <b>Attachment A</b>.</p> <p>If the outbreak occurred in the McKenzie Room, a red sign will be placed on the inside door to inform staff that the room is contaminated and will need to be disinfected. Any appointments scheduled will be immediately cancelled and job seekers will have the option to reschedule or receive an alternative method of service delivery, such as drop-off or virtual. An OED manager should contact the janitorial team and inform them of the potential exposure within the area.</p>

OHA/ODE Requirements	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Create a plan for Cleaning, sanitizing, and disinfecting surfaces and follow <u>CDC guidance</u>.</p> <p><input checked="" type="checkbox"/> Create a communication plan for bringing job seekers back into in-person services. This communication should be aimed for all staff and job seekers.</p>	<p>Services may resume as normal once an area has been disinfected and deemed "clear" of potential contamination. Communication of this process will occur to all staff via email and daily virtual standup. Individual staff are responsible for communicating any disruptions or scheduling modifications to their job seekers.</p>



## 4. On-going Management and Continuous Improvement

Requirements- Check if plan/procedure is in place	Identified Plan & Attachments (if applicable)
<p><input checked="" type="checkbox"/> Monitor and communicate changes in CDC guidance, DAS guidance, etc. and incorporate into center processes and procedures.</p> <p><input checked="" type="checkbox"/> Gather reopening process feedback and improvement ideas from all staff on and communicate guidance and procedure changes from leadership on a frequent and timely basis.</p> <p><input checked="" type="checkbox"/> Communicate reopening process performance, feedback and improvement ideas to all layers of leadership is with a communication frequency of no longer than a month.</p> <p><input checked="" type="checkbox"/> Leverage visual management and communication in center processes to set job seekers and staff up for success in complying with safety requirements.</p>	<p>Management and improvement of reopening processes will be integrated into the existing management and continuous improvement structures including:</p> <ul style="list-style-type: none"> <li>• Salem WSO virtual daily stand-up</li> <li>• Salem WSO monthly virtual Local Operations Team meeting (attended by all partner leadership)</li> <li>• WWP monthly virtual Strategic leadership Team meeting (attended by all partner regional leadership)</li> <li>• Salem WSO Safety Committee</li> </ul> <p>Once the McKenzie room is opened for service delivery, a McKenzie room daily stand-up structure, format, supporting whiteboard and virtual visual management tool will be developed and added to the layered leadership communication structure feeding the center daily stand-up.</p> <p>Virtual Meeting facilitation structures will be adjusted to encourage all teams to consider the use of visual management when creating and improving processes.</p> <p>For more information and to access workgroup documents, including the We are Listening feedback results, please click <a href="#">here</a>.</p>