



Worksite Reopening Process

This document is intended for the use of Department Operations Centers to plan for the re-entry of employees and re-opening of worksites. Department worksites will reopen only when they can meet the [State of Oregon's General Guidance for Employers](#).

The process to reopen a City worksite and bring workers back is outlined below. All workgroups, including those with workers who reported pre-phase 1 should complete a plan as it will support demobilization of the workforce in a worst-case scenario of increased positive COVID-19 cases. When in doubt, contact Paul Furnari.

Step 1: Department Operation Centers (DOC) will:

- ✓ Review the [City of Eugene COVID 19 Return to Work Guidance](#);
- ✓ Communicate to workgroups intention and anticipated timeline to returning to work;
- ✓ Identify internal priority of a phased reopening including both workgroups and sites;
- ✓ Receive and review worksite safety plans;
- ✓ Based on the worksite safety plan, review and/or complete Return to Work Checklist;
- ✓ Submit approved safety plan and Return to Work Checklist to CS DOC for review.

Step 2: Central Services DOC will review plans related to:

- ✓ People and equipment resource requests;
- ✓ Financial resource impacts not currently covered by existing funding structures and rate models;
- ✓ After CS DOC review, safety plans and checklist will be submitted to the EOC for record keeping;
- ✓ In all reviews, the CS DOC will work collaboratively with DOCs to ensure timing reflects organizational priorities related to people, financial, and facilities resources.
- ✓ CS DOC will notify DOCs of review completion;
- ✓ CS DOC will submit reopening plan including dates and times to the Department PIO.

Step 3: Department Operation Centers will:

- ✓ Operate according to safety plan and connect with CS DOC for any necessary changes to operations, which impact people and facilities.



Key Considerations

Building a safety plan can be overwhelming. Start with these key considerations. These questions reflect current CDC guidance and Oregon sector guidance to ensure the health and safety of our community.

- How will your workgroup adhere to rules and guidelines around physical distancing? What changes do you need to implement?
- How will your workgroup maintain health and sanitation? What changes do you need to implement?
- What resources does your workgroup need? Examples include- but are not limited to- cleaning supplies, sneeze guards, floor markings, laptops, additional vehicles, job modifications, etc.



Step 1. Return to Worksite PHASE 1 Checklist

This document should be submitted to CS DOC with any accompanying safety plans.

- Department/Division [Click or tap here to enter text.](#)
- Work Unit/Building requesting Reopening: [Click or tap here to enter text.](#)
- Is the work unit located in a shared space: [Click or tap here to enter text.](#)
- Workgroup OSHA Risk Level: [Click or tap here to enter text.](#)
- Date Opening Requested: [Click or tap to enter a date.](#)
- How many employees will be on-site: [Click or tap to enter a date.](#)
- Does Central Services Facilities currently provide custodial services? Yes No
- Identified enhanced/additional custodial service needs (e.g. additional service, additional staff hours): [Click or tap here to enter text.](#)
- Can primary services of the building/floor/section be performed remotely? Yes No
- Hours of operation/hours the building is occupied: [Click or tap here to enter text.](#)
- Identified fleet needs related to resuming onsite work? Yes No
- Identified facilities needs such as signage, floor marking, or plexiglass partitions needed to keep your worksite safe? Yes No
- Identified special hygiene products needed to keep your worksite safe? Yes No
- Developed plan for routine sanitizing and enhanced custodial throughout the day? Yes No
- Confirmed that the PPE needed to operate is available: Yes No
- Worked with Facilities and vendors to develop and implement a plan for packages, food and other deliveries. Yes No
- If staff will be wearing cloth face masks, a donning and doffing plan has been developed to ensure safe use of the covering. Yes No
- Identify supply needs (e.g. hand sanitizer, masks, disinfectants, etc.): [Click or tap here to enter text.](#)
- Identify any site physical enhancement needs (e.g. sneeze barriers, signage): [Click or tap here to enter text.](#)
- List extra equipment that ISD provisioned for your team to accommodate remote work. For each item, indicate one of the following:
 - Return to ISD upon worksite reopening
 - Return to ISD upon specified future date



Keep with current user

Reassign to new user

- Do the conference rooms at your worksite need to be equipped for video conferencing by installing a conference room PC, monitor, and/or webcam? Yes No
- Do you have any licensing needs for software (like Zoom) for remote meetings? Yes No
- Communication plan to inform employees how to safeguard their wellbeing while returning to work. Yes No
- Webpage has been updated with information related to your facility reopening. Yes No