



Updated COVID policy for Williams Avenue Office Location

East Multnomah Soil and Water Conservation District (EMSWCD) has been operating remotely since Governor Brown's Executive Order in March 2020. At the onset of the Coronavirus pandemic a host of measures were implemented to help ensure that EMSWCD staff could continue to operate remotely and safely should access to the office be necessary. The Williams Avenue Office Access Guidelines were last updated in December 2020 and remained in effect. These guidelines included:

- All staff were required to work remotely, and the building remained closed to the public.
- Staff can only enter/work in the building on essential functions.
- Staff must follow office access calendaring requirements and log sheet protocols.
- All common and/or high-touch areas are to be disinfected after each entry.
- Social distancing requirements in accordance with OSHA and OHA guidelines.
- Face-covering requirement for all indoor activities.
- Occupancy limits on indoor facilities. Limited to four (4) at the Williams office location.
- Basic health and safety standards for everyone (wash hands frequently, proper sneeze/cough techniques, stay home if not feeling well, and send workers home who exhibit COVID symptoms).
- A moratorium on non-essential visitors, vendors, or staff activities at the Williams office location.
- Staff members are not permitted to travel together in the same vehicle.

Governor Brown lifted most COVID-19 related restrictions in Oregon effective June 30, 2021. This change allows all Oregon businesses to operate at full capacity. In addition, Oregon OSHA formally updated its workplace rules to line up with the Governor's proclamation and removed the facial covering and physical distancing requirements of its COVID-19 rule for all workplaces, with certain exceptions. This means that as of June 30, 2021, masks and social distancing are no longer required in most Oregon work environments for fully vaccinated people.

In consideration of these updated statewide policies, EMSWCD is revising the COVID policy at the Williams office location. The following changes to the Williams Office Access COVID policy are effective as of **August 1, 2021**.

1. EMSWCD staff are required to be fully vaccinated by September 7, 2021 as a condition of employment.

All EMSWCD staff are required to be fully vaccinated and will be transitioning back to the workplace at least two days per week.

Oregon defines a *fully vaccinated* individual as someone who has received both doses of a two-dose COVID-19 vaccine or one dose of a single-dose vaccine, and at least 14 days have passed since the individual's final dose of the COVID-19 vaccine.

Effective August 1, 2021, EMSWCD will discontinue the office log sheet and Office Access Calendaring protocols. Staff with **confirmed vaccinations** will be allowed to work at the Williams Ave location at-will beginning August 1, 2021. EMSWCD staff who have **provided proof of vaccination** and received approval to work on-site at the Williams office without a mask will receive a confirmation email from Dan Mitten.

The prohibition of **workshops/external partner meetings** held in the EMSWCD offices will remain in effect until further notice.

Staff are now permitted to ride in the same vehicle for work purposes.



If you are fully vaccinated and we have **proof of vaccination** on file, you are now permitted to return to the workplace without self-isolating for 14 days after traveling by plane.

2. Face covering and social distancing requirement – staff and vendors

EMSWCD staff and vendors who are fully vaccinated and have **provided proof of vaccination** to Dan Mitten, Chief of Finance & Operations, are no longer required to wear face coverings or practice social distancing while in indoor locations at the EMSWCD Williams Ave office. Documentation provided by a tribal, federal, state, or local government, or by a healthcare provider, that includes the person's name, date of birth, type of COVID-19 vaccine, date or dates given, and the name and location of the health care provider or site where the vaccine was administered, will be accepted as proof of vaccination. **Staff must provide proof of vaccination by September 7, 2021, as a condition of continued employment.**

EMSWCD vendors who are not fully vaccinated or choose not to provide proof of vaccination must continue to comply with face covering and physical distancing requirements set forth by Oregon Health Authority and Oregon OSHA, and which have been in place at the Williams office since April, 2020.

Dan Mitten will maintain a record of EMSWCD staff and vendors who have provided proof of vaccination. This list will only be available to EMSWCD staff. EMSWCD vendors are under no obligation to share their vaccination status if they do not wish to do so; however, access to the physical space in the office and time in the office will be limited. EMSWCD vendors may utilize **only** the basement restroom upon request; however, must be fully masked the entire time.

While masks and social distancing will not be required for fully vaccinated staff in the EMSWCD facilities. Staff and vendors are welcome to continue wearing a mask if they wish and will not be retaliated against in any way for doing so.

EMSWCD is committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, EMSWCD strictly prohibits discrimination, harassment, or retaliation against EMSWCD vendors who are not fully vaccinated.

Reasonable accommodations may be made for those with the following: sincerely held religious belief; or bona fide disability (medical condition) for whom returning to the office poses an unacceptable risk or for someone acting on the advice of their healthcare provider.

3. Facility occupancy limits

The occupancy limit of four (4) for the Williams office location that has been in effect is now lifted; however, staff will receive a schedule for in-office work to reduce the number of people present at any one time during regular day-to-day operations. Additional in-office requirements, such as staff meetings, team meetings or other critical functions will occur, as appropriate.

4. Non-essential visitors and guests

The Williams office is **not** open to non-essential visitors and guests. Only essential vendors, service providers, and staff are allowed access inside the location.

5. Trainings, workshops, and meetings

Since the COVID safety policies were implemented, all workshops and formal educational services have been offered virtually. Moving forward, EMSWCD will again provide some learning opportunities in-person. These



decisions will be made on a case-by-case basis at a later date and will consider factors like the number of participants, health and safety of participants, workshop/event type, training location, among others.

COVID safety measures that remain in place

Besides the above changes, all other COVID related safety measures and protocols to access and work at the Williams office location will remain in effect, including but not limited to, if you are feeling ill for any reason, have signs or symptoms of COVID-19, or have tested positive for COVID-19.

While the formal sanitation protocols will no longer be in place, all staff at EMSWCD should be mindful about disinfecting shared resources (printers, door knobs, etc.). Each EMSWCD staff member is encouraged to sanitize their work area when they leave, and the last person in the building is encouraged to sanitize the remaining high-touch areas on their way out. The sanitation stations by the back door, basement, and break room will remain for access to sanitizing spray and towels for this purpose.

All EMSWCD staff should continue to practice basic health and safety standards, including washing hands frequently, proper sneeze/cough techniques, staying home if not feeling well, and sending workers home who exhibit COVID symptoms.