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Navigating COVID-19: Risk Management Best Practices

Facility Hygienics

- Clean regularly throughout the day with bleach/disinfecting wipes — all public door handles, phones, countertops, credit card devices, faucets (even electronic censored), paper towel dispensers, door keypads and pens available for use.
- Make sure to regularly disinfect throughout the day all copiers, fax machines, shared office supplies, break room surfaces (sink and fridge handles), and common appliances such as coffee pots.
- Sanitize vehicles often, including steering wheels, hand switches, and transmission shift levers.
- Make readily available hand sanitizer throughout public facilities. Maintain proper cleaning supplies and make them readily available.
- Ensure those who clean wear plastic gloves (inquire for latex and/or cleaning product allergies).
- DO NOT mix different cleaning supplies to get a more powerful cleaner as it could produce harmful byproducts and off-gases (like Chlorine).

Practice Social Distancing

The Centers for Disease Control and Prevention (CDC) recommends:

- Maintaining six feet of distance between yourself and anyone coughing or sneezing.
- Avoiding gatherings, to no more than ten people.
- Delaying employee travel.

Maintain Good Workplace Hygiene

- Employees should wash hands regularly (with soap and water for at least 20 seconds), especially after using the restroom; before eating; and after nose-blowing, coughing, or sneezing. If soap and water are unavailable, have hand sanitizer containing at least 60% alcohol available.

- **Avoid touching eyes, nose, or mouth before washing your hands.**
- Cover cough with an elbow over mouth. Use tissue to cover nose and mouth when sneezing and dispose of tissue afterwards.
- Use paper towels used to turn off faucets and open restroom doors, disposing of paper towels in trash receptacle placed closest to the exit door.
- Encourage employees to keep all frequently used devices, including cell phones, electronic watches, tablets, headsets, computer keyboards (and mouse), chair armrests etc., sanitized.

What if COVID-19 exposure occurs?

- Contact your local county health department immediately.
- Secure the area as soon as possible to prevent further contamination.
- Seek additional guidance for proper facility disinfection protocols before moving forward.

Additional Recommendations

- Contact your staff attorney for public meeting cancellation advice.
- Test your readiness for employees to work remotely in advance. When possible, encourage employees to work remotely and provide essential employees the necessary equipment (laptops/phones/printers) to work in a remote work setting. Encourage proper ergonomics for workstations.
- Refer to your Emergency Operations Plan to address how business operations will continue in the event of a more serious outbreak. Your plan should:
 - Outline how core business functions and channels for decision-making will be maintained in such an event.
 - Include succession plans for defined roles in the event of employee absences, communication protocols for internal and external parties, general health and safety practices, and operational measures for dealing with facilities that are directly affected.
- Monitor the latest updates from public health authorities. These agencies will provide objective and ongoing information about the coronavirus.