

**Write Around Portland - COVID-19 Safety Measures – Stage D**  
**Updated 4/6/2022 | Effective 4/1/2022**

Write Around Portland strives to offer a [“safe and healthful workplace,”](#) and we have developed these safety measures to support the health and safety of our community. We rely on recommendations from state and local authorities (including Oregon Health Authority, Tri-Met, Oregon Occupational Safety and Health Administration, Multnomah County, and City of Portland) and Centers for Disease Control to implement safety measures for our organization.

***Note that these measures may update and change, with or without notice, based on public health recommendations. Write Around Portland will continue to monitor the situation, update safety measures, and communicate any changes as soon as feasible.***

**Protocols**

**Everyone working or volunteering in-person on behalf of Write Around Portland will follow these guidelines (click on links for more information and referenced material).**

- Comply with Write Around Portland’s [COVID-19 Vaccination Policy](#). As requested show proof of full vaccination and complete the [COVID-19 Vaccination Policy Form](#).
  - Fully vaccinated individuals, who have submitted proof of vaccination, are permitted to work in-person on behalf of Write Around Portland.
  - As of January 1, 2022, Write Around Portland considers full vaccination as the optimum vaccination recommended by the CDC, which is currently: primary dose plus a [booster shot](#).
    - Anyone that has previously submitted proof of vaccination that is older than six months will need to submit updated proof of vaccination by completing Write Around Portland’s [COVID-19 Vaccination Policy Form](#).
- Wear a [face covering](#) while working in the Write Around Portland office.
- Comply with applicable government and partner mandates and policies.
- Do not travel to the office or other location if you are [exhibiting symptoms of COVID](#), until you have received negative COVID test results.

**Write Around Portland will:**

- develop and uphold vaccination and other safety measures
- every six months, request proof of full/optimum vaccination status of anyone working or volunteering in-person on behalf of Write Around Portland
- limit the number of people in the office (usually 2-8; maximum of 13\*)
- provide disposable protective masks available for people in the office
- follow and share appropriate safety procedures for the Haseltine Building and tenants
- purchase and maintain two HEPA air purifiers to help limit the spread of COVID-19
- communicate updates to safety protocols
- update signage and inform Write Around Portland community as needed
- comply with applicable government mandates and policies

**If you are not able to meet or comply with all of these guidelines, please speak with your supervisor.**

*\*Write Around Portland’s office is 952 square feet. This [calculator estimates](#) a maximum of 26 people could be in the office with 6-foot distancing. However, because the calculator does not account for room shape or furniture, the maximum number of people allowed in the office has been limited by half (13).*

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### **About COVID-19**

- COVID-19 is transmitted from one person to another—namely, through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
- Meticulous hand hygiene (frequent and proper handwashing for 20 seconds or more) is of utmost importance for all employees. Use soap and water or alcohol-based (60-95%) hand sanitizer.
- Employers may encourage or require employee use of cloth or disposable face coverings as indicated by sector-specific guidance. If employers require use of cloth face coverings, employers must provide cloth or disposable face coverings for employees.
- Learn more about [how the virus spreads](#) and [how to protect yourself and others](#).

### **Reference**

- Guidelines and Health Information from the State of Oregon, Oregon Health Authority, and Centers for Disease Control <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf>
- Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- How the Virus Spreads: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
- How to Protect Yourself & Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- When and How to Wash Hands: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Information about Cloth Masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Cleaning and Disinfecting Surfaces: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Cleaning and Facilities When Presumed Positive CV-19 Case: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Tri-Met Health Updates: <https://trimet.org/health/>
- Oregon OSHA: <https://osha.oregon.gov/Pages/re/covid-19.aspx>
- Oregon Health Authority: <https://govstatus.egov.com/OR-OHA-COVID-19>
- Oregon Governor's Office: <https://www.oregon.gov/newsroom/Pages/Agency.aspx?page=0&pageSize=10&agency=GOV>