

# What Type of Event Are You Planning\*\*?

## Retail Store

Determine what type of retail store. This includes farmer's markets, indoor/outdoor markets, trade shows, RV/Car Shows (not recreational car shows), etc. Please see guidance for all requirements. Farmer's markets indoor/outdoor must also follow the additional guidance.

**Retail Store Guidance OHA 2342A**

## Outdoor Entertainment

Outdoor Entertainment Establishments (includes zoos, outdoor gardens, amphitheaters, outdoor aquariums, outdoor theaters/stadiums/concerts, recreational car shows). Please see guidance for all requirements.

**Outdoor Entertainment Guidance OHA 2351D**

## Indoor Entertainment

Indoor Entertainment Establishments (includes aquariums, indoor theaters/arenas/concert halls, indoor gardens, indoor museums, indoor entertainment activities of any kind, except indoor playgrounds). Please see guidance for all requirements.

**Indoor Entertainment Guidance OHA 2351A**

### High

Capacity:  
Maximum  
50%  
occupancy

### Moderate

Capacity:  
Maximum  
75%  
Occupancy

### Low

Capacity:  
Maximum  
75%  
Occupancy

### High

Capacity:  
Maximum  
75 People

### Moderate

Capacity:  
Maximum  
150  
People

### Low

Capacity:  
Maximum  
300  
People

### High

Capacity:  
Maximum  
25%  
occupancy or  
50 people  
total,  
whichever is  
less

### Moderate

Capacity:  
Maximum  
50%  
occupancy or  
100 people  
total,  
whichever is  
less

### Low

Capacity:  
Maximum  
50%  
occupancy

## On-Site Food Available?

Yes

Ensure all required food vendors apply for a Temporary Restaurant License through Environmental Health. An additional addendum will be required so vendors are aware of the COVID requirements for businesses.

**Environmental Health Temporary Restaurant License**

### High

Eating and Dining:  
Outdoor Capacity  
75 people  
maximum  
  
Indoor Capacity  
25% maximum  
occupancy or 50  
people whichever  
is smaller

### Moderate

Eating and Dining:  
Outdoor Capacity  
150 people  
maximum  
  
Indoor Capacity  
50% maximum  
occupancy or 100  
people whichever  
is smaller

### Low

Eating and Dining:  
Outdoor Capacity  
300 people  
maximum  
  
Indoor capacity:  
50% maximum  
occupancy

No

No additional requirements needed

\*\*This is an overview chart. Event organizers/operators are responsible to follow all guidelines as required. If you have additional questions, please contact Compliance at 503-846-8390 or [eoc-covidenforcement@co.washington.or.us](mailto:eoc-covidenforcement@co.washington.or.us)

## Retail Stores

**This guidance applies statewide to retail stores, including but not limited to, grocery stores, convenience stores, trade shows, RV/car shows (not including recreational car shows), farmer's markets, indoor and outdoor markets, u-cut farms, winery retail sales, libraries and pharmacies**

**Retail stores are required to (recommendations can be found within the guidance document OHA 2342A: Retail Stores):**

Review and implement Statewide Mask, Face Covering, Face Shield Guidance.

Ensure all individuals comply with the Statewide Mask, Face Covering, Face Shield Guidance.

Review and implement General Guidance for Employers and Organizations.

Limit maximum capacity based on the designated level of risk for the county in which the retail store is located.

Comply with the Self-Service Operations Guidance, if applicable.

Comply with the Eating and Drinking Establishments Guidance for the designated risk level of the county in which the retail store is located, if applicable.

Prohibit interactive exhibits and activities.

Encourage alternative order ahead and pick up options, such as curbside pickup.

Post clear signs (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and listing who to contact if they need assistance.

Use signs to encourage physical distancing.

Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer/public and employee areas of store. Wipe down changing room doorknobs, walls and seating between each customer use.

Ensure that ventilation systems operate properly. Increase air circulation and ventilation as much as possible by opening windows and doors. In indoor spaces, fans should only be used when windows or doors are open to the outdoors in order to circulate indoor and outdoor air. Do not open windows and doors if doing so poses a safety risk to employees or customers.

## Retail Stores: Markets

**Additional Guidance for Indoor and Outdoor Markets Operators of indoor and outdoor markets are required to:**

For on-site food and drink consumption, designate and delineate an area of the market only for this purpose and limit the maximum capacity of the designated area to comply with the Eating and Drinking Establishments Guidance for the designated risk level of the county (High, Moderate, Low). Extreme risk counties have additional guidelines.

Obtain necessary Temporary Restaurant Licenses as required.

OHA strongly recommends that areas are roped off or marked in such a way to create a single entry and exit areas.

Vendors offering on-site consumption of alcohol or alcohol tastings at markets must obtain a special event license from the OLCC and must ensure that open containers of alcohol (including alcohol tastes, drinks, etc.) do not leave the boundaries of the licensed area.

Ensure customers, staff and vendors maintain physical distance of at least six (6) feet per person, except that members of the same party can stand together without staying six (6) feet apart. A distance of at least six (6) feet must be maintained between parties.

Post signs to require physical distancing throughout market, including but not limited to posting signs near restrooms.

Use signs, tape, or other physical indicators, to maintain physical distancing while waiting for cashiers.

Remove or restrict standing areas to facilitate the requirement of at least six (6) feet of physical distance between parties.

Provide separate facilities, including restrooms, if there is more than one indoor or outdoor market operating at the same time at the same location.

Customers, vendors and market staff must use only the facilities for their designated market.

**Required Staffing:**

Assign one (1) physical distancing monitor on premises per 50 people to ensure physical distancing requirements and gathering capacity limits are maintained at all times for both indoor and outdoor spaces, including at entrances, exits, restrooms and any other area where people may gather.

Assign at least one (1) sanitation attendant whose duties are to clean restrooms hourly during the market, and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60- 95% alcohol content hand sanitizer) during all events.

Assign at least one (1) sanitation attendant whose duties are to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by employees and customers.

## Outdoor Entertainment

### **Operators of outdoor entertainment establishments are required to (recommendations can be within the guidance document OHA 2351D: Outdoor Entertainment Establishments:**

Comply with closure times for outdoor entertainment establishments for the designated risk level of the county.

Review and implement Statewide Mask, Face Covering, Face Shield Guidance.

Require all individuals who work, volunteer or visit the outdoor entertainment establishment to comply with the Statewide Mask, Face Covering, Face Shield Guidance.

Post clear signs about the mask, face shield, or face covering requirements.

Ensure that any outside spaces created for or used for any services or operations comply with the definition for “outdoor”. If the space does not meet the definition of outdoor, then the services or operations will be considered indoor and therefore must comply with the requirements and guidance for indoor operations.

Comply with the Eating and Drinking Establishments Guidance for the designated risk level of the county, if offering on-site food and beverage consumption.

Comply with the Self-Service Operations Guidance, if applicable.

Ensure all facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.

Review and implement General Guidance for Employers and Organizations.

Post clear signs listing COVID-19 symptoms, asking employees, volunteers and customers with symptoms to stay home and who to contact if they need assistance.

If applicable, use metal detectors and wands in lieu of search or pat down.

### **Operators of outdoor entertainment establishments are required to:**

Limit maximum capacity based on the designated risk level of the county in which the outdoor entertainment establishment is located.

Comply with the party size limits for social gatherings for the designated risk level of the county in which the outdoor entertainment establishment is located.

Assign a designated greeter or host to manage visitor flow and monitor physical distancing while waiting in line, ordering, using restrooms and during entering and exiting. Do not block access to fire exits.

Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.

Set-up seating and/or game configuration to comply with all physical distancing requirements.

Do not combine parties or allow shared seating for individuals not in the same party. People in the same party seated at the same table do not have to be six (6) feet apart.

Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.

Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.

Prohibit operation and use of all outdoor sandboxes and ball pits.

Prohibit full contact sports in accordance with the Indoor Recreation and Indoor Fitness Establishments Guidance.

Use clear signs to require physical distancing.

Do not operate, if unable to maintain at least six (6) feet of distance as required by this guidance, except for brief interactions or if unable to comply with all other requirements in this guidance. The requirement to close applies to both indoor and outdoor operations for entities that have both.

### **Operators of outdoor entertainment establishments are required to:**

Train all employees on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.

Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19.

Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.

Clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

Routinely rotate, clean and disinfect key/phone bowls or other touchpoints at metal detectors, if applicable.

Routinely clean radios and communication devices, and do not permit staff to share radios and communications devices, if applicable.

Disinfect and clean all sound gear, including microphones, between uses and prohibit sharing of microphones, instruments or other equipment between performers.

### **Required Staffing:**

Assign a sanitation attendant(s) to frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in outdoor entertainment establishments.

### **Operators of outdoor entertainment establishments are required to:**

Keep areas that are prone to attracting crowds closed.

Keep drop-in childcare closed.

Follow the Retail Stores Guidance if operating a retail store on the premises

## Indoor Entertainment

### **Operators of indoor entertainment establishments are required to (recommendations can be found in the guidance document OHA 2351A: Indoor Entertainment Establishments:**

Comply with closure times for indoor entertainment establishments for the designated risk level of the county.

Review and implement Statewide Mask, Face Covering, Face Shield Guidance.

Require all individuals who work, volunteer, or visit an indoor entertainment establishment comply with the Statewide Mask, Face Covering, Face Shield Guidance.

Post clear signs about the mask, face shield, or face covering requirements.

Ensure that any outside spaces created or used for services or operations comply with the definition for “outdoor”. If the space does not meet the definition of outdoor, then the services or operations will be considered indoor and therefore must comply with the requirements and guidance for indoor operations.

Comply with the Eating and Drinking Establishments Guidance for the designated risk level of the county, if offering on-site food and beverage consumption.

Comply with the Self-Service Operations Guidance, if applicable.

Ensure all facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.

Review and implement General Guidance for Employers and Organizations.

Post clear signs listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.

Ensure that ventilation systems operate properly. Increase air circulation and ventilation as much as possible by opening windows and doors. In indoor spaces, fans should only be used when windows or doors are open to the outdoors in order to circulate indoor and outdoor air. Do not open windows and doors if doing so poses a safety risk to employees, children or customers.

If applicable, use metal detectors and wands in lieu of search or pat down.

### **If operating in High, Moderate or Low Risk, indoor theaters, indoor entertainment establishments in are required to:**

Allow operations, sales and consumption of concessions for indoor theaters only if:

Operators ensure required physical distancing of at least six (6) feet for those purchasing concessions.

Individuals are required to wear masks or face coverings at all times, except when actively engaged in eating or drinking.

Operators ensure adequate ventilation of indoor theater with fresh air. OHA recommends three to six air changes per hour of indoor air. This can be achieved with HVAC systems or other ventilation modes.

### **Operators of indoor entertainment establishments are required to:**

Limit maximum capacity based on designated risk level for the county in which the indoor entertainment establishment is located.

Comply with the party size limits for the designated risk level for the county in which the indoor entertainment established is located as required for social gatherings in the Sector Guidance for Gatherings.

Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party (or household in extreme risk counties) can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.

Set-up seating and/or game configuration to comply with all physical distancing requirements.

Do not combine parties or allow shared seating for individuals not in the same party. People in the same party seated at the same table do not have to be six (6) feet apart.

Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.

Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.

Prohibit operation and use of all indoor play areas/ball pits/playgrounds.

Prohibit full contact sports in accordance with the Indoor Recreation and Indoor Fitness Establishments Guidance.

Use clear signs to require physical distancing.

Do not operate, if unable to maintain at least six (6) feet of distance as required by this guidance, except for brief interactions or if unable to comply with all other requirements in this guidance.

The requirement to close applies to both indoor and outdoor operations for entities that have both.

### **Operators of indoor entertainment establishments are required to:**

Train all employees on cleaning operations (see below) and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.

Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19.

Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.

Clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

Routinely rotate, clean and disinfect key/phone bowls or other touchpoints at metal detectors, if applicable.

Routinely clean radios and communication devices, and do not permit staff to share radios and communications devices, if applicable.

Disinfect and clean all sound gear, including microphones, between uses and prohibit sharing of microphones, instruments or other equipment between performers.

## Indoor Entertainment Continued

### Required Staffing:

Assign a sanitation attendant(s) to frequently clean and sanitize work areas, high traffic areas, and commonly touched surfaces in both customer and employee areas in indoor entertainment establishments.

### Operators of indoor entertainment establishments are required to:

Keep areas that are prone to attracting crowds (including but not limited to playgrounds, indoor play structures and drop-off play structures) closed.

Keep drop-in childcare closed.

Follow the Retail Stores Guidance if operating a retail store on the premises.

## Additional Information

**This document does not take the place of any guidance or changes put forth by the Governor and/or the Oregon Health Authority and it is up to Event Organizers/Operators to follow these guidelines.**

[State Coronavirus Website](#)

[Sector Risk Level Guidance Chart](#)

The information provided is an overview of the OHA guidance. Specifics for recommendations are located in the OHA guidance documents for each sector or on the sector risk level chart.

[Retail Store Guidance OHA 2342A](#)

[Outdoor Entertainment Guidance OHA 2351D](#)

[Indoor Entertainment Guidance OHA 2351A](#)

We are here to help with the guidance. 503-846-8722 or [eoc-covidenforcement@co.washington.or.us](mailto:eoc-covidenforcement@co.washington.or.us)

On-Site Food Vendors:

[Environmental Health Temporary Restaurant License](#)

[CDC Post Vaccination Information](#)