

# FACILITY ACCESS & SECURITY

## a few things have changed

### Accessing facilities outside of normal work hours

1



DURING PHASE I REINTEGRATION, THERE WILL BE ADDITIONAL CLEANING TAKING PLACE DURING 'OFF' HOURS. IT'S IMPORTANT WE MINIMIZE POTENTIAL FOR CROSS-CONTAMINATION.

2



IF YOU HAVE A VALID BUSINESS REASON TO ACCESS A FACILITY OUTSIDE OF NORMAL HOURS (9 p.m. - 4 a.m.), FIRST NOTIFY SECURITY AT 541-685-7911. (This does not apply if you normally work these hours.)

3



DEPARTMENTAL FUNCTIONS/ACTIVITIES OUTSIDE OF NORMAL HOURS MUST BE COMMUNICATED TO SECURITY BY LEAD, SUPERVISOR OR MANAGER.

4



EMERGENCY CALL-OUTS & TROUBLESHOOTING FUNCTIONS ARE EXCEPTIONS. A COURTESY CALL TO SECURITY IS REQUESTED & APPRECIATED.

Review details in the Pandemic Response Business Continuity & Reintegration Plan, available on SharePoint and in UltiPro. Please share questions with your supervisor.