



Effective Date: June 10, 2021

Sector Guidance – Indoor Recreation and Indoor Fitness Establishments

Authority: Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010

Applicability: This guidance applies to:

- indoor recreation and indoor fitness establishments; and
- the general public, leagues, trainers, coaches, officials, players and spectators, and K-12 athletics while participating in or using indoor recreation and indoor fitness establishments.

Note: The [Interim Guidance for Fully Vaccinated Individuals](#) applies to this Sector Guidance. Indoor recreation and indoor fitness establishments may permit fully vaccinated individuals to enter without masks or face coverings in accordance with the [Interim Guidance for Fully Vaccinated Individuals](#).

Note: The [Statewide Masks, Face Covering, Face Shields Guidance](#) was revised on May 18, 2021, loosening some mask requirements. Indoor recreation and indoor fitness establishments are not required to comply with mask, face covering, or face shield restrictions in this Sector Guidance to the extent they are more restrictive than the requirements in the revised Statewide Masks, Face Covering, Face Shields Guidance. For example, if this Sector Guidance refers to a requirement to wear a mask outdoors, the requirement has been superseded by the Statewide Masks, Face Covering, Face Shields Guidance and is no longer effective.

Enforcement: To the extent this guidance requires compliance with certain provisions, it is enforceable as specified in Executive Order 20-66, paragraph 10.

Definitions: For purposes of this guidance, the following definitions apply:

- “Clean” or “Cleaning” means the use of soap or detergents and water on surfaces to reduce or remove germs from surfaces.
- “Disinfect” or “Disinfecting” means the use of disinfectants following cleaning, to kill germs that may remain on surfaces after cleaning.
- “Full-contact sports” means sports that involve a requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants, and includes but is not limited to football, rugby, wrestling, cheerleading, basketball, hockey, dance, water polo, men’s lacrosse, unless the sport is played by rules that

eliminate the requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants.

- “General-use pools” means large pool facilities including but not limited to municipal swimming pools and community center pools.
- “Indoor recreation and fitness establishments” means indoor recreation and fitness locations including but not limited to gyms, indoor courts and indoor pools where indoor recreation and fitness activities occur such as indoor recreational sports, indoor K-12 sports, indoor personal training and indoor dance.
- “Limited-use pools” means pools that are operated in connection with a companion facility, such as an apartment complex, hotel/motel, private club, association or organizational camp where the pool is limited to residents, patrons or members.
- “Minimal- and medium-contact sports” include but are not limited to softball, baseball, soccer, volleyball, women’s lacrosse and flag football.
- “Outdoor” means any open-air space including any space which may have a temporary or fixed cover (e.g. awning or roof) and at least fifty percent of the square footage of its sides open for airflow such that open sides are not adjacent to each other.
- “Non-contact sports” means sports where participants have no close contact with any other individual while participating in the sport. Non-contact sports include but are not limited to tennis, swimming, cross-country, track and field, sideline/no-contact cheer and dance.
- “Separate location” means an area within the establishment that is enclosed on all sides from floor to ceiling, except a doorway or similar sized space to allow for entrance and exit. If the doorway has a closable door it must be closed.

As general guidance, smaller groups are safer than larger; outdoor locations are safer than indoor locations; sports that can ensure distance of six (6) feet or more are safer than those that require closer contact; and shorter-duration activities are safer than longer; and activities that do not involve singing, playing wind instruments, cheering/shouting, or breathing hard are safer than those that do.

K-12 school sports

Participation in physical activity is vital to the health and well-being of young people. This guidance is intended to provide opportunities for physical activity while reducing risk of transmission of COVID-19. Guidelines for K-12 school sports are now based on a [county’s COVID-19 risk level](#) (lower, moderate, high, extreme). **Guidelines for K-12 School Sports are not dependent on school health metrics from the [Ready Schools, Safe Learners guidance](#).** Refer to [ODE guidance for reopening to in-person instruction](#) for additional information on school operations.

K-12 sports may resume in accordance to the guidance outlined in this document and must comply with the restrictions based on the [county’s COVID-19 risk level](#). Interschool competitions for indoor K-12 school sports are permitted and must follow the indoor recreation and fitness [maximum capacity limits](#) for the county where the competition takes place.

Additional requirements for extreme- and high-risk Counties:

- Indoor K-12 full-contact sports, including full contact practice and competition, may take place in counties that are in extreme or high risk, as long as the following is met:
 - K-12 public school districts or governing bodies of private schools may opt-in to practice and compete in indoor K-12 full-contact sports only if the school is offering Comprehensive Distance Learning with Limited In-Person Instruction (LIPI) or Hybrid or On-Site Instructional Models as described in the [Ready Schools, Safe Learners guidance](#). Districts and private school governing bodies are required to submit a plan for practice and competition for indoor K-12 full-contact sports that includes an assurance and commitment that all participants will be required to [quarantine](#) if exposed to COVID 19 or [isolate](#) if they contract COVID-19. This plan will be submitted to ODE and posted on the [ODE Ready Schools, Safe Learners website](#).
- Districts and private school governing bodies opting-in to **indoor K-12 full-contact sports** in extreme or high-risk counties, must complete an Opt-In Form (found on ODE’s website) and include the following:
 - Offer, at a minimum, Comprehensive Distance Learning **with** Limited In-Person Instruction (LIPI), with the goal of implementing Hybrid or full On-Site Instructional Models for students before the end of the 2020-21 school year.
 - Comply with the [Oregon School Testing Plan](#).
 - Offer on-site responsive testing for symptomatic individuals and for those with known exposures to individuals with COVID-19. This applies to athletes, support staff and volunteers.
 - Collect contact information for contact tracing (as stated below in Contact Tracing section of this guidance).
 - Collect a waiver from each participant or their parent/guardian that acknowledges the health and safety risks of COVID-19 when participating in indoor full contact sports. Waivers may be collected one time at the start of the season.

Operations:

Indoor recreation and indoor fitness establishments are required to:

- Review and implement [Statewide Mask, Face Covering, Face Shield Guidance](#).
 - Ensure all individuals are complying with [Statewide Mask, Face Covering, Face Shield Guidance](#). Face coverings protect other people in case you are infected. People can spread COVID-19 to others even if they do not feel sick.
 - A mask, face covering or face shield is not required when it is not feasible, such as when actively swimming, wrestling or participating in gymnastics.
 - Wearing a mask or face covering when actively engaged in these activities presents particular breathing or choking hazards to the participant, or in the case of swimming, is ineffective at preventing transmission.
- Ensure that any outside spaces created for or used for services or operations comply with the definition for “outdoor”. **If a 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.**

- Ensure all facilities and equipment are safe to operate and are in good condition after any extended closure. Maintenance and operations manuals and standard operating procedures should guide this work.
- Keep saunas and steam rooms closed.
- Keep drop-in childcare closed.
- Refer to and apply the [Statewide Reopening Guidance for Youth Programs](#) for any children and youth programs.
- Post [clear signs](#) listing COVID-19 symptoms, asking individuals with symptoms to stay home, and listing who to contact if they need assistance.
- Post [clear signs](#) about the mask, face covering, or face shield requirements.
- Use [signs](#) to encourage physical distancing throughout facility, including but not limited to reception areas, locker rooms, and near popular equipment.
- 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 any individuals.
- Establish one-way traffic flow, where possible, for equipment circuits, tracks, etc. Use signs to direct one-way flow of traffic.
- Provide handwashing stations or hand sanitizer (60-95% alcohol content) throughout the facility for use by employees and clients.
- Refer to [Eating and Drinking Establishments Guidance](#) for information about food handling and distribution as applicable.
 - For on-site food and drink consumption, including concessions, designate and delineate an area of the indoor recreation and fitness establishment only for this purpose and comply with the [Eating and Drinking Establishments Guidance](#).
 - ◆ OHA strongly recommends that areas are roped off or marked in such a way to create single entry and exit areas.
 - ◆ Physical distancing monitor must ensure food and drink is not consumed outside of this designated area.
 - *Additional requirement for extreme risk counties:* close on-site indoor food and beverage consumption areas, including but not limited to seating areas.
- Communicate all policies and facilities information to individuals, as applicable, prior to resuming indoor recreation and reopening fitness establishments.
- Review and implement [General Guidance for Employers and Organizations](#).

In **extreme risk counties**, indoor recreation and fitness establishments are required to:

- Limit clients to 45 minutes for participating in indoor recreation and fitness activities.
- Prohibit indoor on-site consumption of food and drink except for individual water bottles.

Additionally, for extreme- and high-risk counties, indoor recreation and indoor fitness establishments that organize practice and competition for adult, youth or club indoor full-contact sports are required to:

- Offer on-site responsive testing for symptomatic individuals and close contacts.
- Collect contact information for contact tracing (as stated below in the Contact Tracing section of this guidance).
- Collect a signed acknowledgement of risk from each participant or their parent/guardian that includes at least the following acknowledgments:
 - Participating in indoor full contact sports increases the likelihood of transmission of COVID-19.
 - Participants will quarantine if exposed to COVID-19 or isolate if they contract COVID-19.

Additionally, for extreme risk counties, indoor recreation and fitness establishments are required to:

- Limit clients to 45 minutes for participating in indoor recreation and fitness activities.
- Prohibit indoor on-site consumption of food and drink except for individual water bottles.

To the extent possible, indoor recreation and indoor fitness establishments should, but are not required to:

- Consider having indoor fitness establishments or indoor recreation time by appointment to limit number of people in the facility. Encourage use during non-peak times as determined and publicized by facility management.
- Consider offering virtual fitness classes, especially for persons at higher risk for severe COVID-19 complications such as people over 60 or with underlying medical conditions.
- Strongly encourage clients to bring their own filled water bottles with them to the facility.
- Permit activities consistent with emergency response activities, including training for emergency personnel, even in a county where, based on the designated risk level, the activity would not be permitted. If such activities do take place, OHA requirements and guidance still apply.

If operating a pool, indoor recreation and indoor fitness establishments are required to:

- Comply with [OAR 333, Division 60](#).
- Require staff (including lifeguards¹) to wear a mask, face covering or face shield when NOT in the water.
- For indoor spa pools, limit the use of the pool to one household unit at a time. Operators may consider scheduling reservations in 15-minute increments.
- Swim instructors are required to wear masks or face coverings when not in the water.

¹ The [Oregon Administrative Rules](#) that regulate pools in Oregon have different requirements for each type of pool. For example, most limited use pools do not require a lifeguard. If your facility is not required to have a lifeguard, you may disregard that part of the guidance.

Distancing and occupancy:

Indoor recreation and indoor fitness establishments are required to:

- Limit maximum capacity based on the [designated level of risk](#) for the county in which the indoor recreation or indoor fitness establishment is located.
- Ensure that physical distancing of at least six (6) feet, or 25 feet, for extreme risk counties, between individuals is maintained at all times, except when playing full-contact or minimal or medium contact sports.
- Consider holding recreation and fitness activities or classes outdoors if it can be done safely, when it does not violate any local ordinances, and when participants and instructors can maintain six (6) feet, or 25 feet, for extreme risk counties, of physical distance.
- As applicable, limit exercise equipment stations to those located at least six (6) feet apart, or 25 feet apart for extreme risk counties. If equipment cannot be moved to facilitate physical distancing, it must be blocked from being used.
- As applicable, space out player equipment to prevent players from coming into direct contact with one another.
- For one-to-one personal training, maintain six (6) feet, or 25 feet, for extreme risk counties, of physical distance between trainer and client. Trainer and client should thoroughly wash hands with soap and warm water or use hand sanitizer (60-95% alcohol content) immediately before and after appointment.
- Inform participants, visitors and customers that members of the same party, or household for extreme risk counties, can participate in activities together and do not have to stay six (6) feet apart or 25 feet apart, for extreme risk counties.
- Assign a physical distancing monitor to ensure compliance with all distancing requirements, including at entrances, exits, designated on-site food and drink consumption areas, restrooms and any other area where people may gather.
- Develop a plan to limit the number of individuals admitted into indoor recreation and fitness establishments so that six (6) feet, or 25 feet, for extreme risk counties, of physical distancing can be maintained. Operators may consider requiring reservations to limit the number of individuals in the pool area.
- When multiple indoor recreation or fitness events occur at the same indoor recreation or fitness establishment at the same time, indoor recreation and fitness operators are required to:
 - Ensure staff, participants and spectators for indoor recreation or fitness events do not share space, including but not limited to restrooms, hallways, concession stands.
 - Frequently clean commonly touched surfaces, such as door handles, between subsequent indoor recreation or fitness events.
 - To the extent possible, open windows and doors to increase ventilation and air circulation. Do not open windows and doors if doing so poses a safety risk to any individuals.
 - Ensure that high-traffic areas such as entrances, exits, check-in tables, restrooms and concession areas, are cleaned between subsequent indoor recreation or fitness events.

- ◆ If staff, participants and spectators at the same indoor recreation or fitness events share a restroom, leave entrance/exit doors open, if possible, and ensure that commonly touched surfaces such as stall door handles and faucets are regularly cleaned.

Additionally, for extreme risk counties, indoor recreation and indoor fitness establishments are required to:

- Limit capacity for locker rooms and other shared spaces to six (6) people total.
- Arrange stationary equipment to ensure individuals do not face each other regardless of the distance between equipment.
- For establishments 500 square feet or greater:
 - Limit capacity to four (4) separate groups, up to six (6) people in each group.
 - ◆ Each group must participate in indoor recreation and fitness activities in a separate location within the establishment.
 - ◆ Groups may include individuals from separate households.
 - ◆ Ensure clients from different groups do not use areas at the same time, including but not limited to restrooms and locker rooms.
 - ◆ Households must maintain 25 feet of physical distancing from one another even if in the same group.
 - ◆ For employees:
 - » Limit the employee capacity to the minimum number of employees needed to operate the establishment at maximum capacity.
 - » Designate a separate space in the establishment for employees-only to limit interactions with and around clients.
 - » Maintain six (6) feet of physical distance between employees at all times.
 - » Employees must maintain 25 feet physical distancing from clients, except for brief interactions such as assisting clients with returning weights or checking clients in.
- For establishments smaller than 500 square feet:
 - Limit capacity to one (1) client for the establishment.
 - For employees:
 - ◆ Limit the employee capacity to one (1).
 - ◆ Designate a separate space in the establishment for employees-only to limit interactions with and around clients.
 - ◆ The employee must maintain 25 feet physical distancing from the client, except for brief interactions such as assisting the client with returning weights or checking the client in.
- Additional requirements for establishments in extreme risk counties that operate indoor pools:

- Limit capacity to one (1) swimmer per lane.
- Ensure six (6) feet of physical distance between swimmers when in the pool, except for briefly passing in separate lanes.
- When not in the pool, individuals not in the same household must maintain at least 25 feet of physical distance from one another.

To the extent possible, indoor recreation and indoor fitness establishments should:

- Stagger arrival and departure times for individuals to minimize congregating at entrances, exits and restrooms to follow required physical distancing requirements.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Consider placing clear plastic or glass barriers in front of reception counters, or in other places where maintaining six (6) feet, or 25 feet, for extreme risk counties, of physical distance between employees and clients is more difficult.
- Assign designated areas for individuals, when not participating, to ensure physical distancing is maintained.

If operating a pool, indoor recreation and indoor fitness establishments are required to:

- Alter pool deck layouts to ensure individuals can keep six (6) feet, or 25 feet, for extreme risk counties, of physical distance.
- If using the pool for lap swim, design and implement a plan so that individuals enter and exit the pool on opposite ends and maintain the required physical distance between one another. Prohibit the gathering of people within the facility, including at the ends of lanes.
- Designate a waiting area for individuals that allows for six (6) feet, or 25 feet, for extreme risk counties, physical distancing.
- For swim lessons, swim instructors are allowed to be closer than six feet from their students, but close contact should be limited as much as possible.

Locker rooms:

If the indoor recreation and indoor fitness establishment operators allow locker room use, they are required to:

- Develop and implement a plan to limit the number of individuals using showers and changing rooms at the same time.
- Develop and implement a plan to keep at least six (6) feet, or 25 feet, for extreme risk counties, of physical distance between people.
- Ensure that the locker room does not exceed maximum occupancy. Use the total usable square footage of the locker room to determine the maximum occupancy of the locker room based on a minimum of 35 square feet per person.

- Assign a physical distancing monitor to ensure individuals follow all physical distancing requirements, including at entrances, exits, restrooms and any other area where people may gather.

Cleaning and disinfection:

Indoor recreation and indoor fitness establishments are required to:

- Thoroughly clean all areas of fitness-related organization with products containing soap or detergents prior to reopening after extended closure.
- Frequently clean work areas, high-traffic areas, and commonly touched surfaces.
- Encourage individuals to bring their own hand sanitizer for personal use and to wash hands or use hand sanitizer **before and after** touching shared equipment or any other commonly touched gaming devices or tools.
 - Indoor recreation and indoor fitness establishment operators are encouraged to provide handwashing stations and/or hand sanitizer.
- Thoroughly clean restrooms daily and ensure adequate sanitary supplies (e.g., soap, toilet paper, 60-95% alcohol content hand sanitizer) throughout the day. Indoor recreation and indoor fitness establishment operators may consider using a “one-in-one-out” policy, where only one individual is permitted within the restroom at one time.
- Disinfecting surfaces after cleaning is recommended if [certain conditions apply](#), such as the space having been occupied by an individual with COVID-19. Use disinfectants that are included on the [Environmental Protection Agency \(EPA\) approved list](#) for the SARS-CoV-2 virus that causes COVID-19.
 - Operators may consider following the disinfection practices recommended by the [Pediatric Environmental Health Safety Units](#).

If operating pools, indoor recreation and indoor fitness establishments are required to:

- Thoroughly clean all areas of the pool prior to reopening after extended closure. Specifically, for pools:
 - Prevent Legionella: If a facility has been closed for a prolonged period:
 - ◆ Flush your water system, both hot and cold water. The purpose of flushing is to replace all water inside building piping with fresh water.
 - ◆ Flush until the hot water reaches its maximum temperature.
 - ◆ Care should be taken to minimize splashing and aerosol generation during flushing.
 - ◆ Other water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers’ instructions.
- Have maintenance staff or a pool maintenance company regularly check the pool recirculation equipment for proper operation and pool sanitizer levels prior to the opening of the pool.
- Prohibit lifeguards from cleaning and/or disinfecting while on duty.

To the extent possible, indoor recreation and indoor fitness establishments should, but are not required to:

- Strongly encourage clients to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after their recreation or fitness activity as well as several times during the session.
- Flush water pipes weekly while the building is vacant and prior to resuming normal building use. Stagnant water in pipes can create conditions that favor the growth and spread of Legionella and other harmful bacteria (see [Guidance for Reopening Building Water Systems after Prolonged Shutdown](#)).

Contact tracing:

Indoor recreation and indoor fitness establishments, including those that organize practice and competition for adult, youth or club indoor full-contact sports, are required to:

- Record participant, visitor and customer contact information, date and time of indoor recreation or indoor fitness establishment use. If there is a positive COVID-19 case associated with the indoor recreation or indoor fitness establishment, public health officials may need the business to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after 60 days from the session date.

To the extent possible, indoor recreation and indoor fitness establishments should, but are not required to:

- Screen participants, visitors and customers prior to start of the indoor recreation or indoor fitness establishment session such as asking:
 - Have you had a new or worsening cough?
 - Have you had a fever?
 - Have you had shortness of breath?
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?

If the participant, visitor or customer responds “yes” to any of the screening questions, ask them to return home and wait to return to the facility until all symptoms, including fever, have been resolved for at least 24 hours without medication, or at least 14 days after contact with a person with a cough, fever, or diagnosed with COVID-19.

- Strongly encourage a participant, visitor or customer exhibiting symptoms of illness to immediately leave the facility and not return until at least 24 hours after symptoms have resolved without medication.
- Strongly encourage participants, visitors and customers at higher risk for severe COVID-19 complications (persons over age 65 or with underlying medical conditions) to continue to stay home to reduce their risk of exposure.

Training and playing:

Indoor recreation and indoor fitness establishments are required to:

- Ensure that there is only the minimal or medium contact among participants needed to play the game.
- Prohibit handshakes, high fives, fist/elbow bumps, chest bumps and group celebrations.

To the extent possible, indoor recreation and indoor fitness establishments including leagues, teams, coaches and officials should, but are not required to:

- Encourage players to use only their own equipment when feasible. Avoid or minimize equipment sharing, when feasible.
 - Some critical equipment may not be available to each player. When it is necessary to share critical or limited equipment, all surfaces of each piece of shared equipment must be cleaned and disinfected frequently, as appropriate for the sport (e.g. between players, sets, periods, or games). Use disinfectants that are included on the [Environmental Protection Agency \(EPA\)](#) approved list for the SARS-CoV-2 virus that causes COVID-19.
 - ◆ Operators may consider following the disinfection practices recommended by the [Pediatric Environmental Health Safety Units](#).
- Clean all equipment that directly contacts the head, face and hands with extra attention and detail.
- Allow only trainers, coaches and players to attend practices to ensure physical distancing and prevent people from gathering.
- Schedule enough time between practices and games so all people from a previous practice can leave the premises before the next group enters. This minimizes gathering at entrances, exits and restrooms while providing sufficient time to clean the facilities/equipment.
- Require individuals to enter the premises through a designated entrance and exit through a designated exit. Do not block fire exits.
- Encourage staff, players and spectators to stay outside of the premises (e.g. in vehicles) until scheduled practice or play time. This allows people to leave the premises before entering and minimizes gathering.

Travel

Out of state travel may increase the likelihood of disease transmission. Long haul flights, including domestic, in and of themselves, pose a moderate risk of transmission. Of greater concern, and subsequently higher risk, is the increased exposure during transit at airports.

If athletes are traveling to or from an indoor recreation and indoor fitness establishment, they are required to:

- Limit exposure to those outside the travel unit during transit:
 - All members of a travel unit including drivers, if on a bus or in a car, must wear a mask, face shield or face covering and ensure a minimum of three (3) feet between passengers within the travel unit.
 - Limit travel to those who have been in regular contact and are considered essential personnel (i.e., athletes, coaches, medical staff).

- Air travel
 - When able, consider charter flights instead of commercial air travel. Commercial air travel should be on a carrier with robust infection control methods and enforcement of universal masking requirements.
 - Carry hand sanitizer that contains 60-95% alcohol content at all times and use it frequently.
 - Wear masks or face coverings at all times and minimize removal for eating or drinking.
 - Avoid traveling on the same private plane with a different team.
- Document the names of all passengers including the driver, pilot and flight staff, along with the date and time of the trip and the vehicle number/license, if applicable.
- Allow drivers to transport multiple travel units if wearing a mask and sanitizing hands before and after each group. Vehicles must be cleaned between transport of each travel unit following [transportation guidelines](#).
- If experiencing COVID-19 symptoms, contact health care provider for testing.
- Cooperate with Local Public Health Authority, if contacted, for purposes of contact tracing.

To the extent possible, athletes traveling to or from an indoor recreation and indoor fitness establishment should, but are not required to:

- Follow the [OHA Guidance \(Recommendations\) for Travel](#).
- Travel and play the same day to avoid overnight stays, when feasible. For overnight stays or same-day travel, prepackaged meals or room service should be considered. If restaurant dining is the only option, consider take-out food or outdoor eating as alternatives.

Additional resources:

- [Signs you can post](#)
- [Interim Guidance for Fully Vaccinated Individuals](#)
- [Statewide Mask, Face Covering, Face Shield Guidance](#)
- [OHA General Guidance for Employers and Organizations](#)
- [CDC Guidance: Cleaning and Disinfecting Your Facility](#)

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsosha.state.or.us