

# COVID-19 RESPONSE

## CITY OF PORTLAND EMERGENCY COORDINATION CENTER



### City of Portland - Illness in the Workplace Guidelines

Updated: May 21, 2020

Issued By: Emergency Coordination Center

The following scenarios and information related to illness in the workplace are provided to guide the City of Portland’s internal COVID-19 response. Information regarding City vendors is provided at the end of this document.

All questions regarding the implementation of this protocol shall be directed to the bureau’s HR Business Partner.

Scenario	Response
<p><b>Scenario 1:</b></p> <p>Individual becomes sick with <a href="#">symptoms of COVID-19</a> (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) <u>while not at work and does not come to work</u>, but alerts Supervisor they are ill.</p> <p>OR</p> <p>Individual contacts Supervisor to let them know they have had close contact with or been exposed to someone diagnosed with COVID-19 or exhibiting symptoms of COVID-19, <u>while not at work</u>.</p>	<ol style="list-style-type: none"> <li>Supervisor to ask employee to name all people, city vehicles, equipment/tools, and places (both within the employee’s usual worksite and outside) they came into <b>close contact</b> with in the 72 hours prior to the onset of symptoms. Close contact is defined as being within approximately six feet for a prolonged period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, etc.) Recommend that the employee notify people they may have come in close contact with outside of work.</li> <li>The Supervisor or HR Business Partner should recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their HR Business Partner and Supervisor ASAP.</li> <li>If exposure only, Supervisor or HR Business Partner should tell the employee to stay home for a period of 14 days after the employee’s last contact with the person. The employee should monitor themselves for possible symptoms. Employee is asked to share if they develop symptoms. The employee should telecommute if possible. If telecommuting is not possible, the employee may use accrued leave during their absence. The employee should continue to stay home and follow public health guidance regarding returning to work (either a negative diagnosis, or symptom-free for at least 72 hours <i>and</i> at least 10 (ten) days have passed since the onset of symptoms).</li> <li>Supervisor should remind all other employees in the work group to continue to monitor themselves for symptoms, wash their hands often, avoid touching their face and maintain physical distancing (minimum six feet or otherwise limiting the frequency, proximity, and duration of contact between people) to the extent possible. Supervisors must not share the name of the employee with symptoms and shall take precautions to avoid releasing information that identifies the employee as out with possible COVID-19.</li> <li>Supervisor shall alert their manager/Director and HR Business Partner that an employee is home sick, along with any updates that come in from the employee on their health status.</li> </ol>

Scenario	Response
<p><b>Scenario 2:</b></p> <p>Individual comes to work with <a href="#">symptoms of COVID-19</a> (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) and <a href="#">is sent home immediately</a>.</p>	<ol style="list-style-type: none"> <li>1. Supervisor shall direct the employee to go home and follow public health guidance regarding returning to work (either a negative diagnosis, or symptom-free for at least 72 hours <i>and</i> at least 10 (ten) days have passed since the onset of symptoms).</li> <li>2. Supervisor to ask employee to name all people, city vehicles, equipment/tools, and places (both within the employee’s usual worksite and outside) they came into <b>close contact</b> with in the in the 72 hours prior to the onset of symptoms. Close contact is defined as being within approximately six feet for a prolonged period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, etc.) Recommend that the employee notify people they may have come in close contact with outside of work.</li> <li>3. The Supervisor or HR Business Partner should recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their HR Business Partner and Supervisor ASAP.</li> <li>4. Without waiting to hear back from the employee on the healthcare provider’s guidance, Supervisor is to determine the degree to which the employee had contact with others during work employees, and whether or not the physical distancing guidance (minimum six feet) was adhered to. If the employee has had <b>limited to no contact with others during work, and the physical distancing guidance was adhered to</b>, the Supervisor is to follow the steps below: <ol style="list-style-type: none"> <li>a. Supervisor is to isolate the area the employee came in contact with and notify Facilities Dispatch, (503) 823-5252, so Facilities can either arrange for an immediate wipe-down or issue an order for enhanced cleaning by assigned vendor as soon as possible. Supervisor must notify CityFleet, (503) 823-8345, if the employee had any contact with Fleet vehicles and/or equipment; indicate the license plate and/or equipment number so vehicles/equipment can be wiped down.</li> <li>b. Without identifying the possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their HR Business Partner that an employee went home sick, along with any updates that come in from the employee on their health status.</li> </ol> </li> <li>5. If the employee had <b>extensive contact with their others during work and/or the physical distancing guidance was not adhered to</b>, follow Scenario 3, below. <p><b>Note:</b> This process can be discontinued if the employee informs their Supervisor that a healthcare provider does not believe they have COVID-19, or they have tested negative for COVID-19. If a communication was sent regarding the ill employee, then Supervisor shall send a follow-up communication to the same recipients stating updated information has been received indicating the person with symptoms does not appear to have COVID-19.</p> </li> </ol>

Scenario	Response
<p data-bbox="240 268 358 296"><b>Scenario 3:</b></p> <p data-bbox="164 333 423 653">Individual comes to work with <a href="#">symptoms of COVID-19</a> (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) and <u>is not immediately identified/sent home.</u></p> <p data-bbox="282 688 318 716">OR</p> <p data-bbox="164 753 423 1104">An individual is at work and becomes sick <u>while at work</u> with <a href="#">symptoms of COVID-19</a> (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) and <u>is not immediately identified/sent home.</u></p>	<ol style="list-style-type: none"> <li data-bbox="472 239 1442 331">1. Supervisor shall direct the employee to go home and follow <a href="#">public health guidance regarding returning to work</a> (either a negative diagnosis, or symptom-free for at least 72 hours <i>and</i> at least 10 (ten) days have passed since the onset of symptoms).</li> <li data-bbox="472 352 1455 573">2. Supervisor to ask employee to name all people, city vehicles and equipment/tools, and places (both within the employee’s usual worksite and outside) they came into <b>close contact</b> with in the 72 hours prior to the onset of symptoms. Close contact is defined as being within approximately six feet for a prolonged period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, etc.) Recommend that the employee notify people they may have come in close contact with outside of work.</li> <li data-bbox="472 594 1446 751">3. The Supervisor or HR Business Partner should recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their HR Business Partner and Supervisor ASAP.</li> <li data-bbox="472 772 1455 1801">4. Without waiting to hear back from the employee as to the healthcare provider’s guidance, and without identifying potentially infected employee, Supervisor is to determine the degree to which the employee had contact with other during work, and whether or not the physical distancing guidance was adhered to. If the employee had <b>extensive contact with others during work and/or the physical distancing guidance was not adhered to</b>, the Supervisor is to follow the steps below: <ol style="list-style-type: none"> <li data-bbox="521 982 1455 1171">a. Supervisor is to immediately identify those with whom the employee had contact, ask all affected individuals to identify what City facilities/floors they have been in, ask them what City vehicles/equipment/tools they have utilized (license plate and/or equipment numbers, if possible), and if necessary, send affected employees home to await further instructions from their Supervisor, consistent with the <a href="#">CDC’s risk assessment guidance</a> based on level of exposure.</li> <li data-bbox="521 1192 1455 1318">b. Supervisor is to immediately isolate affected facility areas and ensure no additional employees can access those areas. Supervisor is to call Facilities Dispatch, (503) 823-5252, immediately to provide the news of a sick employee on the job, and coordinate with Dispatch to deep clean the facility location(s).</li> <li data-bbox="521 1339 1455 1623">c. If City Fleet vehicles and/or equipment/tools have also been compromised, Supervisor is to use gloves to obtain the key to the vehicle and/or equipment, if possible, and secure it (lock) in place without entering the vehicle. Provide the equipment number and location to Facilities Dispatch so that they can route this information to CityFleet, which will in turn coordinate with the Supervisor to find the equipment and initiate a lock out/tag out and decontamination procedure. If the key is not available to the Supervisor, please provide the equipment information to Facilities Dispatch, who will coordinate with CityFleet to locate the vehicle and initiate the lock out/tag out and decontamination procedure.</li> <li data-bbox="521 1644 1455 1801">d. Without identifying possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their manager/Director and HR Business Partner that an employee was at work while sick, along with any updates that come in from the employee on their health status.</li> </ol> </li> </ol>

	<p><b>5.</b> Co-workers of the sick individual who came into close contact with them should stay at home for a period of 14 days to ensure they are not sick, following public health guidance. <b>An employee with a positive test cannot return to work without a healthcare provider’s note indicating they are clear of infection.</b></p> <p><b>Note:</b> This process can be discontinued if the employee informs their Supervisor that a healthcare provider does not believe they have COVID-19, or they have tested negative for COVID-19. If a communication was sent regarding the ill employee, then Supervisor shall send a follow-up communication to the same recipients stating updated information has been received indicating the person with symptoms does not appear to have COVID-19.</p>
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<b>Scenario</b>	<b>Response</b>
<p><b>Scenario 4:</b></p> <p>While at work, an individual is exposed to someone diagnosed with COVID-19 or being tested for COVID-19.</p>	<ol style="list-style-type: none"> <li>1. Follow the City’s <i>Procedures for COVID-19 Self-Quarantining</i> following a work-related exposure. Contact the bureau’s HR Business Partner, or the City’s Occupational Health Manager or designee by calling the City’s Exposure Hotline at (503) 823-1440. The Occupational Health Manager can also be reached by e-mail at <a href="mailto:joel.michels@portlandoregon.gov">joel.michels@portlandoregon.gov</a>.</li> <li>2. Supervisor shall alert their manager/Director and HR Business Partner that an employee has been exposed to COVID-19 while at work, along with any updates that come in from the employee on their health status.</li> </ol>

## City Vendors Working at City Facilities, Jobsites, or Field Locations

Where the City has any vendors, including consultants and contractors, working in City facilities, jobsites, field locations, or otherwise have contact with City employees, a similar illness in the workplace process should be followed. The contract manager should communicate illness in the workplace expectations to vendors.

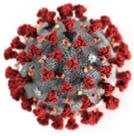
Vendors should notify the City contract manager if a vendor employee who works at a City facility, jobsite, field location, or who otherwise has contact with City employees discloses any of the following:

- Vendor employee has had close contact with a person with symptoms or a confirmed diagnosis of COVID-19, while not at work
- Vendor employee calls in sick to work with symptoms of COVID-19, does not come to work
- Vendor employee is at work and begins to have symptoms of COVID-19; is sent home immediately
- Vendor employee is at work and begins to have symptoms of COVID-19; is not sent home immediately
- Vendor employee has a confirmed positive test for COVID-19
- Vendor employee is at work and notifies that they have had close contact with a person with symptoms or a confirmed diagnosis of COVID-19

The City contract manager should notify the bureau Facilities Coordinator or other bureau contact in the area(s) where the vendor employee was stationed. The City contract manager should provide as much information as possible without identifying the vendor employee. The bureau Facilities Coordinator/bureau contact should assess the information they have and follow up with their manager to determine employee notification procedures. The City should maintain vendor employee confidentiality and must not share the name of the employee.

### General Notes:

- All employees and vendors are to follow [public health guidance regarding returning to work](#) (either a negative diagnosis, or symptom-free for at least 72 hours *and* at least 10 (ten) days have passed since the onset of symptoms). Likewise, all employees are to follow the City's guidance on using sick/vacation leave for the use of quarantine.
- If an employee or vendor has had close contact with a person with a confirmed diagnosis of COVID-19 the employee should not be in the workplace for 14 days after the employee's last contact with the diagnosed person. The employee should telecommute if possible. If not, the employee may use accrued paid leave during their absence.
- If an employee has any questions regarding pay, they should contact their Supervisor and/or their bureau's HR Business Partner.
- If assistance with communication to employees is needed, please contact the ECC Joint Information Center (JIC), (503) 823-2323, or your bureau's communication lead.



# CITY OF PORTLAND SUPERVISOR'S QUICK REFERENCE



If the employee reports a negative COVID-19 test or their doctor is not concerned, this protocol may be abandoned. Direct all questions regarding this protocol to the bureau's HR Business Partner, or the City's Occupational Health Manager at (503) 823-5238 or [joel.michels@portlandoregon.gov](mailto:joel.michels@portlandoregon.gov). If you are unable to reach the Occupational Health Manager, your bureau's HR Business Partner, or your supervisor, please call the PBEM Duty Officer at (503) 823-2686.

