



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



City of Portland - Illness in the Workplace Guidelines and Workflow

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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.

After a workplace exposure, please follow the City’s *COVID-19 Self-Quarantine Guidelines* and the *Workplace Contact Tracing Guidelines* found here: <https://www.portlandoregon.gov/bhr/81055>.

Scenario	Response
<p>Scenario 1:</p> <p>Individual becomes sick with symptoms of COVID-19 (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"> Supervisor, Human Resources Business Partner (HRBPP), or Safety Officer (SO) 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 close contact with in the 48 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. The Supervisor, HRBP, or SO 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 Supervisor, HRBP or SO as soon as possible. If exposure only, Supervisor, HRBP, or SO 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. If symptoms develop then, the employee should stay home until 10 days have passed since symptoms started AND has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving. Supervisor should remind all other employees in the work group to continue to monitor themselves for symptoms, wash their hands often, wear face covering, 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. Supervisor shall alert their manager/Director, HRBP and SO that an employee is home sick, along with any updates that come in from the employee on their health status.

Scenario	Response
<p>Scenario 2:</p> <p>Individual comes to work with symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) and is sent home immediately.</p>	<ol style="list-style-type: none"> 1. Supervisor shall direct the employee to go home and follow public health guidance regarding returning to work. The employee should stay home until 10 days have passed since symptoms started AND has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving. 2. Supervisor, Human Resources Business Partner (HRBP), or Safety Officer (SO) 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 close contact with in the in the 48 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. 3. The Supervisor, HRBP, or SO 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. 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 other employees during work, and whether or not the physical distancing guidance (minimum six feet) was adhered to. If the employee has had limited to no contact with others during work, and the physical distancing guidance was adhered to, the Supervisor is to follow the steps below: <ol style="list-style-type: none"> a. Supervisor is to isolate the area the employee came in contact with and notify Facilities Dispatch, (503) 823-5252, so Facilities can arrange for sanitizing of the area following CDC cleaning and disinfection guidance. Supervisor must notify City Fleet, (503) 823-8345, if the employee had any contact with Fleet vehicles/equipment; indicate the license plate and/or equipment number so vehicles/equipment can be wiped down. b. Without identifying the possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their HRBP and SO that an employee went home sick, along with any updates that come in from the employee on their health status. 5. If the employee had extensive contact with others during work or the physical distancing guidance was not adhered to, follow Scenario 3, below. Note: 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.

Scenario	Response
<p data-bbox="240 268 358 296">Scenario 3:</p> <p data-bbox="164 331 423 653">Individual comes to work with symptoms of COVID-19 (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="164 751 423 1104">An individual is at work and becomes sick <u>while at work</u> with symptoms of COVID-19 (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="472 233 1414 359">1. Supervisor shall direct the employee to go home and follow public health guidance regarding returning to work. The employee should stay home until 10 days have passed since symptoms started AND has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving. <li data-bbox="472 380 1446 632">2. Supervisor, Human Resources Business Partner (HRBP), or Safety Officer (SO) 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 close contact with in the 48 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 data-bbox="472 653 1446 810">3. The Supervisor, HRBP, or SO 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 data-bbox="472 831 1446 1837">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 others during work, and whether or not the physical distancing guidance was adhered to. If the employee had extensive contact with others during work or the physical distancing guidance was not adhered to, the Supervisor is to follow the steps below: <ol style="list-style-type: none"> <li data-bbox="521 1041 1446 1199">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. <li data-bbox="521 1220 1446 1377">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 clean the facility location(s) following CDC cleaning and disinfection guidance. <li data-bbox="521 1398 1446 1682">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 City Fleet, 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 City Fleet to locate the vehicle and initiate the lock out/tag out and decontamination procedure. <li data-bbox="521 1703 1446 1837">d. Without identifying possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their manager/Director, HRBP and SO that an employee was at work while sick, along with any updates that come in from the employee on their health status.

Scenario	Response
<p>Scenario 3 (continued)</p>	<p>5. 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. An employee with a positive test cannot return to work without a healthcare provider's note indicating they are clear of infection.</p> <p>Note: 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>
<p>Scenario 4:</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"> 1. Follow the City's <i>Guidelines 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 joel.michels@portlandoregon.gov. 2. Supervisor shall alert their manager/Director, HR Business Partner, and Safety Officer 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.

City Vendors Working at City Facilities, Jobsites, or Field Locations
<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>

General Notes:

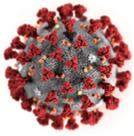
All employees and vendors are to follow [public health guidance regarding returning to work](#). The employee should stay home until 10 days have passed since symptoms started AND has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving.

Likewise, all employees are to follow the City's guidance on using accrued leave for the purpose 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. 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.

