



# COVID-19 RESPONSE

CITY OF PORTLAND  
EMERGENCY COORDINATION CENTER



**City of Portland - Worksite Contact Tracing Guidelines for COVID-19 Positive Exposures**  
**Updated: July 30, 2020**      **Issued By: Emergency Coordination Center**

## Purpose

To provide managers, Human Resources Business Partners, Safety Officers, and others asked to perform contact tracing with resources and best practices to effectively limit the spread of COVID-19 after an employee tests positive, becomes symptomatic, or is exposed to someone with COVID-19 like symptoms while at work. While the contact tracing process is the same for all employees, first responders should follow their bureau's guidelines for quarantine, which may differ from these guidelines.

## Background

COVID 19 is the illness caused by SARS-CoV-2, a novel coronavirus currently causing a worldwide pandemic with local community and workplace spreading in the Portland area. The City of Portland has activated the Emergency Coordination Center (ECC) and is following guidance from Multnomah County, The Oregon Health Authority (OHA), Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control (CDC). Guidance around Illness in the Workplace specific to this pandemic has been developed and is currently in use at the City (see the section on Related Policies). This document is to be used in conjunction with existing documents as well as CDC, OSHA, and Multnomah County guidelines (see section on Resources).

## Policy

Contact tracing will be conducted to trace the people and locations a COVID-positive or symptomatic employee has been in contact with to coordinate facility cleaning, notification and/or quarantine of those who may have been exposed at work.

## Timing

The window of exposure for tracing is determined by looking back at the previous 48 hours from when the COVID-positive or symptomatic employee became symptomatic, when they tested positive, or were diagnosed with COVID-19 if asymptomatic and not tested.

## Procedure

The COVID-positive employee's manager, Human Resources Business Partner (HRBP), safety officer, or designee, with the help of the Workplace Exposure Support Team, will conduct tracing of all worksites, contacts, surfaces, and vehicles used, through multiple sources of information which may include but are not limited to the following:

1. The sick employee should be asked to recall the date and time of:
  - onset of symptoms or testing positive if asymptomatic
  - work locations
  - use of vehicles

- with whom they were in close contact during the window of exposure (Close contact is defined as being within six feet of an infected person for at least 15 minutes, without use of Personal Protective Equipment such as an N-95 respirator, starting from 48 hours before illness onset or testing positive if asymptomatic.)
2. Work tracking systems, logs
  3. Sign-in sheets
  4. City-owned cell phone records or data
  5. Work schedules including break / lunch times
  6. Vehicle logs
  7. GPS records

### **Coordination with Vendors / Contractors**

When the symptomatic or COVID-positive person is a City of Portland vendor or contractor, contact tracing becomes the joint responsibility of the vendor/contractor organization and the associated contract manager and bureau of the City of Portland. The vendor/contractor organization will conduct the initial interview portion of the tracing with the symptomatic or COVID-positive person, reporting to the contract manager anyone determined to have been in close contact with them and any City buildings or vehicles they used. The City contract manager should corroborate this information from the vendor/contractor organization with other available information (listed in above Procedure section) and clarify any discrepancies through a conversation with the vendor/contractor organization or symptomatic or COVID-positive person as needed.

### **Level of Exposure Determination**

The level of exposure is determined by asking if an employee was in direct or close contact with someone who is diagnosed with or presumed to be infected with COVID-19. Close contact is defined as being within six feet of an infected person for at least 15 minutes without use of PPE, starting from 48 hours before symptom onset or testing positive when asymptomatic. Exposure can also occur if an employee has direct contact with potentially infectious material such as bodily fluids of an individual positive for COVID-19.

Other information that may mitigate the risk of exposure includes, but is not limited to:

- Use of face coverings by the ill employee and those with whom they had contact
- Use of other PPE during contact with the ill individual or potentially infectious material
- Whether the contact occurred outdoors or in an enclosed space, like a vehicle, to determine amount of ventilation or fresh air
- Whether the person traced was symptomatic at the time of contact

Exposed employees should be asked about their general state of health and if they are experiencing any COVID-19 symptoms.

### **Notification**

Individuals who were known or suspected to have had contact with the symptomatic or COVID-positive employee or workspace shall be notified in person or by telephone that they were possibly exposed to

COVID-19 and the level of exposure that is suspected, to help guide discussion about what steps need to be taken. This notification should be done as soon as possible after the incident and not more than 24 hours after being notified about the individual's symptoms or diagnosis of COVID-19. Details regarding the dates and location of the possible exposure and privacy of the symptomatic or COVID-positive employee shall be protected by not releasing their name or any personally identifying information. Exception to this may be made if the sick employee agrees in writing to disclose their name to those possibly exposed for purposes of contact tracing.

OMF Facilities shall be notified of the potential exposure and the locations where the symptomatic or COVID-positive employee worked if working in a City-managed facility. OMF Facilities will follow their procedures for determining if a workspace needs additional cleaning and will take action accordingly.

### **Direction to Exposed Employees**

Employees who have been in close contact (less than-six feet of distancing for 15 minutes or longer without use of PPE, or exposure to potentially infectious materials such as bodily fluids), with someone diagnosed with, or presumed to infected with COVID-19 within 48 hours from when the employee became symptomatic, tested positive or was diagnosed are considered at high risk and should quarantine for 14 days and discuss testing with their healthcare provider.

If symptomatic, employees exposed to COVID-19 should be isolated in the bureau's designated illness isolation location or sent home immediately. Exposed, symptomatic employees shall be presumed to be positive with COVID-19, and bureaus shall follow the procedures in this document, and in the City's *Illness in the Workplace Guidelines* accordingly.

If asymptomatic, employees should be encouraged to monitor for symptoms, and the manager should follow the City's *Illness in the Workplace Guidelines* for when to quarantine exposed individuals. Testing should be discussed with their healthcare provider.

Additionally, anyone exposed, regardless of the level of exposure, should be advised to monitor themselves for symptoms for 14 days after the exposure, avoid close contact with high risk populations (the elderly, chronically ill, especially those with underlying chronic lung disease, etc.) and consult their healthcare provider if symptoms develop or to discuss testing.

Testing is available to Kaiser members through their primary care provider or by accessing Kaiser's website <https://healthy.kaiserpermanente.org/oregon-washington/health-wellness/coronavirus-information> or by calling 1-800-813-2000.

Moda members can reach out to their primary care provider or use any in-network clinic or healthcare provider. Moda's website is: <https://www.modahealth.com/> Moda's phone: 1-877-605-3229.

### **Quarantine Lodging**

Employees needing to quarantine due to a workplace exposure without other options may utilize the City's quarantine hotel location if space is available. Safety officers, HRBPs, the PBEM Duty Officer or the Occupational Health Program Manager (see Additional Support section for contact information) have information on how to access the lodging coordinator.

### **Expanded Tracing**

If an exposed employee tests positive or becomes symptomatic with COVID-19 like symptoms, tracing should be performed to identify contacts of the employee following these guidelines.

## Cleaning Protocols

Worksites where a positive or symptomatic employee has been should be decontaminated according to *Illness in the Workplace Guidelines* and OMF Facilities guidelines. This includes City vehicles if used.

## Return to Work

**Employees who** have COVID-19 symptoms, **but test negative** may return to work when both of the following conditions are met:

1. Symptoms have resolved including no fever for at least 24 hours without use of fever-reducing medication; and
2. 10 days have passed since onset of symptoms.

**Employees who test positive** may return to work when all of the following conditions are met:

1. Symptoms have resolved including no fever for at least 24 hours without use of fever-reducing medication;
2. 10 days have passed since onset of symptoms or diagnosis if asymptomatic; and
3. They are cleared by their health practitioner in writing to return to work.

**Employees who were quarantined** because of a high-risk exposure but have **no symptoms** may return to work 14 days after the last exposure.

**Employees who were quarantined** because of an exposure **and develop symptoms or are diagnosed with COVID-19** shall not return to work without following the above guidelines AND should have contact tracing initiated according to the Expanded Tracing section of this document.

Additional guidance on return to work can be found in the *Illness in the Workplace Guidelines* document.

## Record Keeping

A record of all individuals who experience a work-related COVID-19 exposure or illness must be maintained by the bureau safety officer for OSHA compliance purposes (i.e. OSHA 300/300A/301 forms). Additional documentation and record keeping may be required for Worker Compensation compliance purposes (i.e. 801/827 forms). Documentation of the contact tracing process will also be maintained by the bureau safety officer and treated as Protected Health Information (PHI).

## Notification to ECC

Any workplace exposure that involves employees from multiple bureaus or worksites requires a higher level of coordination across the city. The ECC Safety Officers should be notified of such exposures so they can utilize cross-city resources including notification systems and all-city coordination meetings when needed. Contact the PBEM Duty Officer for assistance with notifying the ECC (see below).

## Additional Support

Additional information and support are available from the Occupational Health Program Manager, Joel Michels, Nurse Practitioner. Phone: 503-823-5238 [joel.michels@portlandoregon.gov](mailto:joel.michels@portlandoregon.gov)

PBEM Duty Officer can be reached at: 503-823-2686 [PBEMDutyOfficer@portlandoregon.gov](mailto:PBEMDutyOfficer@portlandoregon.gov)

## Related Policies

COVID-19 Illness Resource Toolkit

<https://www.portlandoregon.gov/bhr/81055>

## **Resources**

<https://multco.us/novel-coronavirus-covid-19/contact-tracing-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing/>

<https://www.oregon.gov/oha/PH/Pages/Contact-Tracing-Resources.aspx>

<https://www.osha.gov/SLTC/covid-19/>