

COVID-19 Guidance for Employers - Prevention



Clackamas County supports employers by providing guidance and resource support to our business community.

Business owners with questions are invited to contact Clackamas County's Business and Community Services Department at 503-742-4BIZ or 4biz@clackamas.us. COVID-19 business support can be found at www.clackamas.us/coronavirus/business.

How employers can use preventive measures for employee and customer safety:

Establish policies and practices

- Provide information to all employees in multiple languages so they can be aware of and practice proper physical distancing, sanitization and face covering rules in the workplace.
- Train all employees in safety requirements and expectations at physical worksites.
- Review outbreak response plans and bring them up to date, or develop response plans if none exist.
- **Support employees to stay home when ill. Even if they are not sure.**

Masks/face coverings

Covering your face, nose and mouth protects others; when others cover their face, nose and mouth they protect you.

- Employees, contractors and volunteers in Oregon are now required to wear face coverings at work.
- Businesses can also require customers to wear one to protect employees.
- Remember, some people can't wear a face covering due to a health condition, age or ability. Face

covering requirements do not apply in these cases.

Minimize the number of people in the workplace at one time.

Physical distancing is our best tool to prevent the virus from spreading.

- Stagger work schedules.
- Allow teleworking when possible.
- Mark 6 foot spaces for customers to wait in line.
- Dedicate personnel to monitor physical distancing activities.
- Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use.

Provide proper sanitization and protection tools

- Face coverings, handwashing stations, hand sanitizer, disposable disinfectant wipes, gloves, tissues and wastebaskets in commonly used areas.
- Frequent cleaning of commonly touched surfaces.
- Install shields between employees

and customers at service counters.

- Limit door handle use.
- Monitor air ventilation and equipment, consider improved ventilation measures.
- Restrict use of shared items or equipment and require disinfection of equipment between uses.
- Post signs with prevention measures (physical distancing, face covering, hand washing, etc.) in English and Spanish

Schedule a free COVID-19 safety consultation

OSHA is now offering confidential assistance to businesses to help them comply with COVID requirements and guidelines.

Learn more at <https://osha.oregon.gov/consult/Pages/index.aspx>.

Additional information

For details, or guidance for specific businesses such as childcare, agriculture, healthcare, etc., visit <https://govstatus.egov.com/OR-OHA-COVID-19>.

COVID-19 Guidance for Employers - Symptomatic



How employers can respond to employees with COVID-19 symptoms:

This information comes from the Oregon Health Authority (OHA) frequently asked questions: www.oregon.gov/oha/PH/DISEASES/CONDITIONS/DISEASESAZ/Pages/COVID19-FAQ.aspx?wp1284=se:%22employer%22.

Encourage sick employees to stay home.

Health experts recommend that employees with symptoms of acute respiratory illness stay home. Employees should not come to work if they have:

- Fever (100.4° F [38° C] or greater using an oral thermometer).
- Other symptoms like cough, vomiting, or diarrhea.

People should be without fever or cough for 72 hours without using fever reducing medicines like aspirin or acetaminophen before returning to work or school. This applies to everyone, not just people that have been tested for COVID-19.

Employees should inform their supervisor and stay home if they're sick.

Separate sick employees from other employees.

This is what CDC recommends. Also, those with fever or acute respiratory illness symptoms should go home immediately:

- Upon arrival to work, or
- During the day, if symptoms develop while at work.

Help your workplace stay healthy.

Emphasize that all employees should:

- Stay home when sick, and make sure workplace policies allow sick leave so that people can do the right thing by protecting their co-workers.
- Cover coughs and sneezes. www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Wash hands frequently. www.cdc.gov/handwashing/index.html

Perform regular cleaning of the workplace. Make it a routine to clean all surfaces that people often touch. Examples are workstations, countertops and doorknobs. Use cleaning agents usually used in these areas and follow the directions on the label.

Know how to respond to employees after exposure or who are sick.

Employees who are well but who have a sick family member at home with COVID-19 should:

- Tell their supervisor.
- Refer to CDC guidance for how to conduct a risk assessment of their

potential exposure.

www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html

- Contact Clackamas County Public Health: 503-742-5300

If an employee develops COVID-19 infection, employers should:

- Work with public health to determine which co-workers had close, prolonged contact with the ill employee that might put them at risk of exposure to COVID-19.
- Maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Employees who have had exposure to a co-worker with confirmed COVID-19 should:

- Refer to CDC guidance for how to conduct a risk assessment. www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html
- Contact Clackamas County Public Health: 503-742-5300

Review your outbreak response plans and make sure they are up to date. If you do not have a plan, now is the time to develop one.