

Workplace COVID-19 Prevention & Response Toolkit

Includes Guidance for Employers
When an Employee
Tests Positive for COVID-19

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Purpose of this toolkit

This document provides resources for employers that have employees who have tested positive for COVID-19 and want to prevent further transmission in the workplace. It is also meant to be a useful tool to help employers prepare for and prevent COVID-19 in the workplace.

Symptoms of COVID-19 and how it spreads

People with COVID-19 have reported a wide range of symptoms — from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The virus that causes COVID-19 (SARS-CoV-2) spreads mainly between people in close contact or through respiratory droplets produced by coughs and sneezes. Employers can reduce the risk of spread by asking employees to stay home when ill, cover their coughs and sneezes, practice physical distancing, and wear face coverings or other appropriate personal protective equipment (PPE).

The virus can survive on surfaces and may also be spread through touching contaminated surfaces (e.g., counter tops, handrails, telephones or doorknobs). Frequent and effective cleaning and disinfection of high-touch surfaces, avoid touching one's face, and frequent hand washing can reduce the risk of transmission.

Stigma and Discrimination

Some Oregon employees have reported experiencing discrimination because of fears of coronavirus, particularly around race and national origin.

A business cannot turn away or ask an employee to leave work simply because they think race or national origin make a person more likely to have or spread coronavirus. A person's ethnicity, language or association with a country or region are not risk factors for COVID-19.

Discrimination based on race, national origin, age, sex, religion, sexual orientation, disability and other characteristics is illegal.

What employers can expect if notified of a COVID-19 positive employee

When an individual has tested positive for COVID-19, they will be directed to isolate. They may be contacted by Clackamas County Public Health Division (CCPHD) or referred by their healthcare provider to access resources on their own. If interviewed by CCPHD, CCPHD collects information from the individual regarding exposures and close contacts the individual had while ill and within 48 hours before their symptoms began. If workplace exposures have occurred, CCPHD will encourage the individual to tell their employer as part of the contact tracing and case interview process.

Clackamas County Public Health Division recommends an employer to:

- The newly adopted [Oregon OSHA Temporary COVID-19 rule](#) requires employers to inform employees of their exposure to COVID-19 in the workplace. Employers must also maintain confidentiality and not reveal the employee's personal information as required by the [Americans with Disabilities Act \(ADA\)](#). Please ensure you familiarize yourself with the OSHA requirement changes and resources on how to implement them found at osha.oregon.gov/covid19.
- Collect contact information for individuals the affected employee(s) had close contact with (within six feet, for 15 minutes or longer, with or without a face covering). Employers can use the COVID-19 Employee Exposure Contact Log on page 11 to help compile this information.
- Make sure infection control measures are in place to prevent the spread of COVID-19. Use the assessment tool on pages 5-9.

What employers can do to prevent the spread of COVID-19 and support their employees

Exclude employees from work when required by CCPHD

- If an employee tests positive for COVID-19, they must not return to work until they have recovered (see page 4 for more information). COVID-19 positive employees need to closely monitor their symptoms and be instructed to isolate themselves from others to prevent transmission.
- Employees who are identified as close contacts (within six feet for at least 15 minutes) of a COVID-19 positive case must stay home (quarantine) to help prevent the spread of the virus, even if they report no symptoms.
- If an employee needs help to be able to stay at home and does not have resources or other supports, such as groceries and other resources so they can stay home safely, they can be referred to EOCCBO_Coordinator@Clackamas.us.
- More resources for employees about COVID-19 including isolation and quarantine information can be found in the regional After Your Get Tested guide found here: <https://www.clackamas.us/coronavirus/testing>.

Complete the infection control and readiness assessment (pages 5-9)

- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at work. Exclude from work any employee who develops symptoms. Encourage employee to seek COVID-19 testing.
- Implement physical distancing measures in the workplace.
- Follow relevant policies for face coverings.
- Request assistance from OSHA, which provides free consultations for workplaces.

Review employer paid leave requirements for COVID-19 circumstances

The *Families First Coronavirus Response Act* requires certain employers to provide paid sick leave or expanded family and medical leave for specific reasons related to COVID-19. The [U.S. Department of Labor](#) enforces the law's paid leave requirements. These provisions will apply through December 31, 2020.

- Two weeks (up to 80 hours) of full pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; OR
- Two weeks (up to 80 hours) at two-thirds pay to care for an individual subject to quarantine (pursuant to federal, state or local government order or advice of a health care provider), or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- Expanded FMLA for employees employed for at least 30 days. Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's pay as leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.
- [Click here for detailed requirements](#)

Know when employees can return to work*

People who test positive for COVID-19 are directed to stay home until all the following criteria are met:

- They have had no fever for at least 24 hours without the use of fever-reducing medicine; and
- Other COVID-19 symptoms (cough or shortness of breath) have improved; and
- At least 10 days have passed since symptoms first appeared.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home may leave home under the following conditions:

- At least 10 days have passed since the date of their first positive test for COVID-19, and
- They continue to have no symptoms (no cough or shortness of breath) since the test.

*The decision to stop home isolation or return to work should be made in consultation with a health care provider.

Employer's Assessment of COVID-19 Prevention and Infection Control

Planning for Ill Employees		
Areas to be Assessed	Assessment	Notes/Areas for Improvement
Do you have updated contact numbers for each of your employees, including emergency contacts?		
Do you have a way to identify exposed coworkers if someone becomes sick? (e.g., work schedules, lists of carpools.)		
Have you identified a point of contact who will work with the health department to investigate illness and control spread of illness?		
Do you have a plan to monitor and track employees for illness symptoms? <ul style="list-style-type: none"> This could include temperature and symptom checks. 		
Do you have a plan for what to do if many workers are sick at the same time? <ul style="list-style-type: none"> This should include all the considerations above, as well as how you will address work operations if staffing is low due to illness. 		
Do you have a plan for assessing symptoms and excluding ill customers, visitors or contractors?		
Do you have a plan for restricting or removing customers, visitors or contractors who exhibit symptoms?		
Do you have an updated sick leave policy and do employees know how to follow it?		
Does your sick leave policy include provisions for exposures to COVID-19?		

Educating Your Employees		
Areas to be Assessed	Assessment	Notes/Areas for Improvement
<p>Do you conduct routine communication with employees to review:</p> <ul style="list-style-type: none"> • COVID-19 status in the state and county as well as changes in guidance and regulations • Guidelines for workplaces • Reminder to stay home if feverish or ill • Reminder that if employees become feverish or ill while at work, they should immediately put on a mask, notify their supervisor and return home • Importance of proper and frequent handwashing • The importance of physical distancing • Cleaning and disinfection practices, including frequent disinfection of frequently touched surfaces. Visit this site for list of approved products: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 • Any changes to usual policies or procedures in response to personal protective equipment (PPE) or staffing shortages • How to use PPE and face coverings properly 		
<p>Do you have signage in appropriate language(s) and literacy levels for your employees? Do you make this signage available to customers? Information should include handwashing, covering coughs/sneezes, physical distancing, wearing face coverings, and signs and symptoms of COVID-19.</p>		
<p>Do employees know who to report to and what to do if they are ill?</p>		
<p>Do your employees know how to get PPE, cleaning and hygiene supplies?</p>		

Physical Distancing at the Workplace		
Areas to be Assessed	Assessment	Notes/Areas for Improvement
<p>Do you have a person designated for enforcing physical distancing? How will they educate employees on physical distancing and ensure it is being followed? Do employees know how to report violations?</p> <ul style="list-style-type: none"> • Distance needs to be maintained during breaks and lunch. • Distance needs to be maintained with customers. 		
<p>Do you have a plan to increase physical distancing in shared areas? This can include rearranging seating areas, staggering mealtimes and breaks or limiting the number of individuals allowed at any one time.</p>		
<p>Have you made any modifications such as markings on the floor demonstrating appropriate spacing, or installing plexiglass shields, tables or other barriers to block respiratory droplets and maintain distances?</p>		
<p>How do employees get to work? Do they use public transportation, carpool, etc.?</p>		
<p>Have you identified positions appropriate for telework or partial telework, including consideration of telework for employees who are at higher risk for severe COVID-19 complications due to underlying medical conditions as identified by the CDC?</p>		
<p>For employers with multiple worksites, how do employees travel around the worksite or between worksites?</p>		
<p>Do you have a plan to restrict non-essential people from the facility?</p>		
<p>Are you able to limit shared equipment? If not, is equipment disinfected between uses?</p>		

Disinfection Practices & Personal Protective Equipment (PPE)		
Areas to be Assessed	Assessment	Notes/Areas for Improvement
<p>Do you have a schedule and assigned people to regularly clean and disinfect high touch surfaces (door handles, tabletops, counters, bathrooms)?</p> <ul style="list-style-type: none"> This should occur after each customer's use. Routine cleaning should occur every two hours, or at least three times daily. Toilets and handwashing stations should be disinfected at least three times daily. 		
<p>Is there a schedule and assigned person to check that cleaning, disinfection and hygiene supplies are adequately stocked?</p>		
<p>Have you assessed current supply of PPE and other critical materials (e.g., face masks, alcohol-based hand rub, EPA-registered disinfectants, soap)?</p>		
<p>Are hand-hygiene supplies available throughout the facility and especially:</p> <ul style="list-style-type: none"> 60%–95% alcohol is available Sinks are stocked with soap and paper towels, have a supply of warm water, and are accessible to employees and customers 		
<p>What disinfectant are you using? Products for cleaning and disinfecting must be Environmental Protection Agency (EPA) registered with a claim for human coronavirus. Visit this site for list of approved products: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 .</p> <p>Follow the manufacturer's instructions for:</p> <ul style="list-style-type: none"> Proper concentration for disinfection Required wet contact time <p>Nonexpired household bleach can be used when diluted with water. Use five tablespoons (1/3 cup) bleach per gallon of water or four teaspoons bleach per quart of water. Solution</p>		

<p>should be made fresh daily to be effective. Alcohol solutions with at least 70% alcohol are also effective.</p>		
<p>Do you have a plan for cleaning a worksite if an employee becomes ill? Cleaning and disinfection practices post-exposure: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html</p>		
<p>Is signage available in common areas for respiratory hygiene, hand hygiene, physical distancing and face coverings?</p>		
<p>Face Coverings (Required statewide in all private and public workspaces)</p> <ul style="list-style-type: none"> • Employers must require employees, contractors and volunteers to wear a mask, face shield or face covering unless an accommodation for people with disabilities or other exemption applies. See Oregon’s Masks, Face Coverings and Face Shields guidance for the guidelines. • Educate employees on proper use of face coverings. • Though not required to do so, businesses should provide, at no cost, disposable face coverings for customers or visitors who do not have one. 		

LOCAL PUBLIC HEALTH AUTHORITY NUMBERS IN OREGON

(updated June 2020)

County	General	CD Nurse	CD Fax	Env Health	Animal Bites	After Hours CD
Baker	541-523-8211	General	541-523-8242	General	General	541-523-6415
Benton	541-766-6835	General	541-766-6197	541-766-6841	EH	541-766-6835
Clackamas	503-655-8411	503-655-8411	503-742-5389	503-655-8411	CD	503-655-8411
Clatsop	503-325-8500	General	503-325-8678	General	General	503-791-6646
Columbia	503-397-7247	971-203-3401	503-893-3121	503-397-7247	EH	503-397-7247
				Env Health & Animal Bite Fax 888-204-8568		
Coos	541-266-6700	541-266-6700	541-888-8726	541-266-6720	541-266-6720	541-266-6700
Crook	541-447-5165	General	541-447-3093	541-447-8155	General	541-447-5165
Curry	541-425-7545	541-373-8118	541-425-5557	541-251-7074	EH	541-425-7545
Deschutes	541-322-7400	541-322-7418	541-322-7618	541-388-6566	EH	541-322-7400
Douglas	541-440-3571	541-440-3684	541-464-3914	541-317-3114	EH	541-440-3571
Gilliam*	541-506-2600	General	541-506-2601	541-506-2603	General	541-506-2600
Grant	541-575-0429	General	541-575-3604	General	General	541-575-0429
Hamey	541-573-2271	541-573-2271	541-573-8388	541-575-0429	EH	541-573-2271
Hood River	541-386-1115	541-387-7110	541-386-9181	541-387-6885	541-387-7110	541-386-1115
Jackson	541-774-8209	General	541-774-7954	541-774-8206	General	541-774-8209
Jefferson	541-475-4456	General	541-475-0132	General	General	541-475-4456
Josephine	541-474-5325	General	541-474-5353	General	General	541-474-5325
Klamath	541-882-8846	541-882-8846	541-850-5392	541-882-8846	General	541-891-2015
Lake	541-947-6045	General	541-947-4563	General	General	541-947-6045
Lane	541-682-4041	General	541-682-2455	541-682-4480	EH	541-682-4041
Lincoln	541-265-4112	General	541-265-4191	541-265-4127	EH	541-265-4112
Linn	541-967-3888	541-967-3888 x2488	541-924-6911	541-967-3821	EH	541-967-3888
Malheur	541-889-7279	541-889-7279	541-889-8468	541-473-5186	EH	541-889-7279
Marion	503-588-5342	503-588-5621	503-566-2920	503-588-5346	EH	503-588-5342
Morrow	541-676-5421	General	541-676-5652	541-278-6394	General	541-676-5421
Multnomah	503-988-3674	503-988-3406	503-988-3407	503-988-3400	CD	503-988-3406
Polk	503-623-8175	General	503-831-3499	503-623-9237 x1442	EH	503-932-4686
Sherman*	541-506-2600	General	541-506-2601	541-506-2603	General	541-506-2600
Tillamook	503-842-3900	503-842-3912	503-842-3983	503-842-3902	EH	503-842-3900
Umatilla	541-278-5432	General	541-278-5433	General	General	541-314-1634
Union	541-962-8800	541-910-7209	541-963-0520	General	541-910-7209	541-962-8800
Wallowa	971-673-1111	971-673-1111	971-673-1100	971-673-0440	541-426-3131	971-673-1111
Wasco*	541-506-2600	General	541-506-2601	971-673-0440	General	541-506-2600
Washington	503-846-3594	503-846-3594	503-846-3644	503-846-8722	503-846-3594	503-412-2442
Wheeler	541-763-2725	General	541-763-2850	General	General	541-763-2725
Yamhill	503-434-7525	503-434-4715	503-434-7549	General	CD	503-434-7525

*operated jointly as North Central Public Health District

COVID-19 Employee Exposure Contact Log

Employee Name	DOB	Phone number	Address	Exposure period (dates)	Occupation	Shift	Date last worked

Resources

Resources from the Centers for Disease Control and Prevention

- General workplace guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- Face covering information: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Resources from the Oregon Health Authority

- Novel Coronavirus Updates (COVID-19): <https://govstatus.egov.com/OR-OHA-COVID-19>
- Guidance for Employers (General and by Sector): <https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>
- Oregon's Mask and Face Covering Guidance for Business, Transit and the Public: <https://shredsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

Resources from Clackamas County

- Clackamas County Public Health COVID-19 Resources: <https://www.clackamas.us/coronavirus/resources>
- Clackamas County Workplace Guidance: <https://www.clackamas.us/coronavirus/business-guidance>
- Clackamas County Emergency Operations Resource Request and Logistics: <https://www.clackamas.us/coronavirus/resource-request>; Contact: EOCLogistics@clackamas.us or 503-650-3373
- Weekly Portland Tri-County Webinar and Resources for Group Living Facilities: <https://multco.us/novel-coronavirus-covid-19/covid-19-webinar-series-group-living-facilities>

Resources from Occupational Safety and Health Administration

- Oregon OSHA: <https://osha.oregon.gov/Pages/re/covid-19.aspx>
Offers no-cost consultations for the workplace: <https://osha.oregon.gov/Documents/COVID19-Consultation-flyer.pdf>
- Federal OSHA: <https://www.osha.gov/SLTC/covid-19/>

Resources from Oregon Bureau of Labor and Industries

- Coronavirus and Workplace Laws: <https://www.oregon.gov/boli/employers/Pages/COVID-19-resources.aspx>

Resources From Department of Labor

- Employer Paid Leave Requirements for COVID-19 Related Circumstances: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

From U.S. Equal Employment Opportunity Commission

- COVID -19, ADA, Rehabilitation Act, and other EEO Laws: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

Resources from EPA

- List of sanitizers approved to kill COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>