

**CITY OF NEWPORT  
EMERGENCY ORDER NO. 2020-23**

**ENACTING A  
RETURN TO WORK POLICY AND PROCEDURES  
FOR COVID-19 EXPOSURES AND POTENTIAL EXPOSURES**

**WHEREAS**, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

**WHEREAS**, the City of Newport declared an emergency on March 13, 2020, which was ratified by the City Council at its March 16, 2020 meeting; and

**WHEREAS**, the President of the United States signed a proclamation declaring a national emergency concerning COVID-19 on March 13, 2020; and

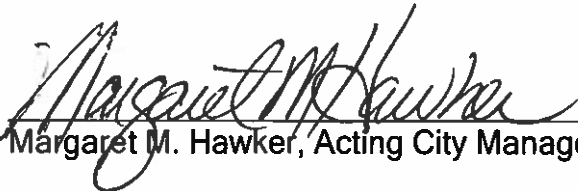
**WHEREAS**, local, state, and national public health agencies have instituted guidelines, recommendations, and actions to curb the spread of the disease in an attempt to “flatten the curve” of the disease’s progression in the United States. Many of those recommendations have been adopted by states and local governments across the country. In Oregon, the Governor has issued Executive Orders 20-03 through 20-20, and 20-22, 20-24, 20-25, 20-27, 20-28, and 20-30 to address COVID-19 closures and reopening of certain facilities, limiting public gatherings, higher education restrictions, and other needs and requirements related to the COVID-19 pandemic; and

**WHEREAS**, the Governor has directed Oregonians to “stay at home to stay healthy” through physical and social distancing guidelines and the elimination of non-essential travel; and

**WHEREAS**, the city has to be prepared in the event an employee is exposed to someone testing positive for COVID-19, or an employee tests positive for COVID-19 with guidelines for quarantining and subsequently returning to work.

I, Margaret M. Hawker, Acting City Manager for the City of Newport, hereby order:

July 7, 2020 Approved a Temporary Return to Work Policy and Procedures for COVID-19 Exposures and Potential Exposures. A copy of the policy is included as Attachment A.

  
Margaret M. Hawker, Acting City Manager





# TEMPORARY POLICY

## RETURN TO WORK PROCEDURES FOR COVID-19 EXPOSURES AND POTENTIAL EXPOSURES

<b>POLICY NUMBER:</b> COVID-19.10	<b>EFFECTIVE DATE:</b> July 8, 2020
<b>REVISION DATE:</b>	<b>REVISION NUMBER:</b>
<b>CITY MANAGER APPROVAL:</b> <i>mhawk</i>	<b>DATE:</b> <i>July 8, 2020</i>

### PURPOSE

This policy is intended to remain in effect only for the duration of Governor Brown's declared public health emergency related to COVID-19 pandemic.

### DEFINITIONS

Asymptomatic – Producing or showing no symptoms.

Close Contact – Being within six (6) feet of another individual for over ten (10) minutes.

Critical Infrastructure Worker – An employee working in the Water Treatment Plant, Wastewater Treatment Plant, Fire Department, Police Department, Airport, Water Distribution, and Wastewater Collections Divisions of Public Works.

High Risk Individuals - Older adults and people of any age who have underlying medical conditions.

Illness Onset - The date symptoms begin.

Potential Exposure - Being a household contact or having close contact with an individual who is confirmed or suspected to have COVID-19. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

Recovery - Resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms. Ideally, isolation should be maintained for this full period to the extent that it is practicable under rapidly changing circumstances.

Social Distancing – Remaining at least six (6) feet away from another individual.

Symptoms- Symptoms may appear within 2-14 days after exposure to the virus and can include:

- 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

## **POLICY**

The City of Newport is committed to providing its employees with a safe and healthy work environment. To accomplish this goal, the city must diligently undertake efforts to promote safety, and define when it is safe to continue working or return to work after becoming ill with COVID-19 or being in close contact with someone who has tested positive for COVID-19.

The following policy applies to all employees and volunteers of the City of Newport.

### **Employee is a Confirmed COVID-19 Case – Non-Critical Infrastructure Workers**

#### **1) Isolate/Quarantine Confirmed Employees**

The infected employee should not return to work until the criteria below is met, in consultation with healthcare providers. Based on information from the CDC, employees can return to work after:

- Three days with no fever, **and**
- Symptoms (see definitions above) have improved, **and**
- Ten days since symptoms first appeared
- A negative test result in a retest

#### **2) Address and Isolate Employees Working Near an Infected Co-Worker**

Ask infected employees to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (ten minutes to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) during the 48-hour period before the onset of symptoms.

Send all employees home who worked closely with the infected employee for 14 days to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek

medical attention if symptoms develop.

Please note that the CDC has developed alternative guidelines for critical workers. If you are an essential asymptomatic employee who has been directly exposed to a person with a confirmed case of COVID-19, you may continue to work if certain guidelines are met (See below for Critical Infrastructure Employee Guidelines).

### 3) Clean And Disinfect the Workplace

After a confirmed COVID-19 case in the workplace, follow the CDC guidelines (Attachment A) for cleaning and disinfecting the workplace. Staff, or a third-party sanitation/custodial contractor, should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing on frequently touched surfaces.

If using cleaners, other than household cleaners with more frequency than an employee would use at home, ensure that employees are trained on the hazards of the cleaning chemicals used in the workplace, and maintain a written program in accordance with OSHA's Hazard Communication standard. Download the manufacturer's Safety Data Sheet (SDS) and share that information with employees as needed, and make sure the cleaners used are on the list of workplace chemicals used as part of a Hazard Communication Program located in the City's Safety Manual.

### 4) Notify Employees

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees, at the location or the area where the infected employee works, of the situation without revealing any confidential medical information such as the name of the employee, status of the employee's case (are they hospitalized; on a ventilator; recovering at home, etc.) unless the employee has signed an authorization to disclose his or her medical status. Inform employees of the actions taken, including requiring employees who worked closely to the infected worker to go home.

Inform employees about the sanitizing and cleaning efforts the city has undertaken, and remind them to seek medical attention if they become symptomatic.

Failure to notify employees of a confirmed case of COVID-19 may be a violation of OSHA's general duty clause, which requires all employers to provide employees with a safe work environment.

## Critical Infrastructure Workers

### 1) The Employee Has Potential Exposure to COVID-19 and Is Asymptomatic

To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic, and

additional precautions are implemented to protect them, co-workers, and the community.

Critical Infrastructure workers who have been exposed, but remain asymptomatic, should adhere to the following procedures prior to and during their work shift:

- **Pre-Screen:** The city will take the employee's temperature and assess symptoms prior to the employee starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Self-Monitoring throughout the Day:** As long as the employee does not have a temperature in excess of 100.0, or symptoms, they should self-monitor under the supervision of the employer.
- **Wear a Face Covering:** The employee is required to wear a face covering at all times while in the workplace. This is especially critical for a period of 14 days after the last exposure. The city will issue a face covering or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain six feet apart and practice social distancing as work duties permit.
- **Disinfect and Clean Workspaces:** Routinely, clean and disinfect all areas such as bathrooms, common areas, shared electronic equipment.

Self-monitoring consists of measuring temperature twice daily and evaluating daily for the any of following signs:

- Measured temperature  $\geq 100.0^{\circ}\text{F}$  or subjective fever
- Cough
- Shortness of breath

If any of these signs or symptoms develop, the employee should not come to work and should notify their supervisor. They will need to quarantine for the entire quarantine period.

If symptoms develop at work, they must withdraw from work activities immediately, don a facemask (if not already wearing), and notify their supervisor prior to leaving work. They will need to quarantine for the entire quarantine period.

2) The Employee Has Potential Exposure to COVID-19 While Wearing PPE and Is Asymptomatic (Fire and Law Enforcement Employees)

If an employee is exposed to a confirmed or probable case of COVID-19 and is wearing all appropriate PPE, they may be allowed to remain in the workplace as long as they monitor themselves diligently for symptoms.

Self-monitoring consists of measuring temperature twice daily and evaluating daily for the any of following signs:

- Measured temperature  $\geq 100.0^{\circ}\text{F}$  or subjective fever
- Cough
- Shortness of breath

If any of these signs or symptoms develop, the employee should not come to work and should notify their supervisor. They will need to quarantine for the entire quarantine period.

If symptoms develop at work, they must withdraw from work activities immediately, don a facemask (if not already wearing), and notify their supervisor prior to leaving work. They will need to quarantine for the entire quarantine period.

3) High Risk Exposures While on Duty and Wearing Appropriate PPE, and are Asymptomatic

If the employee has had contact with an individual that would be considered a high-risk exposure, they may be allowed to remain in the workplace as long as they monitor themselves diligently for symptoms as noted above.

High Risk Exposures include the following:

- Contact that included aerosol-generating procedures without wearing all required elements of full PPE (respirator, eye protection, gown, and gloves).
- Contact that did not include aerosol-generating procedures without a regular facemask or respirator and eye protection (goggles or face shield), even if individual was masked.
- Contact that included aerosol-generating procedures, such as high flow nasal cannula, with a regular facemask or respirator and eye protection (goggles or face shield), but individual was not masked.

Self-monitoring consists of measuring temperature twice daily and evaluating daily for the any of following signs:

- Measured temperature  $\geq 100.0^{\circ}\text{F}$  or subjective fever
- Cough
- Shortness of breath

If any of these signs or symptoms develop, the employee should not come to work and should notify their supervisor. They will need to quarantine for the entire quarantine period.

If symptoms develop at work, they must withdraw from work activities immediately, don a facemask (if not already wearing), and notify their supervisor

prior to leaving work. They will need to quarantine for the entire quarantine period.

4) All Critical Infrastructure Employees Who Have Potential Exposure to COVID-19 While Off-Duty, And Not Wearing Appropriate PPE, and are Asymptomatic

If an employee is exposed to a confirmed or probable case of COVID-19 and is off-duty and not wearing all appropriate PPE, they may not be allowed to work for 14 days since the last exposure.

**The Employee Becomes Sick While at Work**

If the employee becomes sick while at work, the employee should be sent home immediately. Surfaces in their workspace should be immediately cleaned and disinfected.

Information on persons who had contact with the ill employee during the time the employee had symptoms and two days prior to symptoms should be compiled.

Other employees at the facility with close contact (within six feet of the employee during this time) shall be considered exposed and sent home. They will need to quarantine for the entire quarantine period.

**Return to Work Requirements**

Return to work requirements apply to all employees and volunteers.

1) The Employee Has Had Close Contact with an Individual with COVID-19 but Has No Symptoms

Employees who have had close contact with someone with COVID-19 will be required to stay home for 14 days after exposure based on the time it takes to develop illness.

2) The Employee Tested Positive for COVID-19 but Has No Symptoms

If the employee continues to have no symptoms, they can return to work after ten days have passed since they were tested.

3) The Employee Tested Positive for COVID-19 and Has Symptoms

Sick employees should not return to work until the criteria below is met, in consultation with healthcare providers. Based on information from the CDC, employees can return to work after:

- Three days with no fever, **and**
- Symptoms (see definitions above) have improved, **and**



- Ten days since symptoms first appeared, **and**
- A negative test result on a retest

Individuals with COVID-19 can have a wide range of symptoms, from mild symptoms to severe illness. If you have any questions about this policy, please see your supervisor or Human Resources.

