

**CITY OF NEWPORT
EMERGENCY ORDER NO. 2020-35**

**ENACTING A TEMPORARY COVID-19 OREGON OSHA
NOTIFICATION AND COMMUNICATION POLICY**

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 20-01 through 20-20, and 20-22, 20-24, 20-25, 20-27, 20-28, 20-29, 20-30, 20-37, 20-38, 20-56, 20-58, 20-59, and 20-65 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, Oregon OSHA requires that the City of Newport adopt a temporary COVID-19 Oregon OSHA Notification and Communication Policy

I, Spencer R. Nebel, City Manager for the City of Newport, hereby order:


November 18, 2020 Approved a Temporary COVID-19 Oregon OSHA Notification and Communication Policy, included as Attachment A.



Spencer R. Nebel, City Manager



TEMPORARY COVID -19 OREGON OSHA NOTIFICATION AND COMMUNICATION POLICY

POLICY NUMBER: COVID-19.11	EFFECTIVE DATE: November 18, 2020
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: 	DATE: 11-18-20

PURPOSE

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

The City of Newport is committed to providing our employees and volunteers with a safe and healthy work environment. To accomplish this goal, all employees and volunteers must diligently undertake efforts to promote safety. The health and safety of self and others is everyone's responsibility during this health emergency.

POLICY

All employees, department heads, and supervisor are expected to immediately notify the Fire Chief or designee, in the event that they test positive for COVID-19, or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs, or the City of Newport becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the City of Newport will seek to identify each employee who was likely to have been within six (6) feet of the infected individual for a cumulative total of fifteen (15) minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred even if they did not appear to have close contact with the individual in question:

We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.

If you experience symptoms of COVID-19 illness, please immediately inform your supervisor, who will inform the Fire Chief or designee, and contact your health care provider. The City of Newport, as always will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).

If you have any questions or concerns, please contact the Fire Chief or Human Resources.