

COVID-19 WORKSITE CODE OF CONDUCT & GUIDELINES



TEMPORARY CITY POLICY – EFFECTIVE NOVEMBER 1, 2022 (VERSION 6.0)

PURPOSE

In response to the public health situation caused by COVID-19, the City of Florence has been enforcing worksite guidelines consistent with direction from Oregon Health Authority (OHA), Lane County Public Health (LCPH), and the Center for Disease Control (CDC) (collectively, Public Health Authorities).

As an employer, the City of Florence is charged with providing a safe worksite for all its employees. This policy captures current guidance from Public Health Authorities and Oregon OSHA.

DEFINITIONS

Asymptomatic: A person who does not report or appear to have any symptoms or signs of illness.

Close Contact: Less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Exposure: Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Face Covering: Has two or more layers of washable, breathable fabric, completely covers the nose and mouth, fits snugly against the sides of your face and does not have gaps, has a nose wire to prevent air from leaking out the top of the mask. Gaiters need 2 layers.

Isolation: Strategy used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it is safe for them to be around others.

Physical Distancing: 6-foot physical distancing between all individuals (applicable whether indoors or outside). Previously referred to as Social Distancing.

Quarantine: Strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Symptoms: People with COVID-19 have had a wide range of symptoms reported – ranging 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 feeling feverish (such as chills, sweating); Cough; Mild or moderate difficulty breathing; Sore throat; Muscle aches or body aches; Vomiting or diarrhea; New loss of taste or smell; Congestion or runny nose; or other symptoms.

Vaccination Status: An individual's vaccination status is dependent upon the type of vaccine, when they got their vaccine, and whether they have their most recent approved vaccination dosage.

POLICY

It is the goal and intent of the City to provide a safe workplace, which is free of COVID-19 or other communicable diseases as much as possible. Therefore, all employees working on-site during the COVID-19 pandemic shall adhere to guidelines set forth by Public Health Authorities and in this policy.

Physical Distancing Policy

Physical distancing is no longer required; however, employees should strive to maintain physical distancing whenever possible while fulfilling job duties.

Face Coverings Policy

An employee is required to wear a face covering after a COVID-19 exposure, while they have COVID-19 symptoms, or if the employee tests positive (or someone in the employee's household tested positive) for COVID-19 in accordance with the below "COVID-19 Exposure and Confirmed Illness" policy.

Employees may choose to continue to wear a face covering even when not required.

COVID-19 Illness Reporting Policy

Regardless of vaccination status: If an employee develops any symptoms, then the employee should notify their supervisor and not come into work. If an employee develops symptoms (even mild) while at work, the employee must immediately withdraw from their duties, notify their supervisor, and leave work. **DO NOT COME TO WORK IF EXPERIENCING SYMPTOMS.**

All employees and managers are expected to notify Human Resources in the event that they test positive for COVID-19. Employees are encouraged to err on the side of caution and be forthcoming with requests by the employer for information.

There are three levels of COVID-19 illness reporting under this policy. They apply to all employees, regardless of vaccination status:

	Actions to Take
Level 1 – Employee develops symptoms	<ul style="list-style-type: none">• Stay home and isolate from others• Get tested as soon as possible after the onset of symptoms and isolate until results are available<ul style="list-style-type: none">○ If negative, employee is eligible to return to work. Continue to monitor for changes in symptoms and continue to wear a well-fitted mask while symptoms persist○ If positive, see below
Level 2 – Employee Tested Positive	<ul style="list-style-type: none">• Isolate at home for a minimum of 5 days beginning with symptom onset date or date of positive test, whichever comes first.<ul style="list-style-type: none">○ If develop symptoms within 10 days of when tested, the clock restarts at day 0 on the day symptoms developed• Wear a well-fitted mask• Monitor symptoms and seek medical care if needed• Ending isolation depends on symptom severity<ul style="list-style-type: none">○ If no symptoms – end isolation after 5 days○ If symptoms are improving - end isolation after 5 days if fever-free for 24 hours without the use of medication○ If symptoms not improving, continue to isolate until fever-free and symptoms improving○ If moderate illness (shortness of breath or difficulty breathing) - end isolation after 10 days.

Level 3 – Household Member Tested Positive	<ul style="list-style-type: none"> • Employee is not required to isolate; but may need to take time off to care for the household member • Employee should monitor for symptoms and test if symptoms develop • The positive individual should isolate from others in the household as much as possible • Employee must wear a well-fitted mask through day 10 of household member being positive or symptom onset.
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If Oregon Health Authority or a local public health agency indicates that testing within the workplace is necessary, the City will cooperate by making employees and appropriate space available.

Whenever an employee participates in isolation or quarantining due to COVID-19, the City will allow the affected employee(s) to work at home if suitable work is available and the employee’s condition does not prevent it.

This policy, and the guidelines and procedures, are applicable to all employees. The City does not discriminate on the basis of vaccination status. Any employees that feel they are the victim of discrimination, bullying, or harassment should review the City Employee Handbook policy update (issued January 1, 2020) and speak with Human Resources or a member of the management team. Employees are protected from discrimination or retaliation under ORS 654.062(5).

COVID-19 Sanitation Policy

All common areas, shared equipment, and high-touch surfaces used by employees or the public should be regularly cleaned or sanitized.

All employees should clean and sanitize their own work surfaces before use. Employees are encouraged to assist in cleaning/sanitizing efforts and will be provided with the supplies and the time necessary to clean and sanitize. Employees are encouraged to sanitize on a more frequent basis. Employees are also encouraged to perform hand hygiene before using shared equipment or touching items in common areas.

GUIDELINES

If any symptoms develop, then employees should not come to work and should notify their supervisor. If employees develop symptoms (even mild) at work, they must immediately withdraw from their duties, don a face covering (if available), and notify their supervisor via electronic means (phone or email) before leaving work.

Employees should avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If it is necessary to use said equipment, the employee needs to clean and disinfect the items before and after use.

If an employee believes they have contracted COVID-19 on the job, they should call to let Human Resources know and participate in the Workers’ Compensation process. This will involve completing the 801 for you and open a claim. The Workers’ Compensation provider will review these claims on a case-by-case basis and make decisions based on the facts they receive.

PROCEDURES

Hygienics – The City implemented a variety of procedures in response to keeping facilities disinfected for staff, which included new standard operating procedures created by Public Works. Employees are encouraged to practice good personal hygiene and perform hand hygiene in the workplace. General procedures include:

- Cleaning regularly throughout the day with bleach/disinfecting wipes — all door handles, phones, countertops, faucets, restrooms, paper towel dispensers, door keypads, etc.

- Regularly disinfecting all copiers, fax machines, larger shared office supplies, break room surfaces (sink and fridge handles), and common appliances such as coffee pots.
- Sanitizing vehicles and equipment before and after use, including steering wheels, hand switches, and transmission shift levers.
- Maintaining proper cleaning supplies and make them readily available.
- Washing hands regularly (with soap and water for at least 20 seconds), especially after using the restroom; before eating; and after nose blowing, coughing, or sneezing.
- Avoid touching eyes, nose, or mouth before washing your hands.
- Cover cough with an elbow over mouth. Use tissue to cover nose and mouth when sneezing and dispose of tissue afterwards.
- Use paper towels to turn off faucets and open restroom doors; dispose of paper towels in trash receptacle placed closest to the exit door.
- Keep all frequently used devices, including cell phones, electronic watches, tablets, headsets, computer keyboards (and mouse), chair armrests etc., sanitized.

Workplace Assessment and Notification

Exposed and affected employees and others as appropriate, should be notified within 24 hours of the City being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with employee(s) while infections. If employees are concerned about misinformation, the manager should work with HR to determine next steps.

RESPONSIBILITIES

Employees:

- Follow this policy, the procedures, and guidelines contained herein.
- Comply with reasonable requests for information from supervisors, managers, and human resources.

Supervisors/Department Heads:

- Exemplify and enforce the practices and recommendations through reminders and education.
- Communicate with your employees and encourage them to stay home if ill.

Human Resources:

- Communicate with employees and supervisors/department heads.

POLICY APPROVAL

Established	04/29/2020	Approved	04/29/2020
Effective	04/30/2020	Updated	11/18/2020; 05/14/2021; 02/02/2022; 03/12/2022; 11/01/2022
Approved by:		Version	6.00

Erin Reynolds, City Manager