

CITY OF GRESHAM COVID-19 EXPOSURE POLICY

Below is information on COVID-19 exposure, much of which is from the Center for Disease Control (CDC) and local health authorities. Medical professionals are still learning about COVID-19 and this policy will be updated as new information is learned.

How COVID-19 Spreads – (Information acquired through the [Center for Disease Control](#))

While medical professionals are still learning about this virus, it is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It is also possible for the virus to spread by touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes, but this is not thought to be the main way the virus spreads.

EXPOSURE RISK – (Information acquired through [Oregon OSHA](#))

HIGH	MEDIUM	LOW
High exposure risk jobs are those that: <ul style="list-style-type: none">• Require emergency medical services to known or suspected COVID-19 patients.• Provide transport for known or suspected COVID-19 patients in enclosed vehicles (e.g., police cars, ambulance)	Medium exposure risk jobs are those that: <ul style="list-style-type: none">• Require frequent and/or close contact (within 6 feet of) with people known to be or suspected of being infected with COVID-19.• Require frequent and/or close contact (within 6 feet of) with the general public.	Low exposure risk jobs are those that: <ul style="list-style-type: none">• Do not require frequent contact with people known to be, or suspected of being, infected with COVID-19.• Do not have frequent close contact (within 6 feet of) with the general public.

SYMPTOMS

The most common symptoms of COVID-19 are fever or cough. Sometimes people have sore throat, runny nose, or shortness of breath and feel very tired. If you feel unwell but have not been around anyone who you know has COVID-19, you may or may not have COVID-19. Several other respiratory viruses are circulating in Oregon as well including Influenza A and B.

EXPOSURE RISK & REPORTING PROTOCOLS:

If you (a) develop symptoms consistent with COVID-19 (fever, cough, or difficulty breathing, etc.), (b) have tested positive for COVID-19, or (c) have no symptoms but are required to take the test based on exposure, have tested, and are waiting for results, do not physically report to a City worksite and consider in-home self-isolation to prevent spread of disease. Report to your supervisor or HR by following all sick call processes for your work area within the city.

Potential exposure or close contact to someone with confirmed coronavirus (COVID-19) includes:

- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19, OR

- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

It is important to note that many people are exposed without knowing it. That's why you need to be on the lookout for cough and fever whether you know you've been exposed or not.

A City of Gresham Employee exposed or in close contact to someone with COVID-19 at work may continue to work if they are asymptomatic, however, they must diligently monitor their health and symptoms which could be similar to the common cold with sore throat and cough. Fever is not always present. Shortness of breath can mean more serious illness. All employees reporting to work are required to follow the CDC guidelines on social distancing and engage in increased handwashing and sanitation practices, and follow all organizational personal protective equipment practices, while at work. Monitor your symptoms for 14 days after the last day you were in close contact with the sick person with COVID-19.

If an employee who has been exposed or in close contact with someone with COVID-19 becomes symptomatic they need to withdraw from the worksite and report to a supervisor if on duty, or stay at home, not physically report to work, and follow above listed reporting protocols. Employees may choose to use available and applicable leave pursuant to City policies, agreements, and contracts, or work out telework options with their supervisor if feasible for the employee's position.

RETURN TO WORK PROCEDURES:

If an employee has tested positive for COVID-19, or had symptoms of COVID-19, and was directed to care for themselves at home, the employee cannot physically return to the workplace until (a) the CDC's current criteria to end home isolation listed below are met (or as later updated); and (b) the employee's healthcare provider provides a release stating the employee is fit for duty.

The CDC's current criteria to end isolation after a positive test and experiencing symptoms are:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed *since symptoms first appeared*.
- For employees who work in the healthcare profession, or will be in a healthcare facility:
 - Wear a facemask at all times while in the healthcare facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer, Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology-oncology) until 14 days after illness onset,
 - Adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles), Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen

If an employee has COVID-19 symptoms but has not been able to take a COVID-19 test, the employee cannot physically return to the workplace until meeting the CDC's current criteria to end isolation after a positive test and experiencing recovery from symptoms, directly above (or as later updated). In such suspected but unconfirmed cases, the City may ask the employee about the symptoms the employee is experiencing to distinguish the symptoms of COVID-19 from the common flu, cold, or other viruses that might be going around.

If an employee tested positive for COVID-19, but has **not had any symptoms**, the employee may physically return to work when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. Please note, this situation is fluid and the City reserves the right to update this policy to reflect new CDC and/or Oregon or other local health authority guidance and recommendations.

CITY'S NOTIFICATION PROCESS

If an employee reports that they tested positive for COVID-19 the following notification process will be in place to notify employees who were possibly exposed. This notification will take place as soon as possible within a 24-hour period of receiving a self-report of a positive COVID-19 test. No personal information will be provided about the infected employee and the notification will come via email, phone, or any other communication deemed appropriate to relay information. The following information will be provided:

- Notification of the worksite, department, location or area of the infected employee.
- Notification of date or when the city learned of the notification of the infected employee
- Date of the most recent time the infected employee was at the worksite, department, location or area.
- Notification will be relayed to all employees who work at worksite, department, location, or area.

No notice will be made if the employee has worked exclusively by remote work assignment and has not had in-person contact with any other City employee or has not visited a City facility within 14 days prior to testing positive and is not expected to resume any city interactions with staff or the public until after the return to work guidelines are met.

The City has established enhanced cleaning protocols for City facilities in line with the [CDC's guidance on environmental cleaning and disinfection](#). City facilities will not be closed for any additional cleaning due to employees testing positive for COVID-19 or COVID-19 exposure as the City has a routine cleaning regimen in place. More information on COVID-19 policies, practices and procedures can be found in the [COVID-19 FAQ Document](#).

SELF-ISOLATION CONSIDERATIONS:

Every employee needs to determine the best course of action for them as well as their families. If someone in your household is particularly vulnerable to infection, make plans now for how to handle a potential exposure. It is understandable to not want to take *any* infection home to our families. Establishing a plan that will work for you and your family should you have a COVID-19 exposure or test positive for COVID-19 is an important step to take now. The CDC has a good [household checklist](#) to help your planning efforts. The City may consider providing quarantine facilities for COVID-19 exposed staff on a case by case basis.

EMPLOYEE AND SUPERVISOR CONSIDERATIONS REGARDING THE NEED TO WORK:

All employees must work with their direct supervisor with regards to work requirements and follow the City's recommendations regarding working from home if you can. While keeping the safety of all employees at the forefront of decision making, there are essential city services that must continue. Supervisors will establish essential functions and positions required for uninterrupted services. All onsite work should be accomplished with social distancing, cough/sneeze covering, and increased proper hand washing. Employees providing essential services in which social distancing is unavoidable may be required to utilize base level Personal Protective Equipment (PPE) such as a mask for nose and mouth, eye protection, and latex gloves. If at any point an essential function position cannot be filled, supervisors will immediately report this through their chain of command to ensure that the issue is brought to the attention of the COVID-19 Incident Commander for direction.

See the City's COVID-19 Emergency Policy for information on leave for COVID-19 related reasons.