



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



City of Portland - Illness in the Workplace Guidelines

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Current Update By: Bureau of Human Resources

The following scenarios and information related to illness in the workplace are provided to guide the City of Portland’s internal COVID-19 response. Information regarding City vendors is provided at the end of this document. All questions regarding the implementation of this protocol shall be directed to the bureau’s HR Business Partner.

GUIDANCE FOR EMPLOYEES WHO HAVE BEEN VACCINATED:

If an employee develops common and anticipated vaccine [side effect symptoms](#) such as fatigue, fever, arm soreness, weakness, general aches, etc. within 48 hours after being vaccinated, they do not need contact tracing, medical evaluation, or testing. They may return to work when all the following conditions are met:

1. symptoms are improving AND
2. any fever has resolved, AND
3. they feel ready to resume work

If vaccine-related symptoms persist longer than 72 hours, arm redness or swelling worsen at injection site, or they feel like they are generally worsening, then medical evaluation and treatment is advised before returning to work. If an employee comes to work with symptoms more than 72 hours after receiving a vaccine, they should be sent home and supervisors and the employee should follow the rest of the guidance per scenario 2.

If an employee develops symptoms more than 48 hours after receiving a vaccine, then follow the appropriate scenario below. For example, if they develop symptoms on the job, they should be sent home and supervisors and the employee should follow the rest of the guidance per scenario 1.

Scenario	Response
<p>Scenario 1:</p> <p>Individual becomes sick with symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, etc.) <u>while not at work and does not come to work</u>, but alerts Supervisor they are ill.</p> <p>OR</p>	<ol style="list-style-type: none"> 1. Supervisor, Human Resources Business Partner (HRBP), Occupational Health Nurse (OHN) or Bureau Safety Professional (BSP) to ask employee to name all people, city vehicles, equipment/tools, and places (both within the employee’s usual worksite and outside) they came into close contact with in the 48 hours prior to the onset of symptoms. Close contact is defined as being within six feet for a cumulative time of 15 minutes or longer over a 24-hour period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, vehicles, etc.) Recommend that the employee notify people they may have come in close contact with outside of work. 2. The Supervisor, HRBP, OHN, or BSP to recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their Supervisor, HRBP, OHN or BSP as soon as possible. <p>If exposure only, Supervisor, HRBP, OHN, or BSP to tell the employee to stay home for a period of 14 days following Multnomah County and CDC guidance after the employee’s last contact with the person. Due to concerns about increased transmission of emerging virus variants, ending quarantine earlier than 14 days has</p>

Individual contacts
Supervisor to let them
know they have had
close contact with or
been exposed to
someone diagnosed
with COVID-19 or
exhibiting symptoms of
COVID-19 while not at
work.

been suspended for City staff until public health guidance specifically addresses this concern or new data on spread are available.

Fully Vaccinated Employee Quarantine Exemption

Employees who completed the recommended COVID-19 vaccination series (Moderna and Pfizer require two shots, Johnson & Johnson only one) more than two weeks prior to an exposure do not need to quarantine per [CDC guidance](#) after a close contact exposure. Exposed employees should monitor themselves closely for symptoms for two weeks, report any illness, and stay home if symptomatic. COVID-19 testing is not suggested unless symptomatic but may be discussed with a healthcare provider.

The County Health Department may provide return to work guidance to ensure the 14 days of quarantine are adequate given the potential risk for ongoing exposure when the employee lives with their exposure source who is COVID-19 positive. Employees should be directed to the CDC website for guidance on [how to safely care for someone sick at home](#). If symptomatic contact is evaluated or tested and determined not to be infected with COVID-19, employee may return to work immediately. The employee is to monitor themselves for possible symptoms. The employee is asked to share if they develop symptoms. The employee should telecommute if possible. If telecommuting is not possible, the employee may use accrued leave during their absence. The employee is to continue to stay home and follow [public health guidance regarding returning to work](#). If symptoms develop, then the employee should stay home until 10 days have passed since symptoms started AND the employee has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving.

3. **Law Enforcement Officers (LEO), Fire Fighters (FF), 911 Public Safety Answering Point Workers (PSAPW), and Critical Infrastructure Services Workers (CISW)**- In a crisis scenario, the usual standard of care requiring quarantine for exposed LEO, FF, PSAPW, and CISW may not be feasible due to critical staffing shortages. If, despite all other available accommodations (use reserves, mutual aid, hiring from staffing agencies, etc.), available staffing is insufficient to provide needed duties, agencies shall consult with Multnomah County Public Health and City Occupational Health to determine whether asymptomatic exposed employees could safely work during their quarantine period.
4. Supervisor is to remind all other employees in the work group to continue to monitor themselves for symptoms, wash their hands often, wear face covering, avoid touching their face and maintain physical distancing (minimum six feet or otherwise limiting the frequency, proximity, and duration of contact between people) to the extent possible. Supervisors must not share the name of the employee with symptoms and shall take precautions to avoid releasing information that identifies the employee as out with possible COVID-19.
5. Supervisor shall alert their manager/Director, HRBP and BSP that an employee is home sick, along with any updates that come in from the employee on their health status.

Scenario	Response
<p>Scenario 2:</p> <p>Individual comes to work with symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, etc.) and is sent home immediately.</p>	<ol style="list-style-type: none"> 1. Supervisor shall direct the employee to go home and follow public health guidance regarding returning to work. The employee should stay home until 10 days have passed since symptoms started AND has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving. 2. Supervisor, Human Resources Business Partner (HRBP), Occupational Health Nurse (OHN) or Bureau Safety Professional (BSP) to ask employee to name all people, city vehicles, equipment/tools, and places (both within the employee’s usual worksite and outside) they came into close contact with in the in the 48 hours prior to the onset of symptoms. Close contact is defined as being within six feet for a cumulative time of 15 minutes or longer over a 24-hour period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, etc.). Recommend that the employee notify people they may have come in close contact with outside of work. 3. The Supervisor, HRBP, OHN, or BSP to recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their HR Business Partner and Supervisor ASAP. If the healthcare provider determines symptoms are not related to COVID-19 or the employee tests negative for COVID-19, they may return to work sooner than 10 days if symptoms are improving and there is no fever for 24 hours without the use of fever reducing medication. Additionally, employees must take the health assessment survey and follow the results to determine whether they are safe to return to a City Facility or not. 4. Without waiting to hear back from the employee on the healthcare provider’s guidance, Supervisor is to determine the degree to which the employee had contact with other employees during work, and whether or not the physical distancing guidance (minimum six feet) was adhered to. If the employee has had limited to no contact with others during work, and the physical distancing guidance was adhered to, the Supervisor is to follow the steps below: <ol style="list-style-type: none"> a. Supervisor is to isolate the area the employee came in contact with and take the following steps following CDC cleaning and disinfection guidance: <ol style="list-style-type: none"> 1. If an employee becomes symptomatic at a City facility, Rapid Response, the City’s specialized cleaning contractor, may be notified directly by the Bureau that owns or leases the site for 24/7 site disinfection by taking the following steps: <ol style="list-style-type: none"> a. Call (503) 477-8765. b. Identify yourself as a City employee. c. Provide your bureau/division and address for the site/facility requesting service. d. Identify the areas to be disinfected (e.g. breakroom, bathroom, meeting room, etc.). e. Provide any site access information. f. Provide name and phone number of the onsite contact.

	<ol style="list-style-type: none"> 2. OMF Facilities, (503) 823-5252, can provide technical assistance and answer questions but are not needed to coordinate directly with Rapid Response. 3. If an employee is pre-symptomatic at a City facility (potentially contagious but not displaying symptoms) hard surfaces of their immediate work area may be wiped down or cleaned without need for disinfection through Rapid Response following CDC cleaning and disinfection guidance. <ol style="list-style-type: none"> b. Supervisor must notify City Fleet, (503) 823-8345, if the employee had any contact with Fleet vehicles/equipment; indicate the license plate and/or equipment number so vehicles/equipment can be wiped down. c. Without identifying the possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their HRBP and BSP that an employee went home sick, along with any updates that come in from the employee on their health status. 5. If the employee had extensive contact with others during work or the physical distancing guidance was not adhered to, follow Scenario 3, below. Note: This process can be discontinued if the employee informs their Supervisor that a healthcare provider does not believe they have COVID-19, or they have tested negative for COVID-19. If a communication was sent regarding the ill employee, then Supervisor shall send a follow-up communication to the same recipients stating updated information has been received indicating the person with symptoms does not appear to have COVID-19.
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Scenario	Response
<p>Scenario 3:</p> <p>Individual comes to work with symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, etc.) and <i>is not immediately identified/sent home.</i></p> <p>OR</p> <p>An individual is at work and becomes sick <u>while at work</u> with symptoms of COVID-19 (cough, shortness of breath or</p>	<ol style="list-style-type: none"> 1. Supervisor shall direct the employee to go home and follow public health guidance regarding returning to work. The employee should stay home until 10 days have passed since symptoms started AND the employee has no fever for 24 hours without the use of fever-reducing medication, AND other symptoms are improving. 2. Supervisor, Human Resources Business Partner (HRBP), Occupational Health Nurse (OHN) or Bureau Safety Professional (BSP) to ask employee to name all people, city vehicles and equipment/tools, and places (both within the employee’s usual worksite and outside) they came into close contact with in the 48 hours prior to the onset of symptoms. Close contact is defined as being within six feet for a cumulative time of 15 minutes or longer over a 24-hour period or having direct contact with infectious secretions (e.g. being coughed on). Ask employee to be specific about work locations (e.g. floors, spaces, etc.). Recommend that the employee notify people they may have come in close contact with outside of work. 3. The Supervisor, HRBP, OHN, or BSP to recommend the employee call their healthcare provider to alert them to their illness. The healthcare provider will triage and decide if the symptoms are akin to those of COVID-19 and whether or not to test. Employee is asked to communicate their healthcare provider’s guidance back to their HR Business Partner and Supervisor ASAP. If the healthcare provider determines symptoms are not related to COVID-19 or the employee tests negative for COVID-19, they may return to work sooner than 10 days if symptoms are improving and there is no fever for 24 hours off fever reducing medication. Additionally, employees must takes the health

difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, etc.) and is not immediately identified/sent home.

[assessment survey](#) and follow the results to determine if they are safe to return to a City Facility.

4. Without waiting to hear back from the employee as to the healthcare provider's guidance, and without identifying potentially infected employee, Supervisor is to determine the degree to which the employee had contact with others during work, and whether or not the physical distancing guidance was adhered to. If the employee had **extensive contact with others during work or the physical distancing guidance was not adhered to**, the Supervisor is to follow the steps below:
 - a. Supervisor is to immediately identify those with whom the employee had contact, ask all affected individuals to identify what City facilities/floors they have been in, ask them what City vehicles/equipment/tools they have utilized (license plate and/or equipment numbers, if possible), and if necessary, send affected employees home to await further instructions from their Supervisor.
 - b. Supervisor is to immediately isolate affected facility areas and ensure no additional employees can access those areas. Supervisor is to take the following steps following [CDC cleaning and disinfection guidance](#):
5. If an employee becomes symptomatic at a City facility, Rapid Response, the City's specialized cleaning contractor, may be notified directly by the Bureau that owns or leases the site for 24/7 site disinfection by taking the following steps:
 - a. Call (503) 477-8765.
 - b. Identify yourself as a City employee.
 - c. Provide your bureau/division and address for the site/facility requesting service.
 - d. Identify the areas to be disinfected (e.g. breakroom, bathroom, meeting room, etc.).
 - e. Provide any site access information.
 - f. Provide name and phone number of the onsite contact.
6. OMF Facilities, (503) 823-5252, can provide technical assistance and answer questions but are not needed to coordinate directly with Rapid Response.
7. **If an employee is pre-symptomatic at a City facility** (potentially contagious but not displaying symptoms) hard surfaces of their immediate work area may be wiped down or cleaned without need for disinfection through Rapid Response following [CDC cleaning and disinfection guidance](#).
 - a. If City Fleet vehicles and/or equipment/tools have also been compromised, Supervisor is to use gloves to obtain the key to the vehicle and/or equipment, if possible, and secure it (lock) in place without entering the vehicle. Provide the equipment number and location to Facilities Dispatch so that they can route this information to City Fleet, which will in turn coordinate with the Supervisor to find the equipment and initiate a lock out/tag out and decontamination procedure. If the key is not available to the Supervisor, please provide the equipment information to Facilities Dispatch, who will coordinate with City Fleet to locate the vehicle and initiate the lock out/tag out and decontamination procedure.

	<p>b. Without identifying possibly infected employee by name, Supervisor is to alert fellow employees to monitor for symptoms. Supervisor shall alert their manager/Director, HRBP and BSP that an employee was at work while sick, along with any updates that come in from the employee on their health status.</p>
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Scenario	Response
<p>Scenario 3 (continued)</p>	<p>8. Co-workers of the sick individual who came into close contact with them is to stay at home for a period of 14 days following Multnomah County and CDC guidance after the employee’s last contact with the person. Due to concerns about increased transmission of emerging virus variants, ending quarantine earlier than 14 days has been suspended for City staff until public health guidance specifically addresses this concern or new data on spread are available. Close contact is defined as being within six feet for a cumulative time of 15 minutes or longer over a 24-hour period, sharing utensils, or having direct contact with infectious secretions such as body fluids or being coughed on. An employee with a positive test must provide a healthcare provider’s note indicating they are clear of infection before returning to work.</p> <p>9. Fully Vaccinated Employee Quarantine Exemption Employees who completed the recommended COVID-19 vaccination series (Moderna and Pfizer require two shots, Johnson & Johnson only one) more than two weeks prior to an exposure do not need to quarantine per CDC guidance after a close contact exposure. Exposed employees should monitor themselves closely for symptoms for two weeks, report any illness, and stay home if symptomatic. Testing is not suggested unless symptomatic but may be discussed with a healthcare provider.</p> <p>10. Law Enforcement Officers (LEO), Fire Fighters (FF), 911 Public Safety Answering Point Workers (PSAPW), and Critical Infrastructure Services Workers (CISW)- In a crisis scenario, the usual standard of care requiring quarantine for exposed LEO, FF, PSAPW, and CISW may not be feasible due to critical staffing shortages. If, despite all other available accommodations (use reserves, mutual aid, hiring from staffing agencies, etc.), available staffing is insufficient to provide needed duties, agencies shall consult with Multnomah County Public Health and City Occupational Health to determine whether asymptomatic exposed employees could safely work during their quarantine period.</p> <p>Note: This process can be discontinued if the employee informs their Supervisor that a healthcare provider does not believe they have COVID-19, or they have tested negative for COVID-19. If a communication was sent regarding the ill employee, then Supervisor shall send a follow-up communication to the same recipients stating updated information has been received indicating the person with symptoms does not appear to have COVID-19.</p>
<p>Scenario 4:</p> <p>While at work, an individual is exposed to someone diagnosed with COVID-19 or being tested for COVID-19 due to COVID-19 symptoms.</p>	<p>1. Supervisor shall alert their manager/Director, HR Business Partner, or Bureau Safety Professional that an employee has been exposed to COVID-19 while at work, along with any updates that come in from the employee on their health status.</p> <p>2. Determine if quarantine of any staff is required by performing contact tracing. Consult and follow guidance in the City of Portland – Workplace Contact Tracing Guidelines for COVID-19.</p>

<p>Scenario 5:</p> <p>An employee is exposed to someone who was in close contact to someone else diagnosed with COVID-19 or being tested for COVID-19 due to COVID-19 symptoms.</p>	<p>No quarantine or action is required when there is “secondhand” exposure. Close contact with someone who was exposed does not require any action unless that person tests positive or becomes symptomatic and then becomes a “firsthand” source of exposure. Firsthand exposures follow Scenario 4. Secondhand exposures do not.</p>
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City Vendors Working at City Facilities, Jobsites, or Field Locations

Where the City has any vendors, including consultants and contractors, working in City facilities, jobsites, field locations, or otherwise have contact with City employees, a similar illness in the workplace process should be followed. The contract manager should communicate illness in the workplace expectations to vendors.

Vendors are to notify the City contract manager if a vendor employee who works at a City facility, jobsite, field location, or who otherwise has contact with City employees discloses any of the following:

- Vendor employee has had close contact with a person with symptoms or a confirmed diagnosis of COVID-19, while not at work
- Vendor employee calls in sick to work with symptoms of COVID-19, does not come to work
- Vendor employee is at work and begins to have symptoms of COVID-19; is sent home immediately
- Vendor employee is at work and begins to have symptoms of COVID-19; is not sent home immediately
- Vendor employee has a confirmed positive test for COVID-19
- Vendor employee is at work and notifies that they have had close contact with a person with symptoms or a confirmed diagnosis of COVID-19

The City contract manager should notify the bureau Facilities Coordinator or other bureau contact in the area(s) where the vendor employee was stationed. The City contract manager should provide as much information as possible without identifying the vendor employee. The bureau Facilities Coordinator/bureau contact should assess the information they have and follow up with their manager to determine employee notification procedures. The City should maintain vendor employee confidentiality and must not share the name of the employee.

Return to Work:

All employees and vendors are to follow [public health guidance regarding returning to work](#).

Employees who have COVID-19 symptoms, **but test negative** may return to work when both of the following conditions are met:

1. Symptoms are improving, which includes no fever for at least 24 hours without use of fever-reducing medication; and
2. The employee takes the [health assessment survey](#) and follows the results to determine if they are safe to return to a City Facility.

Employees who test positive may return to work when all the following conditions are met:

1. Symptoms are improving, which includes no fever for at least 24 hours without use of fever-reducing medication;
2. 10 days have passed since onset of symptoms or diagnosis if asymptomatic; and
3. They are cleared by their healthcare provider in writing to return to work.

General Notes:

Please consult the [City of Portland – Workplace Contact Tracing Guidelines for COVID-19](#) document for additional information including notification and reporting requirements including appendix A and B for communication templates.

All employees are to follow the City’s guidance on using accrued leave for the purpose of quarantine or isolation.

If an employee or vendor has had close contact with a person with a confirmed diagnosis of COVID-19 the employee should not be in the workplace for 14 days after the employee’s last contact with the diagnosed person. **Due to concerns about increased transmission of emerging virus variants, ending quarantine earlier than 14 days has been suspended for City staff until public health guidance specifically addresses this concern or new data on spread are available.** The employee should telecommute if possible. If not, the employee may use accrued paid leave during their absence.

Fully Vaccinated Employee Quarantine Exemption

Employees who completed the recommended COVID-19 vaccination series (Moderna and Pfizer require two shots, Johnson & Johnson only one) more than two weeks prior to an exposure do not need to quarantine per [CDC guidance](#) after a close contact exposure. Exposed employees should monitor themselves closely for symptoms for two weeks, report any illness, and stay home if symptomatic. COVID-19 testing is not suggested unless symptomatic but may be discussed with a healthcare provider.

If an employee has any questions regarding pay, they should contact their Supervisor and/or their bureau’s HR Business Partner.

If assistance with communication to employees is needed, please consult the City’s Contact Tracing Guidance or your bureau’s communication lead.