



# COVID-19 RESPONSE

CITY OF PORTLAND  
EMERGENCY COORDINATION CENTER



## Health and Safety Best Practices for Worksites with Limited Occupancy

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Many City employees are teleworking in response to the COVID-19 pandemic. City bureaus/offices with active, operational locations have completed Safety and Medical Plans for their locations. Bureaus and offices with non-standard operations include those with a small number of employees working at specific locations and employees who may need to temporarily go to a worksite for limited work and/or to pick up items.

Best practices for situations where there are a small number of employees working at or accessing worksites include:

- Bureau Directors, managers, and supervisors should carefully consider and communicate whether physical presence is absolutely necessary and should encourage employees to telework, where possible.
- Employees should not come to a physical work location when they are feeling ill, have a fever, or experiencing any symptoms of COVID-19 (cough, sore throat, fatigue, shortness of breath, etc.).
- Employees should follow all CDC, Oregon Health Authority, and Multnomah County hygiene guidelines for covering coughs, covering sneezes and proper hand washing.
- Employees must be pre-approved for access by their Director and have been given badge access through the bureau/office or OMF Facilities; consider tracking worksite access with a sign-in/sign-out log.
- If multiple employees will have access to the same worksite, bureaus should use administrative controls to stagger work shifts or increase telework to minimize the number of employees present the same area at any given time.
- Employees always adhere to physical distance practices by remaining at least 6-feet apart, including in conference rooms and at workstations; bureaus should consider visible markings to identify 6-foot distances in shared work areas.
- Employees should clean and disinfect workstations and shared equipment or tools before and after each use.
- Employees are not to socialize in the space.
- Employees should consider wearing a non-respirator face covering; more information available from Multnomah County at: <https://multco.us/novel-coronavirus-covid-19/face-coverings-masks-and-covid-19-what-you-should-know>
- Employees traveling to different worksites should consider how to maintain physical distancing in vehicles or other modes of transit. It is recommended that separate vehicles be used to maintain physical distancing requirements.