



COVID-19 RESPONSE

CITY OF PORTLAND
EMERGENCY COORDINATION CENTER



Guidelines for COVID-19 Self-Quarantine of Non-First Responder City Employees Updated: July 30, 2020 Issued By: Emergency Coordination Center

In the event City of Portland personnel are notified of a confirmed workplace exposure to someone diagnosed with COVID-19, or being tested for COVID-19, these notifications and guidelines should be followed to implement immediate self-quarantine of the exposed employee(s). Any employee reporting COVID-19 symptoms should consult with their healthcare provider about where to isolate and what level of monitoring is advised. Employees who choose to, and are able to, stay at the City's hotel quarantine location shall be made aware that no outside monitoring, treatments, or medical care is available on-site at the City's hotel quarantine location. If symptomatic, or close monitoring is advised, employees should not use this hotel for isolation.

1. The exposed employee's supervisor, Human Resources Business Partner (HRBP), or bureau safety professional will confer with the exposed employee and offer them the option of self-quarantining at the employee's own home, or, if needed and space is available, then at the City's hotel quarantine location. The City will pay the cost of lodging and meals. Employees are to use their bureau's normal incident reporting and Fire Police Disability & Retirement (FPD&R) or Worker's Compensation process to document the exposure.
2. The supervisor, HRBP, or bureau safety professional will contact Anne Castleton at (503) 823-6621. She's the City's staff coordinating hotel self-quarantines for exposed employees. If Anne is unavailable, the Portland Bureau of Emergency Management (PBEM) Duty Officer can be contacted at (503) 823-2686. The PBEM Duty Officer is available 24/7.
3. The employee's supervisor or bureau safety professional will arrange for any decontamination and/or transportation needs for the employee(s). Parking is available at the hotel for employees who drive themselves.
4. If a supervisor or bureau safety professional is unsure if an employee needs to self-quarantine, or has questions about the self-quarantine process, they may contact the Occupational Health Manager or designee (including the answering service) by calling the City's Exposure Hotline at (503) 823-1440. Joel Michels, the Occupational Health and Well-being Manager, can also be reached by e-mail at: joel.michels@portlandoregon.gov.
5. The City's hotel self-quarantine coordinator will check the employee in with hotel management and learn the room number without the employee present. They then open the rear south side access door from inside the building to allow the employee to enter, while maintaining the recommended distance. The coordinator notifies ECC Logistics that someone has checked in and their room number so that Logistics can start coordinating food delivery. Courtney Yan, ECC

Logistics Supply Unit Leader, can be reached at (971) 409-0489 and the PBEM Duty Officer can be reached at 503-823-2686 for questions about food delivery.

6. Once inside the hotel, exposed employees shall self-admit to their assigned room via a room key card located in an envelope taped to the door. At no time shall self-quarantined employees enter through the lobby or come within 6 feet of hotel staff.
7. Employees who want to remain at the hotel shall follow strict self-quarantine and logistical instructions, which will be placed in the assigned hotel rooms.
8. Employees may leave quarantine after an exposure under the following circumstances:
 - If after 14 days in quarantine, they have not developed any symptoms, or
 - The source employee has a negative COVID test result, or
 - Employee receives clearance from a healthcare provider that quarantine is not necessary.

If any of these conditions are met, any additional day(s) at the hotel shall be at the employee's expense.

10. Employees shall inform the coordinator of the check-out date. If staying at the hotel, employee will leave the key in the room and exit through the rear south side access door. The coordinator will inform hotel management and ensure that the room is reset.
11. Unless an employee is identified by the City as the authorized representative to speak about City COVID-19 matters, employees shall direct the media to the City's designated Lead PIO for the ECC's Joint Information Center. Employees who have any questions regarding a media request and their authority to speak to the media on behalf of the City or about information obtained in their capacity as a City employee should contact the Joint Information Center.
(ECCJointInformation@portlandoregon.gov)
12. Any employee that identifies as COVID-19 positive shall have their name and any other identifying information kept confidential. Questions about who can know this information shall be directed to BHR, the Occupational Health and Well-being Program Manager or the bureau's labor/employment advice attorney.