

COVID-19 POLICY



Case management and notification

Department Office of the COO

Approved by Marissa Madrigal, Chief Operating Officer

Policy approval:

A handwritten signature in black ink, appearing to read 'M. Madrigal', is written over a horizontal line.

Marissa Madrigal, Chief Operating Officer

07/07/2020

Date

ABOUT THIS POLICY

To reduce the risk of spreading the COVID-19 virus in worksites, facilities and visitor spaces and to prioritize the health and safety of its employees, visitors and guests, Metro will provide direction to employees that have tested positive for the virus and notify employees of known cases of COVID-19 at Metro worksites, facilities and properties.

Guidelines in this, and other COVID-19 policies, are intended to protect both individual employees, groups of employees, and any visitors, guests or other people around them. Departments may also issue work rules and management directives consistent with this policy.

This policy is based on current guidance from public health officials.. As the public health crisis continues, new information may emerge. This policy is subject to change. Employees will be notified when this policy and related procedures are terminated.

APPLICABLE TO

All employees including regular status, variable hour and temporary employees, paid and unpaid interns, and volunteers.

GUIDELINES

In the event that Metro becomes aware that an employee has a confirmed case of COVID-19, a notification procedure will be implemented and impacted areas will undergo enhanced cleaning and disinfection according to current guidance from the Centers for Disease Control and Prevention (CDC). As part of Oregon's contact tracing program, lab reports of positive tests are provided to county health departments who may notify persons who came in close contact with an infected person.

See the COVID-19 Case Management and Notification Procedure for detailed instructions and other information.

Reporting confirmed cases of COVID-19

Managers and supervisors must report confirmed cases or known exposure to a person with a confirmed case of COVID-19 to the Risk Manager as soon as possible. If the Risk Manager is not available, contact the Program Manager Environmental Health and Safety.

Confirmed case: means a COVID-19 case that has been confirmed at any laboratory.

Exposure: means close contact with a COVID-19 confirmed case, including caring for or living with someone who is a confirmed case.

Close contact: means being within 6 feet of a COVID-19 confirmed positive case for a prolonged (defined as 15 minutes or more) period of time. This can include caring for, living with, visiting or sitting within 6 feet of a COVID-19 confirmed case. Close contact also includes having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Close contacts should be identified starting from 48 hours before illness onset.

Casual contact: is where an employee was working in the same structure, site, location or department of the confirmed case but does not appear likely to have had close contact (within 6 feet for more than 15 minutes).

Employee exposure notification, close contact

Risk management will notify Department Directors who are responsible for immediately notifying employees, volunteers, contractors and other persons with close contact of the potential exposure.

Metro will work with public health officials as part of the notification process. Notifications must follow the procedure and information outlined in the COVID-19 Case Management and Notification Procedure. Employees or teams responsible for enhanced cleaning should also be notified per the case management and notification procedure.

Every potential or confirmed COVID-19 case in the workplace should result in a review of physical distancing measures, use of personal protective equipment (PPE), and cleaning practices and protocols to see if other steps are needed to prevent transmission at Metro sites.

Employee notification, casual contact

Metro's COO, COO designee or the Human Resources director can authorize release of limited information to employees that may have had casual contact with the employee.

Casual contact information will be strictly limited to only that information which is necessary for employees to protect health and safety, such as the date the site becomes aware of the issue and department name. See COVID Notification Procedures for casual contact guidance.

Site logs for employees, contractors and volunteers at Metro facilities

All Metro sites need to implement and coordinate on an ongoing basis a daily log of employees, contractors and volunteers who report to the site to support notifications as required. Kronos timekeeping or badge entry systems may provide this function for employees and others.

Visitor and guest notification for Metro facilities

There is no requirement to obtain visitor or guest contact information for Metro facilities. A procedure and update to this policy will occur when and if county, state, or federal guidance recommends logging of visitors and notifications.

Recommendations for employees diagnosed with or exposed to COVID-19

Isolation

If an employee has been diagnosed with COVID-19, is waiting for test results and has cough, fever, or shortness of breath, or other symptoms of COVID-19, they should isolate and not report to work. They may work from home according to Metro's telework policy during the 14-day isolation period. If telework is not available, Human resources staff can be consulted on leave options.

Isolation is defined as:

- *Staying home until it is safe to be around others.*
- *If living with others, staying in a specific "sick room" or area and away from other people or animals, including pets and using a separate bathroom, if available.*

Employees who are isolating are encouraged to seek guidance from their physician and local health authorities on information about caring for themselves or someone else who is sick, including when it's safe to end home isolation. Employees can return to work once they have completed the isolation period and have no COVID-19 symptoms.

Quarantine

If an employee feels healthy but recently had close contact with a person with COVID-19, they should quarantine.

Quarantine is defined as:

- *Staying home until 14 days after your last exposure.*
- *Checking your temperature twice a day and watch for symptoms of COVID-19.*
- *If possible, staying away from people in your household who are at higher-risk for getting very sick from COVID-19.*

RESPONSIBILITIES

Employees

- Follow procedures outlined in this policy and in any department work rules and directives.
- Respond to public health contact tracer staff to reduce the risk of community spread.
- If exhibiting COVID-19 symptoms contact your health care provider. If you don't have a regular provider, contact the public health authority in the county where you live.
- Disclose a positive test result or COVID-19 symptoms as soon as possible to Metro to avoid transmission of COVID-19 to your coworkers and others.
- Contact supervisors or designated safety coordinators with concerns and to report any observed violation of this policy.

Supervisors

- Immediately notify Risk Management or of COVID-19 exposure or confirmed cases. Public health officials will work with Metro to determine the extent of information to communicate to employees.

- Ensure employees have proper resources and training to abide by guidelines and that COVID-19 symptom notification posters and other materials are posted on provided bulletin boards and work areas.
- Report any violations of this policy to direct supervisor or manager.
- Ensure employees understand that if they are not comfortable notifying their manager, they may notify any individual within their chain of command including their director, the Human Resources Benefits Manager or the Risk Manager.
- Ensure employees understand whistleblower protections and Metro’s commitment against retaliation for making a complaint or identifying concerns.
- As needed, provide information on resources, supplies and other materials in alternate languages.

Incident management team/Safety and risk management division

- Develop resources, training and communication materials, including how people can get tested, as required to support implementation and compliance of this policy.
- Update guidance for case notification as required.
- Call Multnomah County Health Department at 503-988-3406 if two or more cases are reported in their workplace. This may indicate an outbreak that requires additional follow up.

Department directors or designee

- Implement notification procedures and enhanced cleaning procedures as outlined in this and related policies.
- Respond effectively to infractions of this policy to reduce future risk and create a safer workplace.
- Ensure implementation, communication of and adherence of policy with all direct reports.

REFERENCES

Centers for Disease Control Website

- <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>*
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>*
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>*
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>*

Oregon Health Authority COVID-19 Website

- <https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf>*
- <https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/COVID19-FAQ.aspx>*