

COVID-19 POLICY



Case management and notification

Department Office of the COO

Approved by Marissa Madrigal, Chief Operating Officer

Policy approval:



Marissa Madrigal, Chief Operating Officer

Aug. 3, 2021
Date

Updated August 3, 2021 to reflect U.S. Centers for Disease Control quarantine guidance for vaccinated individuals.

Updated Dec. 2, 2020 to meet November 2020 OSHA temporary workplace rules, OAR 437-001-0744. Updates include: Positions with broader physical presence at worksites such as custodial and security will receive worksite contact notifications when there is potential exposure in any area of their assigned facility; Notification for exposures outside the workplace added; Close contact notification provided once employee receives a COVID-19 test and quarantine begins pending results.

Updated Feb. 4, 2021 to reflect U.S. Centers for Disease Control quarantine guidance update including an exception for those who have received a complete series of the COVID-19 vaccine.

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 been exposed, suspected, presumed, or tested positive for the virus and will notify employees of known or suspected cases of COVID-19 at Metro worksites, facilities and properties. Metro will coordinate with any other affected employers on site.

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 and Oregon Occupational Health and Safety Administration (OSHA) temporary rule 437-001-0744. 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.

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GUIDELINES

If Metro becomes aware that an employee, contractor, or visitor is known or suspected to be infected with COVID-19 and was on site during their infectious period, a notification procedure will be implemented and impacted areas will undergo enhanced cleaning and disinfection according to current guidance from Oregon OSHA. 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. All Metro employees or other individuals who visit any Metro property must follow all directions provided by a county health department or private physician with respect to notifying others, testing and/or self-quarantining. See the COVID-19 Case Management and Notification Procedure for detailed instructions and other information.

Reporting confirmed or suspected cases of COVID-19

All Metro employees and managers must notify the Safety and Risk Management Division in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (i.e., employee, customer, contractor, guest etc.) has been confirmed as having COVID-19 and was present in the worksite. All Metro employees and managers are also encouraged to notify the Risk Management Department if they suspect they may have COVID-19 and/or if they have been exposed to a person with a confirmed case of COVID-19. Risk Management can be contacted via an email to COVID-19@oregonmetro.gov or 503 797-1622.

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

Exposure: means close contact with a COVID-19 confirmed case.

Close contact: means any of the following situations with a COVID-19 confirmed positive case from 48 hours before the positive case felt symptoms. *[Any exceptions based on use of specific PPE such as a full-face respirator with a HEPA filter will be handled on a case-by-case basis.]*

- You were within 6 feet for 15 minutes or more cumulatively within a 24 hour period
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Worksite contact: means 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). Metro will follow worksite contact notification procedures for positions such as custodial, security and others with the potential for a broader physical presence in multiple work areas within a building, venue or worksite.

Suspected to be infected with COVID-19 – means a person who has signs or symptoms of COVID-19 disease but has not tested positive for SARS-CoV-2 infection and no alternative diagnosis has been made consistent with Oregon Health Authority definitions.

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Employee notification, close contact

If Metro becomes aware that a person with a known or suspected case of COVID-19 has been in the workplace, Metro will notify employees who have had work-related close contact with that individual according to the following measures:

1. Safety and Risk management staff will identify each employee who was likely to have been in “close contact” with an individual known or suspected to have COVID-19. Risk management will provide the list of close contact individuals to the relevant Department Director.
2. The employees’ manager or supervisor will immediately and no later than within 24 hours of being made aware of the circumstances, notify close contact individuals of the potential exposure. This notification will be made individually preferably by telephone but possibly by e-mail or text message. The individual will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will not be identified. Risk management will notify relevant Department Directors of this notification.
3. Risk management will also notify employees or teams responsible for enhanced cleaning of the affected work area.
4. Metro will also coordinate with any other affected employers on site. Metro may also work with public health officials as part of the notification process.

Every potential or confirmed COVID-19 case spread in the workplace will 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, work-site contact

Metro will notify all employees who have worksite contact (i.e., been in the same facility where a possible exposure occurred) with any individual who is known or suspected to be infected with COVID-19 within 24 hours of becoming aware of the situation. It will be a separate notification from the close contact notification. Metro will also coordinate with any other affected employers on site.

Worksite 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 work-site contact template.

Employee notification timeline

Safety and Risk management staff will work with the employee's supervisor to identify employees, volunteers, contractors and other persons with casual or suspected contact. The affected employee's managers will notify them immediately and no later than within 24 hours of first becoming aware of the situation. Risk management staff will provide notification information to relevant Department Directors. Metro will not provide close or work site notifications if has been over 2 weeks since the individual testing positive for COVID 19 was last onsite.

Site logs for employees, contractors and volunteers at Metro facilities

All Metro sites must 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 COVID-19

Isolation

Any employee who 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 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.

Recommendations for employees exposed to COVID-19

Quarantine

If an employee feels healthy but recently had close contact with a person with COVID-19, such as a household member or another close contact, they should quarantine. Employees will be asked to quarantine if a household member was exposed to someone with a confirmed COVID-19 case and the household member starts to show symptoms. They may work from home according to Metro's Remote work policy during the 14-day quarantine period. If remote work is not available, human resources staff can be consulted on leave options.

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.*

Quarantine after vaccination

Employees, volunteers, interns and unpaid interns who have received a full series of a COVID-19 vaccine may be able to have a COVID-19 quarantine period modified or waived at the discretion of Risk Management following the Case management and notification procedure.

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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.

Other employers on Site

- Coordinate employee notifications with your contract or facility manager.

Supervisors, Contract Managers, and Facility Managers

- Immediately notify Safety and Risk Management of COVID-19 known or suspected COVID-19 cases.
- Keep confidential others private information especially the individual's name who is exposed, suspected, or confirmed with COVID-19 except with Metro's Safety Risk Manager. Share the information with other supervisors and managers in the reporting chain only on a need to know basis.
- Share risk information with other employees only after consultation and guidance from Metro's Safety and Risk management staff or Emergency Managers.
- 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 Safety and 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.
- Implement notification procedures as outlined in this and related policies.

Department directors or designee

- Implement 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 to 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>

Oregon Health Authority COVID-19 Website

<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf>

<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/DISEASESAZ/Pages/COVID19-FAQ.aspx>