

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

January 6, 2022
Date

Updated September 1, 2022 to reflect Oregon Health Authority quarantine guidance and to update reporting requirements.

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.

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

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 notification to employees that may have been exposed in the workplace and provide guidance for employees that have tested or been presumed positive for the virus or employees who have symptoms of COVID-19.

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.

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GUIDELINES

If Metro becomes aware that an employee or contractor is 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 public health guidance. All Metro employees or other individuals who visit any Metro property must follow all directions provided by a county health department, private physician, or Risk management and safety staff with respect to notifying others, testing recommendations/ requirements, and/or self-isolating. 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 has been confirmed as having COVID-19 and was present in the worksite. Risk Management can be contacted via an email to COVID-19@oregonmetro.gov.

Known case: means a COVID-19 case that has been confirmed via laboratory or home test.

Worksite contact: means an employee was working in the same structure or of the confirmed case and may or may not have had close contact (within 6 feet for more than 15 minutes).

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 to be infected with COVID-19 within 24 hours of becoming aware of the situation.

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.

Metro will notify employees who are believed to be close contacts of a positive case in the worksite.

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-19 Notification Procedures for work-site contact template.

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 for purposes of COVID-19 notification procedures but logs or rosters for other, general safety reasons and/or public meetings may be required under different Metro policies.

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Recommendations for employees diagnosed with COVID-19

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 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

The Centers for Disease Control and Prevention (CDC) recommends that people within the general population wear a high-quality mask for ten (10) days after a close contact exposure regardless of vaccination status. They also recommend taking a COVID test on day five (5) after exposure. Employees will continue to receive worksite exposure notifications if it is believed they have had a close contact exposure.

RESPONSIBILITIES

Employees

- Follow procedures outlined in this policy and in any department work rules and directives.
- 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 COVID-19 cases.
- Keep confidential others private information especially the individual's name who is confirmed with COVID-19 except with Metro's Risk Management team. 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.
- 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/DISEASESCONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf>

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