



City of Eugene

COVID 19

Return to Work

Guidance

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Introduction

As we begin reopening and bringing staff back, we will continue to adhere to lead agency guidelines, which promote public health and safety. This document provides guidance (not mandates) based on how we plan to reopen City functions and keep all employees safe. It is intended to be used as a companion resource for Department Operation Centers (DOCs) and workgroups preparing to reopen and bring employees back. This reflects both the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance.

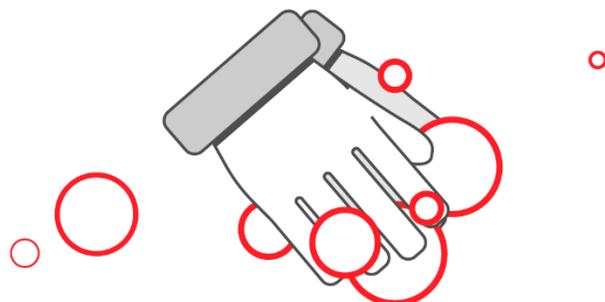
It is the responsibility of every single City employee to take steps to ensure we continue to adhere to current guidelines. As has been the case throughout our response, we will be flexible and adapt to the changing circumstances. This means while this document reflects current guidance, it is subject to the changing environment, guidance, needs, and circumstances.

In all we do, employee and community safety will be at the forefront of decision making. It's up to all of us to adhere to the guidelines provided by lead agencies, our organization, and your DOC. For some workgroups more specific-prescriptive guidelines have been developed by lead agencies. In those instances, workgroups should adhere to the relevant specific guidelines.

This document is not comprehensive and should not replace consultation with current industry specific guidance, Central Services, or your workgroup safety expert. Ultimately, we have been and continue to be successful when we're working together.

If you read nothing else, please know:

- This document is the companion to the [DOC checklist](#), which supports returning employees and opening facilities. It is merely a guide to support workgroups in building safety plans.
- For some workgroups specific-prescriptive guidelines have been developed by lead agencies. In those instances, workgroups should adhere to the relevant specific guidelines.
- All guidance is subject to the changing COVID community environment, needs, and circumstances.
- Guidance in one part of the State may differ from another.
- While state and local guidance may change, any safety planning that includes consideration of the following three central questions will be sure to help us to mitigate continued spread.
 - How will your workgroup adhere to rules and guidelines around physical distancing? What changes do you need to implement?
 - How will your workgroup maintain health and sanitation? What changes do you need to implement?
 - What resources does your workgroup need? Examples include- but are not limited to- cleaning supplies, sneeze guards, floor markings, laptops, additional vehicles, job modifications, etc.



Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Even if it was, it would likely change. Organizational leadership will continue to monitor applicable state and local guidance to determine next steps for the reopening. When in doubt, check with your supervisor and/or Department Operation Center (DOC).

Our phased approach to reopening will continue to reflect lead agency guidance as provided by the Centers for Disease Control (CDC), the Governor’s Office, and Lane County Public Health. You can find the most up-to-date information from the following lead agencies linked below:

- [CDC](#)
- [OSHA](#)
- [State](#)
- [County](#)
- [City](#)

Phases 1 and 2

Effective May 15, 2020 Governor Brown authorized Lane County to enter Phase 1 of the reopening plan for Oregon. For many in our Organization, Phase 1 does not change our remote working status, but it does present an opportunity for us to carefully prepare to physically return to work as we near Phases 2 and 3. **At this time, employees who are able to work remotely may be asked to continue doing so until further notice.**

Please recall, COVID realities dictate timeline and guidance. As such, especially related to Phase 2, guidance is subject to changing circumstances and needs. Also with that expectation in mind, some industries- including childcare and recreation- will have specific guidelines. That guidance should be referred to and adhered to. **The below provides a framework, but not a one-size-fits all approach. When in doubt, consult your DOC and workplace safety expert.**

Phase 1

Under Phase 1, some offices may reopen with up to a maximum of 25 people in a location. Physical distancing guidance always need to be followed. Under Phase 1, nonessential travel should be avoided. Business-related travel will not resume under Phase 1.

Importantly, initial guidance from the Governor’s office limited gatherings to 10 or less. The guidance of 25 or less, like all current guidance is subject to changing circumstances and does not apply to all facilities or businesses. Please stay up-to-date by working with your DOC and checking the state website [here](#).

Phase 2

Under Phase 2, workplaces and offices may reopen with a set number of people in a location. Of course, this is based on occupancy allowances and the ability to physically distance. Like Phase 1, employees who can work from home *may* be asked to continue to do so.

Should a worksite reopen in this limited capacity, physical distancing guidance will be in place and workplace modifications may be made to ensure physical distancing can be maintained throughout the workday.

The following guidance is recommended to ensure an office or workspace does not exceed occupancy and promotes physical distancing efforts:

- **Staggered and monitored schedules**—Rotating schedules may be used until all restrictions are lifted to minimize employee contact.
- **Workstation modifications**— Departments may choose to modify an office layout to create at least 6 feet of distance between employee workstations.
- **Continuation of virtual meetings**—Until all physical distancing requirements are lifted, in-person meetings should be avoided. Employees should conduct virtual meetings when possible. Employees who are in the office should avoid gathering in groups. Where virtual meetings are not possible, physical distancing and limits of occupancy should be strictly maintained.
- **Consider keeping hard-to-sanitize spaces closed** – It may be difficult to maintain a disinfecting routine in shared spaces such as kitchens and break rooms. Evaluate your area to determine if you can safely operate a shared space. Also, reconsider the hygienic use of shared electronics and kitchen equipment.

Organizational leadership will evaluate whether business-related travel will be permitted under Phase 2. When business-related travel is resumed, there may be additional guidance provided related to self-isolation at the time of return.

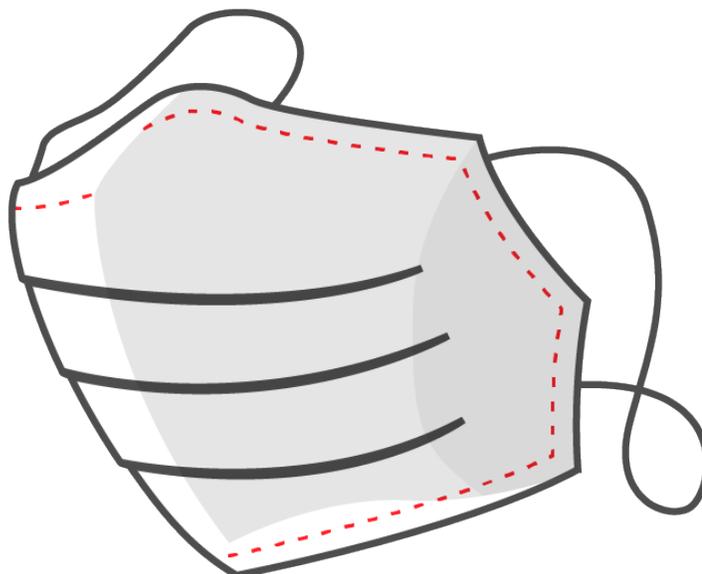
Phase 3

Under Phase 3, facilities may reopen to all employees and the public. Safety guidance and distancing measures may still be utilized to ensure the health and safety of employees and patrons.

Considerations

It's important to note that these phases are tentative and are subject to frequent change based on lead agency guidance and the status of the pandemic. Plans may be modified based on operational and community need, but the health and safety of employees will always be a priority.

There may be health or personal realities impacting an individual's ability to return to work. As is always the case, the City is committed to a safe and healthy workplace. If an employee is concerned about a health condition that may impact their ability to return, they should contact their ERC service team to discuss available options.



Workplace Guidance to Follow When Returning to Work

As some City staff continued reporting to a work location, several workplace safety guidelines have already been established. However, as the number of employees returning increases, so too will our safety and health response efforts. Even if your workgroup has been reporting to the workplace, now is the time to formalize your work safety plan. This will support demobilization in the event there is a second wave. It will also ensure as many considerations as possible have been made for the health and safety of our workgroups. For additional information, please reach out to your manager, supervisor, or your DOC.

Employee Screening, Exposure and Confirmed Illness Guidance

This guide, the companion document and our planning efforts will help us accomplish our priority of employee safety.

Employee Screening Guidance

Employees may be asked to confirm the status of their health as part of returning to a worksite. The City may implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol may be implemented upon initial opening of a worksite and as a response to a confirmed diagnosis.

Adoption of any protocol will be implemented on a nondiscriminatory basis. All information will be treated as confidential medical information. DOCs interested in pursuing this protocol will work directly with the CS DOC.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and likely be asked to self-quarantine. Lane County Public Health will be in contact with any person who tests positive within 48 hours and provide guidance related to contact tracing. The employee will likely be advised to self-quarantine. Current guidance includes:

- Stay away from other people in their home as much as possible, stay in a separate room, and use a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Employees who tests positive for COVID 19 and believe their diagnosis to be the result of a workplace exposure, should follow City of Eugene Workers' Compensation claim processes. When in doubt, employees are encouraged to contact their ERC Service team to discuss options.

Return to Work Considerations

Employee was symptomatic for COVID-19 and was either confirmed positive via testing or not tested at all

Employee was asymptomatic but tested positive for COVID-19

Employee had close contact (within 6 feet for 15 minutes or longer cumulatively over 24 hours) to a person with confirmed or presumptive COVID-19

The employee may return to work if:

- They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time **and**
- Coughs and other symptoms have improved **and**
- Ten days have passed since they first experienced symptoms

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

The employee may return to work if:

- Ten days have passed since the positive test

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

The employee should:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop
- Consult with Lane County Public Health and adhere to their recommendations

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. This may include hiring a hazmat contractor to perform the service. Employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to consult a qualified health care provider for additional guidance.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 should consult with a health care provider. Employees who test positive must notify the ERC as soon as practicable. The employee may be asked to assist with contact tracing. To the extent practicable, the name of the employee will not be shared with City staff. Tracing information may be used to notify impacted employees if there is a confirmed case of COVID-19 in the workplace.

Physical distancing Protocol

Employees should follow physical distancing best practices while working in facilities, including but not limited to workstations, breakrooms, common areas, office spaces, conference rooms, crew rooms and shops. Specifically, employees are asked to:

- Always maintain 6 feet of distance from others, both when working or on breaks. Where a minimum distance of 6 feet cannot be maintained, engineering or administrative controls will be in place and employees may wear appropriate personal protective equipment (PPE).
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 physical distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

Physical distancing guidelines may be extended after Phase 3 and facilities fully open. Please monitor communications and adhere to any new or additional guidance as it is provided.

Employee Health and Safety Guidance

The success of our return to work relies on how well we follow physical distancing; as well as, health and safety guidance. Please bring any concerns regarding the guidance to a manager, supervisor or the ERC immediately.

Importantly, the CDC and OSHA have provided detailed guidance related to worker risk levels. This guidance should be referenced for workgroups looking to develop sneeze guards, stagger work shifts, and plan for interaction with the public.

- [CDC](#)
- [OSHA \(starting on page 18\)](#)

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help employees remain healthy, hand sanitizer and disinfectant are available throughout work areas.

Face Coverings

As the City continues to explore supporting employee health and safety, additional guidance related to face coverings will be provided. At a minimum, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. If a work group requires staff to don face coverings/masks, the employee will be provided with one.

Employees interested in wearing face coverings may provide their own in accordance with CDC guidelines. It is recommended that employees wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens and reception areas.

The City of Eugene may maintain a small inventory of disposable masks and gloves as a backup to employee-provided face coverings. Inventory quantities will be regularly tracked and documented but may not be guaranteed if not required by the work group. Contact your supervisor with questions.

Those who choose to wear face coverings should pay special attention to proper mask hygiene, donning, and doffing. Incorrect use of the face coverings could adversely impact safety.

Finally, employees who are feeling sick should not report to work. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. After consulting with their health care provider, employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify the Employee Resource Center.

Employee Mental Health Considerations

COVID-19 pandemic has increased stress levels of employees across the country. In addition to physical health, the City prioritizes employees' mental health. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and managers and supervisors are prepared to discuss personal situations and concerns if they arise.

Employees with concerns regarding their mental health should request additional resources from their manager, supervisor, or the Employee Resource Center. As is always the case EAP, provides excellent support for employees, families, and organizational leaders.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep workspaces as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment when possible. Whenever an employee uses a common piece of equipment (e.g., printer or fax machine) or works in a shared space, it should be wiped down prior to and following use. Workgroups should collaborate with DOCs to develop appropriate regular cleaning protocols. Proper cleaning and disinfecting supplies will be provided as needed. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Workplace Procedures

In addition to the guidance outlined above, workplace **procedures will be implemented until physical distancing guidelines are lifted:**

- **Deliveries**— locations may need to set up contactless drop zones for deliveries, including mail and packages. An assigned contact or contacts will process mail and packages using proper PPE, including disposable gloves. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors are prohibited from worksites and to the extent possible all in-person meetings should continue to be avoided. For business-critical visits (e.g., material deliveries), workgroups will take steps to safeguard employees and visitors by:
 - Directing visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice physical distancing and good hygiene while on-site.
 - Clear Barriers/Sneeze Guards: guidance will vary by workgroup and [CDC/OSHA](#) risk level. **Importantly, additional PPE is not recommended or required for workers classified as low risk.** Please refer to the relevant guidance and your workgroups risk level when making the determination of whether partitions are appropriate.
- **From Home Meals**—As is normally the case, employees will be responsible for bringing their own food and beverages. It is recommended that all dishware be taken home nightly for cleaning at home. Catered events will be allowed with physical distancing and single serve meals. To minimize cross-contamination, employees should avoid shared use of appliances.

As a reminder, workplace procedures are subject to change as we learn more and continue to receive guidance from the CDC, OSHA and the government. Employees should monitor workplace communications, including their City email to ensure they're up to date on all health and safety communications.

Conclusion

We all look forward to the future of returning to our worksites. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work guide, we are prioritizing the health of our community, which includes our employees at every step of the way as we consider reopening our doors.

Understanding this guidance will help us all do our part to keep one another healthy and well. It will also ensure we're ready to respond to a second wave should we need to. However, as you approach this, remember it is guidance that has a companion process for workgroups to reopen. Emphasis should be spent ensuring the plan meets current guidance.

We will implement plans cautiously by working diligently to follow applicable state and local guidance. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss concerns they have about returning to work as it relates to their personal health or situation with their manager, supervisor, or the Employee Resource Center.

Finally, we ask for your patience and understanding related to our collective need to be flexible and to change our approach as circumstances dictate. Employees will be given as much notice as possible in the event of an unforeseen setback or workplace closure.