



ADMINISTRATIVE POLICIES

SECTION:	Health and Safety	POLICY #:	COVID-19 Temporary Emergency Policy 1
TITLE:	COVID-19 Physical Distancing and Infection Notification	PROCEDURE #:	N/A
		ORDER #:	20-103
DEPT:	Board of Commissioners	PROGRAM:	N/A
ADOPTED:	03/20	REVIEWED:	REVISED: 11/20

PURPOSE: The purpose of this policy is to mitigate the impacts and reduce the spread of Novel Coronavirus Disease 19 (COVID-19).

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the methods through which the Board of Commissioners takes formal action on administrative policy. They are the official record of county administrative policy.

APPLICABILITY: Elected officials, department heads, all regular and temporary county employees, volunteers, and contractors.

GENERAL POLICY: The Centers for Disease Control and Prevention/Oregon Health Authority and Oregon Occupation Safety and Health (Oregon OSHA) have issued new guidelines to mitigate the impacts and reduce the spread of COVID-19, and Oregon OSHA has implemented provisions requiring a COVID-19 infection notification process. Marion County’s priority is to maintain essential services and critical business needs as defined by department Continuity of Operations Plans (COOP).

DEFINITIONS:

Affected Employee: Someone who worked in the same facility or well defined portion of the facility of an individual with confirmed COVID -19.

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Common areas: Building lobbies, reception areas, waiting rooms, bathrooms, break rooms, eating areas, smoking areas, locker rooms, bathing areas, transit lounges, conference rooms, or other locations indoors or outdoors that multiple individuals may use or congregate.

Essential employee: An employee designated by their department head or elected official that provides for and maintains the functions of county essential services.

Exposed Employee: Someone who was within 6 feet of an individual with confirmed COVID-19 for a cumulative total of 15 minutes or more.

Face covering: Cloth, polypropylene, paper or other masks, face shield, or face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. A covering that incorporates a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not adequate masks, face shield, or face coverings because they allow droplets to be released from the mask.

Face shield: Transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in front of only the user's nose and mouth do not meet any definition of a mask, face shield, or face covering and are not allowed to be used.

Hand hygiene: Cleaning, sanitizing, or disinfecting of one's hands by using standard hand washing methods with soap and running water, antiseptic hand wash, antiseptic hand rub (alcohol-based hand sanitizer including foam or gel), or surgical hand antiseptics. Hand washing facilities are provided in accordance with OAR 437-002-0141(5).

High-touch surface: equipment or surfaces that are handled frequently throughout the day by multiple individuals. High-touch surfaces can include, but are not limited to: countertops, credit card terminals, door knobs, digital kiosks, touch-screen enabled devices, light switches, handrails, elevator control panels, and steering wheels.

Mask: U.S. Food and Drug Administration (FDA) cleared surgical, medical procedure, dental, or isolation mask (commonly referred to as a "surgical mask"). Masks are medical grade masks that function as a physical barrier to protect workers from hazards such as splashes of large droplets of blood or bodily fluids; they do not provide reliable protection to the wearer against aerosols or airborne pathogens.

Novel Coronavirus/COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019", abbreviated COVID-19.

Personal protective equipment (PPE): Specialized clothing or equipment worn by a worker for protection against a hazard.

Physical distancing: Keeping one's distance from others, even if you and they feel well.

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Shared equipment: Devices or tools that are used by multiple employees or non-employees including, but not limited to, elevators, escalators, computer keyboards, and work vehicles.

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. If county offices are closed to the public, services remain open by phone, email, and pre-arranged appointment.
- 1.2. Implement physical distancing by ensuring that work activities and workflow are designed to eliminate the need for any employee to be within 6 feet of other individuals (staff and public) and stagger work schedules when feasible.
 - 1.2.1. Employees whose work stations do not allow adequate physical distancing should work with their supervisor to move to another work space if possible, or find an alternate work solution.
- 1.3. Use of face covering: All individuals (including employees, volunteers, members of the public, contractors, vendors) 5 years of age and older and not actively eating or drinking must wear masks as defined by this policy while indoors on Marion County premises and outdoors whenever a 6-foot physical distancing cannot be consistently assured.
 - 1.3.1. Marion County will provide masks or employees at no cost to the worker. Employees may wear their own masks instead of those provided. All masks must be in compliance with this policy.
 - 1.3.2. When employees are transported in a motor vehicle for work purposes, regardless of the travel distance or duration involved, all employees must wear face coverings.
Note: The requirement for mask, face shield, or face covering use inside vehicles does not apply when all of the individuals within the vehicle are members of the same household.
 - 1.3.4. Accommodations for alternate face coverings may be made in accordance with Marion County Policy 304, Americans with Disabilities on a case by case basis.
- 1.4. Sanitation: Common areas accessible to employees or the public have been identified for regular cleaning or sanitization.
 - 1.4.1. Cleaning supplies have been provided for use in conference rooms, offices, and other less frequently used areas, for cleaning shared equipment and regular hand hygiene.
- 1.5. Cancel non-essential in-person work gatherings and events including non-essential staff meetings until further notice.-
- 1.6. Cancel non-essential in-person advisory and other committee meetings, trainings or forums,
- 1.7. Cancel large in-person gatherings of 25 people or more until further notice.
- 1.8. Consider offering audio/visual alternatives for meetings and events when feasible.

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- 1.9. Limit non-essential travel until further notice.
- 1.10. Review and update department and office COOP plans to ensure essential functions are available, especially services that are necessary for high risk and vulnerable populations. Departments should consider different staffing options to accommodate physical distancing.
- 1.11. Notify exposed and affected employees when a coworker has tested positive for COVID-19.
- 1.12. For the health and safety of Marion County employees, it is the responsibility of each elected official, department head, regular and temporary county employee, volunteer, and contractor to follow the rules set out in this policy.

2. EXCEPTIONS

There are no exceptions to this policy.

3. IMPLEMENTATION

Elected officials, department heads, managers, and supervisors are responsible for implementing this policy in their departments and divisions.

4. PERIODIC REVIEW

This is a temporary policy that shall be in effect until the Board of Commissioners rescinds the COVID-19 emergency declaration.

Adopted: 03/20

Revised: 11/20