



TITLE: COVID-19 Physical Distancing and Infection Notification		PROCEDURE #: Covid-19 Infection Notification
DEPT: Board of Commissioners		PROGRAM: NA
EFFECTIVE DATE: 11/20	REVIEWED:	REVISED:

OBJECTIVE: To establish procedures for employee notification when COVID-19 exposure occurs in the workplace.

REFERENCE: OAR 437-001-0744 Oregon OSHA Temporary COVID-19 rule

POLICY STATEMENT: 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).

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

PROCEDURES:

1. INTRODUCTION

Subsection 3(j) of the recently adopted Oregon OSHA Temporary COVID-19 rule includes a provision requiring a COVID-19 infection notification process. This process provides for the notification to employees who may have been exposed to, or affected by an individual at a Marion County workplace who has tested positive for COVID-19.

2. PROCEDURE

- 2.1. When a Marion County supervisor or manager is notified that an employee has tested positive for COVID-19, the following measures will be taken:
 - 2.1.1. In compliance with Oregon OSHA Temporary COVID-19 rule, employers must notify employees who have been exposed to COVID-19 in the workplace and those who have been affected by within 24 hours.
 - 2.1.2. Supervisors must notify a Marion County Human Resources Business Partner or Human Resources Leave Administrator prior to any communication with other employees.
 - 2.1.3. Never identify the confirmed COVID employee by name/or other identifying factors.
 - 2.1.4. Never share unconfirmed/second hand information.

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- 2.2. Refer all questions or Human Resources
 - 2.2.1. Human Resources Business Partners or the Human Resources Leave Administrator will work with the supervisor or manager to identify which employees, and possibly work areas or other defined locations, need to be notified and which notification is appropriate.

- 2.3. Exposed Employees: Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, Marion County will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more.
 - 2.3.1. Employees who were likely to have been exposed to the infected individual will be notified individually of the exposure and will be advised that they should seek guidance from their physician or from local public health officials about testing options.
 - 2.3.2. The individual who was the source of the exposure will not be identified.

- 2.4. Affected Employees: Regardless of the likelihood of exposure to the infected individual, all employees in the affected facility, or well-defined section of the facility, will be notified.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).