

	Administrative Regulation	
	Policy#	10.6
	Effective:	10/02/2018
	Revised:	07/28/2025
<h1>Contagious Illness</h1>		Owner:
		Human Resources

Note: Terms in ***bold and italics*** throughout this policy are defined below.

PURPOSE:

To protect employee health and well-being by reducing the transmission of ***contagious illnesses*** in the workplace, while maintaining public and emergency services during illness outbreaks. This policy supports the LiveWell pillars of physical, emotional, and community well-being by promoting a culture of shared responsibility and proactive care.

SCOPE:

This regulation applies to all employees, agents of the City, and independent contractors. Hereafter referred to as employees.

POLICY:

The City is committed to maintaining a safe, healthy, and supportive workplace. The City promotes practices that reduce the spread of contagious illnesses and encourages employees to prioritize their health and the health of others.

Employees who show symptoms of a contagious illness may be sent home using sick leave, Paid Time Off (PTO), Paid Leave Oregon (PLO), or unpaid leave if no accrued leave is available.

During a public health emergency or ***pandemic***, the City may adjust operations to ensure continuity of essential services while supporting employee and community health.

The City encourages all employees, interns, volunteers, and elected officials to remain up to date on vaccinations, including those for influenza, ***COVID-19***, and other communicable diseases, consistent with public health recommendations.

Some employees may be required to obtain specific vaccinations based on job duties. These employees must follow the relevant procedures outlined in this policy.

This policy will be reviewed as updated as needed to reflect emerging science, laws, and public health guidance.

PROCEDURE:

1. Individual Responsibilities

- 1.1. Employees who experience symptoms of a contagious illness while at work should notify their supervisor and leave the workplace as soon as practicable. If immediate departure is not feasible, they should minimize contact with others.
- 1.2. Employees should remain home until they are symptom- and fever-free (100 degrees Fahrenheit or higher) for at least 24 hours without the aid of medication. For norovirus, 48 hours is recommended.
- 1.3. If an employee disagrees with the City's assessment of health risk, they must provide documentation from a **healthcare provider** stating that their presence does not pose a risk.
- 1.4. Employees with a contagious illness may be eligible for protected leave under the Family and Medical Leave Act (FMLA), PLO, and/or short-term disability.
- 1.5. Disciplinary action for attendance will not apply to absences related to documented contagious illness unless abuse of leave is evident.

2. Supervisor Responsibilities

- 2.1. Foster a supportive, health-conscious workplace by promoting preventive hygiene and ensuring access to **infection control** supplies.
- 2.2. Ensure shared surfaces (e.g., doorknobs, handrails) are regularly cleaned and disinfected.
- 2.3. Promptly send home individuals showing signs of contagious illness when their presence may risk the health of others.
- 2.4. Support employees using sick time, PTO, or PLO for recovery or caregiving.
- 2.5. Implement social distancing measures, including.
 - 2.5.1. Video conferencing and telework
 - 2.5.2. Rescheduling in-person events
 - 2.5.3. Physical barriers or workspace adjustments
 - 2.5.4. Reducing non-essential travel.

3. Vaccine Leave for Contagious Illnesses

- 3.1. Employee may take up to four hours per dose for vaccination and travel time. Additional time may be granted using accrued leave.
- 3.2. Employees may use up to two workdays of leave (sick/PTO/PLO) for post-vaccine recovery. If leave is unavailable, up to two paid COVID recovery days will be granted.

All leave related to vaccination should follow department procedures and be coded appropriately in the timekeeping system.

4. COVID-19 Exposure & Response

4.1. Employees must notify their supervisor if they test positive, are diagnosed, or experience COVID-19 symptoms.

4.2. Following exposure:

4.2.1. Monitor symptoms for 10 days

4.2.2. Test on day 5, if applicable

4.2.3. Isolate and follow CDC/OHA guidance if symptoms develop

4.3. Employees who test positive:

4.3.1. Stay home until fever-free for 24 hours and symptoms improve

4.3.2. Mask for 10 days around others

4.4. When workplace exposure occurs:

4.4.1. Identify close contacts (≥ 15 mins within 6 feet)

4.4.2. Notify those exposed while maintaining confidentiality

4.4.3. Send a general alert to the workplace

4.4.4. Refer employees to CDC/OHA resources and City contact

4.5. COVID-positive individuals:

4.5.1. Follow CDC/OHA isolation recommendations

4.5.2. Avoid contact with high-risk individuals

4.5.3. Mask for 10 days (or 20 days if severely ill or immunocompromised)

5. Guidelines for Staying Safe and Healthy

5.1. Employees are encouraged to:

5.1.1. Stay home when sick

5.1.2. Wash hands frequently

5.1.3. Avoid touching face

5.1.4. Practice respiratory etiquette (e.g., cover coughs/sneezes)

5.1.5. Maintain up-to-date vaccinations

5.1.6. Avoid close contact with sick individuals

5.1.7. Use masks when necessary

5.1.8. Maintain physical distance as appropriate

6. Confidentiality and Privacy

- 6.1. All medical information, including test results and vaccination status, will be handled in accordance with HIPAA, ADA, and City privacy regulations..

DEFINITIONS:

1. **“Contagious illness”** is an infectious disease that spreads through direct contact, respiratory droplets, contaminated surfaces, or ingestion.
2. **“COVID”** disease caused by the SARS-CoV-2 virus, with symptoms including fever, cough, fatigue, and loss of taste or smell.
3. **“Pandemic”** is a global outbreak of a communicable disease.
4. **“Healthcare Provider”** is a licensed professional (e.g., MD, DO, PA, NP) qualified to assess and diagnose communicable diseases.
5. **“Infection Control”** is a set of evidence-based practices, procedures, and resources used to reduce the risk of spreading infectious diseases. Infection control includes hand hygiene, surface disinfection, use of personal protective equipment (PPE), respiratory etiquette, and other preventive measures designed to create a healthier work environment for employees and the public.

RESOURCES:

Administrative Regulations:

1. [Disability Accommodations](#)
2. [Family Medical Leave](#)
3. [Paid Leave Oregon Insurance \(PLO\)](#)

Websites:

1. [Oregon Health Authority](#)
2. [Lane County Public Health Department](#)
3. [Center for Disease Control and Prevention \(CDC\)](#)