

	<i>Administrative Regulation</i>	
	Contagious Illness	
	Policy#	10.6
	Effective:	10/02/2018
	Revised:	10/09/2023
	Owner:	Human Resources

Purpose:

The purpose of this policy is to mitigate the spread of contagious illnesses to employees, customers, and the general public, while continuing to offer public and emergency services during an illness outbreak.

Scope:

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

Policy:

It is the policy of the City of Springfield to provide a safe and healthy work environment by establishing procedures and guidelines to help prevent the transmission of contagious illnesses in the workplace. When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to go home on sick leave, Paid Time Off (PTO), or Paid Leave Oregon (PLO) (or unpaid leave if sick/PTO/PLO are unavailable).

During a pandemic or other contagious illness emergency, the City may implement plans to adjust their operations to ensure resources are available to provide critical processes and services.

All employees, interns, volunteers, and elected officials are encouraged to be vaccinated against influenza and COVID, as well as receive recommended booster shots. Some employees may be required to have or obtain a COVID vaccination as a term and condition of employment at the City, due to their specific job duties. Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy.

This policy is subject to modification as new regulations, information, and guidance become available.

Procedure:

1. Individual Responsibilities

- 1.1. An individual who is exhibiting signs of a contagious illness while at work should report to their supervisor and leave the workplace as soon as practicable. If leaving work is not possible, then the individual should separate themselves from their coworkers.
- 1.2. Individuals should stay home until they have been symptom and fever (100 degrees Fahrenheit and above) free without the aid of medications for at least 24 hours. In the case of known norovirus outbreak, 48 hours is recommended.
- 1.3. If an individual disputes the City's determination that a significant health risk to the public, coworkers, or self exists, the individual must submit a statement from their attending health care provider that the individual's continued presence in the workplace poses no significant health risk to the individual, coworkers, or the public.
- 1.4. An individual with a contagious illness may be eligible for Family Medical Leave, PLO, and/or Short-Term Disability benefits. For further information, employees should contact Human Resources.
- 1.5. An individual who is on a disciplinary notice or warning for attendance issues and has a contagious illness (as defined by this policy) that has been documented by their medical provider is exempt from further attendance disciplinary processes until the date that they are cleared to return to work.

2. Supervisor Responsibilities

- 2.1. Promote preventative personal hygiene and provide employees and customers easy access to infection control supplies such as soap, hand sanitizers, personal protective equipment, tissues, and office cleaning supplies.
- 2.2. Ensure frequently touched items (e.g., doorknobs, handrails, etc.) are cleaned and disinfected regularly.
- 2.3. Send individuals who are exhibiting signs of a contagious illness home as soon as practicable if the individual's presence in the workplace poses a risk of exposure or impacts their ability to perform their job duties.
- 2.4. Encourage employees to stay home until at least 24 hours after symptoms have gone away. Allow employees to use sick time, PTO, or PLO for contagious illnesses, as needed.
- 2.5. Use social distancing measures as a first defense against the spread of a contagious illness.
 - 2.5.1. Examples of social distancing include reducing face-to-face exposure by using conference calls and video conferencing; telework; avoiding unnecessary travel;

canceling meetings, workshops, training sessions, and scheduled events; and installing protective barriers between workstations or increasing space between workers.

3. Contagious Illness Vaccine Leave

3.1. An employee may take up to four hours of work time per dose to travel to a vaccination site, receive a vaccination, and return to work.

3.1.1. If an employee spends less time getting vaccinated, only the necessary amount of work time will be granted.

3.1.2. Employees who take longer than four hours to get vaccinated must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get vaccinated).

3.1.3. Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued leave to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

3.2. Employees may utilize up to two workdays of sick leave, PTO, or PLO immediately following each dose if they have side effects from a vaccination that prevent them from working.

3.2.1. Employees who have no sick leave or available PLO will be granted up to two days of additional paid COVID leave days immediately following each dose, if necessary.

3.3. The following procedures apply for requesting and granting work time to obtain a vaccination for a contagious illness or sick leave to recover from side effects:

3.3.1. Employees should request the time off consistent with their department request process.

3.3.2. Leave with pay to obtain a vaccination should be coded as "Vaccine Leave-City Paid (VXL)" and "Getting Vax'ed" noted in the comments and,

3.3.3. Employees recovering from vaccine side effects without sick leave, available PTO, or available PLO hours will code the time as "Vaccine Leave-City Paid (VXL)" and "Vax Side Effect" noted in the comments.

4. COVID Exposure

- 4.1. All employees are expected to notify their supervisor or manager in the event they test positive for contagious illness, have been diagnosed with contagious illness by a licensed healthcare provider, or are sick or experiencing symptoms of contagious illness.
- 4.2. When an employee is exposed they should:
 - 4.2.1. Watch for symptoms for 10 days after the last exposure.
 - 4.2.2. Get tested at least five (5) days after last exposure, if applicable.
 - 4.2.3. If symptoms develop, get tested and follow guidance for isolation after symptom development or a positive test.
- 4.3. When an employee test positive they should:
 - 4.3.1. Stay home until you have not had a fever for 24 hours without using fever reducing medication and symptoms are improving.
 - 4.3.2. Mask when you are around other people in the 10 days after you become sick or test positive.
- 4.4. When an employee notifies their supervisor or the City becomes aware that a person with confirmed COVID has been in the workplace, the following measures will be taken:
 - 4.4.1. Based on a reasonable assessment of the activity of the individual the City will seek to identify each employee who was likely to have been within six feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual healthcare provider or from local public health officials.
 - 4.4.2. The individual who was the source of the exposure will not be identified.
 - 4.4.3. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:
 - 4.4.4. "We have been notified an individual who has been present at [location] has been diagnosed with COVID. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.

- 4.4.5. If you experience symptoms of COVID, please inform [contact person] and contact your health care provider. The City, as always, will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.
- 4.4.6. For more information on COVID, including symptoms of which you may want to be aware, please visit the Oregon Health Authority COVID website or the US Centers for Disease Control & Prevention COVID website.”
- 4.5. If you are infected with COVID you do not need to isolate for a set number of days. However, you need to be aware that you can get others sick. If you have COVID:
 - 4.5.1. Stay home until you have not had a fever for 24 hours without using fever reducing medication and other COVID symptoms are improving.
 - 4.5.2. Avoid contact with high-risk individuals like people who live in congregate care facilities or people with immunocompromising conditions for 10 days.
 - 4.5.3. Mask when you are around other people in the 10 days after you become sick or test positive.
 - 4.5.4. If you have a severe case, are hospitalized, or are severely immunocompromised follow the recommendations above, avoid contact with high-risk people, and mask for 10-20 days. Employees should contact their healthcare provider for advice on how long to isolate.

5. Guidelines for Staying Safe and Healthy

- 5.1. If you are sick do not come to work.
- 5.2. Wash your hands often and thoroughly with soap and water.
- 5.3. Avoid touching your eyes, nose, and mouth.
- 5.4. Avoid contact with sick people and stay home if you’re sick.
- 5.5. Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- 5.6. Stay current on all vaccinations.
- 5.7. Get vaccinated against influenza and COVID.
- 5.8. Cover your cough.

5.9. Practice social distancing (at least 6' spatial separation).

6. Confidentiality and Privacy

6.1. All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be handled in accordance with applicable laws and policies on confidentiality and privacy.

Definitions:

1. *"Contagious illness"* is an infectious disease that is transmitted by contact with an infected person or infected bodily discharges or fluids (such as respiratory droplets), by contact with a contaminated surface or object, or by ingestion of contaminated food or water.
2. *"COVID"* is a contagious disease caused by the SARS-CoV-2 virus. Symptoms of COVID are variable, but often include fever, cough, headache, fatigue, breathing difficulties, and loss of smell and taste.
3. *"Pandemic"* is a global disease outbreak that spreads easily from person-to-person.
4. *"Healthcare Provider"* is a licensed healthcare professional (Physician, Physician's Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of contagious diseases and has examined the individual.
5. *"Infection Control"* is a set of policies, procedures, and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.

Resources:

1. *Administrative Regulations:*
 - [Disability Accommodations](#)
 - [Family Medical Leave](#)
 - [Paid Leave Oregon Insurance \(PLO\)](#)
2. *Websites:*
 - [Oregon Health Authority](#)
 - [Lane County Public Health Department](#)
 - [Center for Disease Control and Prevention \(CDC\)](#)