



## CITY OF SPRINGFIELD

Human Resources | Risk Management

# Contagious Illness

Administrative Regulation | Workplace Safety & Return-To-Work | #10.14

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Effective Date	November 2, 2018
Revised Date	July 28, 2025
Supersedes	November 8, 2021

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**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

## 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 regulation 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. For purposes of this regulation, these individuals are collectively referred to as “employees,” unless otherwise specified.

## 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***, 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 administrative regulation.

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

## Procedure

### 1. Individual Responsibilities

- a. Employees who are experiencing 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.
- b. Employees should remain home until they are symptom and fever-free (defined as 100 degrees Fahrenheit or higher) for at least 24 hours without the aid of medication. For norovirus, forty-eight (48) hours is recommended.
- c. 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.
- d. 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.
- e. Disciplinary action for attendance will not apply to absences related to documented *contagious illness* unless abuse of leave is evident.

### 2. Supervisor Responsibilities

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

### 3. Vaccine Leave for Contagious Illnesses

- a. Employees may take up to four (4) hours per dose for vaccination and travel time. Additional time may be granted using accrued leave.
- b. Employees may use up to two (2) workdays of leave (sick/PTO/PLO) for post-vaccine recovery.
  - (1) 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**

- a. Employees must notify their supervisor if they test positive, are diagnosed, or experience *COVID* symptoms.
- b. Following exposure:
  - (1) Monitor symptoms for ten (10) days
  - (2) Test on day five (5), if applicable
  - (3) Isolate and follow CDC/OHA guidance if symptoms develop
- c. Employees who test positive:
  - (1) Stay home until fever-free for twenty-four (24) hours and symptoms improve
  - (2) Mask for ten (10) days around others
- d. When workplace exposure occurs:
  - (1) Identify close contacts (defined as fifteen (15) mins within six (6) feet);
  - (2) Notify exposed individuals while maintaining confidentiality;
  - (3) Issue a general workplace notification, as appropriate; and
  - (4) Refer employees to CDC, OHA, and City resources.
- e. *COVID*-positive individuals:
  - (1) Follow CDC and OHA isolation guidance;
  - (2) Avoid contact with high-risk individuals; and
  - (3) Wear a mask for ten (10) days, or twenty (20) days if severely ill or immunocompromised.

#### **5. Guidelines for Staying Safe and Healthy**

- a. Employees are encouraged to:
  - (1) Stay home when sick;
  - (2) Wash hands frequently;
  - (3) Avoid touching the face;
  - (4) Practice respiratory etiquette (e.g., cover coughs and sneezes);
  - (5) Maintain up-to-date vaccinations;
  - (6) Avoid close contact with sick individuals;
  - (7) Use masks when necessary; and
  - (8) Maintain physical distance as appropriate.

#### **6. Confidentiality and Privacy**

- (1) . All medical information, including test results and vaccination status, will be handled in accordance with applicable privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), the Americans with Disabilities Act (ADA), and City privacy regulations.

## Definitions

Term:	Definition
<b><i>Contagious illness:</i></b>	An infectious disease that spreads through direct contact, respiratory droplets, contaminated surfaces, or ingestion.
<b><i>COVID:</i></b>	A disease caused by the SARS-CoV-2 virus, with symptoms including fever, cough, fatigue, and loss of taste or smell.
<b><i>Pandemic:</i></b>	A global outbreak of a communicable disease.
<b><i>Healthcare Provider:</i></b>	A licensed professional (e.g., MD, DO, PA, NP) qualified to assess and diagnose communicable diseases.
<b><i>Infection Control:</i></b>	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.

## Related Resources

### Administrative Regulations:

- [Disability Accommodations](#)
- [Family Medical Leave](#)
- [Paid Leave Oregon Insurance \(PLO\)](#)

### Websites:

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