



March 15, 2020

## Oregon Guidance for Employers on COVID-19

Based on CDC Guidelines, Oregon Employers are asked to adhere to the following:

- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served//LE2356.pdf>
- Review, update, or develop workplace plans to include: Liberal leave and telework policies
- Ensure that health insurance coverage, sick leave and vacation leave accrual are not impacted by hours unable to work due to COVID 19
- Consider 7-14 day paid leave policies for people with COVID-19 symptoms
- Consider 7-14 day shift equivalent paid leave policies for hourly employees who have work hours decreased or cancelled due to COVID-19
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Consider alternate team approaches for work schedules.
- Clearly identify essential versus non-essential staff
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, and respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available at the workplace.
- Encourage staff to telework (when feasible), particularly individuals with underlying conditions\*\* and individuals over 60 years of age
  - Implement social distancing measures
  - Increasing physical space between workers at the worksite
  - Stagger work schedules (if feasible).
  - Decrease social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
  - Cancel large work-related gatherings of 250 and over (e.g., staff meetings, after work functions).

- Limit non-essential work travel.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).
- Direct employees experiencing hardship to unemployment benefits, food banks and housing resources

For the most up to date information, please visit:

<https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx> or <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

\*\* Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age.

- Blood disorders (e.g., sickle cell disease or on blood thinners)
- Chronic kidney disease as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because of kidney disease, or is under treatment for kidney disease, including receiving dialysis
- Chronic liver disease as defined by your doctor. (e.g., cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because of liver disease or is under treatment for liver disease.
- Compromised immune system (immunosuppression) (e.g., cancer treatment such as chemotherapy or radiation, receiving an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV with a CD4 count <200).
- Current or recent pregnancy in the last two weeks
- Endocrine disorders (e.g., diabetes mellitus)
- Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
- Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
- Lung disease including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- Neurological and neurologic and neurodevelopment conditions [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].