



Responding to COVID-19 in Your Workplace

How to use this checklist:

When informed that an employee has tested positive for COVID-19, employers should notify their local public health authority (LPHA) about the case as soon as possible and are expected to follow their guidance. Using this checklist will help employers collaborate with their LPHA by gathering necessary information to track exposures at their workplace. While specific federal, state, and local regulations will change, general isolation and quarantine principles will remain largely the same. **However, specific measures are required by the Oregon Occupational Safety and Health Administration (OR OSHA) as well as the Oregon Health Authority (OHA).** This checklist is not a complete representation of OR OSHA or OHA requirements. Always check the [OR OSHA](#) and [OHA](#) websites to learn what exactly is required by law in your workplace. Be mindful that OR OSHA Consultative Services provides free, non-enforcement, confidential occupational health and safety services to employers in Oregon. Navigate here to learn more and request consultative services: [OR OSHA Consultation Services](https://osha.oregon.gov/consult/Pages/index.aspx) (<https://osha.oregon.gov/consult/Pages/index.aspx>)

Some checklist items may require further information. Review the resources at the bottom of this document for more guidance and instructions on interpreting checklist items. Websites are both hyperlinked and a full URL is provided for individuals viewing it online or in hardcopy.

It is recommended that employers refer to the [Oregon Health Authority's Isolation and Quarantine Guidelines](#) and [Oregon's OSHA's COVID-19 Rules](#) for details around measures that are required for both preventing and responding to COVID-19 cases in the workplace.

- OHA's Quarantine and Isolation Guidelines: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351t.pdf>
- OR OSHA's COVID-19 Rules: <https://osha.oregon.gov/covid19/Pages/default.aspx>

*Thank you to Deschutes County, Oregon Health Authority
COVID Response and Recovery Unit (CRRU) and OR OSHA
Consultative Services staff who contributed to the creation of this document.*

Workplace response checklist:

Actions	Status
<p>1. Isolate: Instruct positive employee(s) (i.e., “cases”) to go/stay home and isolate. (See page 3)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>2. Investigate: Protect employee privacy by not sharing their personal information unless they give permission. Begin gathering records including:</p> <ul style="list-style-type: none"> • When symptoms began • When the positive test was taken • When the employee last worked • Location the employee last worked • Who may have been exposed or affected (See Page 4) 	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>3. Contact: Call your LPHA (e.g., county health department) to help assess the situation and identify next steps. (See Page 6)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>4. Notify: OR OSHA requires employers to notify exposed and affected employees within 24 hours of being made aware of a case. (See Page 6)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>5. Clean and sanitize: If it has been less than 3 days (72 hours) since the employee has been in the facility, temporarily close the area where the employee worked until cleaning and disinfection is completed. (See Page 7)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>6. Instruct: Employers should instruct <u>unvaccinated</u> exposed employees to quarantine for 14 days. Instruct all exposed employees to obtain testing at ideally 5-7 days (up to 14 days) after exposure. Exposed and affected employees should monitor for symptoms for 14 days following exposure, regardless of vaccination status. (See Page 8) If symptomatic, employees should seek testing.</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>7. Confirm: Employers should ensure cases and unvaccinated or symptomatic exposed employees do not return to work before full isolation/quarantine is over. (See Page 11)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable
<p>8. Protect and prevent: Encourage employees to get vaccinated and provide resources for doing so. Visit OR OSHA and the OHA’s webpages for more information on COVID-19 infection prevention and control measures for businesses. (See Page 12)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started <input type="checkbox"/> Not applicable

Resources:

1. **Isolate:** Employees that have tested positive for COVID-19 (i.e., “cases”) should go home immediately and/or stay home and **isolate**.

A confirmed COVID-19 **case** means an individual who has tested positive for COVID-19 by a nucleic acid amplification test (e.g., “RT-PCR” test) or an antigen test, or another method considered reliable by a state or local public health authority. In this checklist, “**case**” and “**positive employee**” are used interchangeably.

“**Isolation**” or “**to isolate**” means the physical separation in a private living/residential space and confinement of an individual who is infected or reasonably believed to be infected with COVID-19 from non-isolated individuals in order to prevent or limit the transmission of the disease to non-isolated individuals. Fully vaccinated people who have tested positive for COVID-19 (i.e. “breakthrough” cases) should still isolate.

A “**Presumptive COVID-19 case**” means a non-vaccinated individual who has symptoms consistent with COVID-19 and who had close contact to a confirmed COVID-19 case 2 to 14 days before symptom onset.

Confirmed and **presumptive cases** should **isolate** for at least 10 days after illness onset and until 24 hours after fever is gone, without use of antipyretics (i.e., fever reducing medications), and COVID-19 symptoms (cough, shortness of breath, and diarrhea) are improving. Cases should:

- Isolate for at least 10 days after the collection date of the specimen that tested positive if asymptomatic or only with symptoms other than fever, cough, shortness of breath and diarrhea.
- Isolate for at least 20 days if with/developed severe to critical illness related to COVID-19, if hospitalized for COVID-19, or if severely immunocompromised.
- Stay in close communication with local or state public health authorities and follow public health recommendations.

OR OSHA also requires that employees be allowed to work at home during quarantine or isolation if suitable work is available and their condition allows it. Workers must be allowed to return to their previous job duties at the end of their quarantine or isolation period. Whenever an employee participates in quarantine or isolation, whether as a result of the requirements of OR OSHA’s rule or because the employer chooses to take additional precautions, the affected worker(s) must be notified that they are entitled to return to their previous job duties if still available without any adverse action as a result of participation in COVID-19 quarantine or

isolation activities. The employee must be **advised in writing** of the right to return as described and should be provided any relevant information about the employer's paid time off, sick leave, or any other available benefits in accordance with local, state, or federal law.

View the [Oregon Health Authority's Quarantine and Isolation Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351t.pdf) here: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351t.pdf>

Food service employees (e.g., servers, cooks, those that handle and prepare food, etc.) that test positive for COVID-19 or who live with a family or other household member who has tested positive for COVID-19 are legally mandated by Oregon law ([OAR 333-019-1000](#) and [OAR 333-150-0000](#)) to report this information to their manager or supervisor. If an employee does *not* work in food service, they are not required to tell their employer. It is up to non-food service employees whether they want to share test results with their employer or coworkers. However, employers should *strongly encourage employees* to disclose a positive COVID-19 test result as soon as possible. Ensure that employees are willing and comfortable sharing their positive test results by clearly communicating sick leave policies and assuring employees that their standing will not be impacted by having COVID-19.

The requirement that employers provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. Please visit the Wage and Hour Division's FFCRA Questions and Answers page to learn more about workers' and employers' rights and responsibilities after this date: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#104>

Workers Compensation insurers may provide income payments for employees that missed work due to contracting COVID-19 at their workplace. Employers should contact their workers compensation insurance providers about benefits for COVID-19 positive employees.

- 2. Investigate:** Once employers learn of a positive employee, they should gather information including when symptoms began, when the positive test was taken, when the employee last worked, locations where they worked, and who may have been exposed or affected (See definitions below).

Individuals that are considered "**exposed**" and thereby deemed "**close contacts**" of a case are those who were within 6 feet of the positive employee for more than 15 minutes (cumulatively, within a 24-hour period) during their **contagious period**. A case's **contagious period** is 48 hours before symptoms began OR 48 hours before the positive test was collected if the individual is asymptomatic. The contagious

period continues for at least 10 days after symptoms started or the positive test was collected.

Individuals are considered “**affected**” if they have not had close contact with the contagious individual but may have shared spaces including hallways, bathrooms, breakrooms etc. with the positive individual during their contagious period.

A pause in operations is prudent in instances where there may be many people exposed during a case’s **contagious period**. Pausing operations can be helpful in determining if there are additional cases in a workforce while eliminating the opportunity for additional exposures to occur.

Employers will need to determine which employees were in **close contact** with the case in the 48 hours prior to the case developing symptoms or obtaining a positive test result. This should involve consulting worker schedules to determine who was onsite during the case’s infectious period and discussing daily routines and interactions with the case themselves. Businesses are not strictly responsible for contact tracing; however, keeping accurate records of workers' schedules and other people who were on-site will help public health officials in their efforts.

Employers are **required** to assess their workplace for risk of COVID-19 exposure. Records associated with this required assessment may be helpful in identifying other employees that may have been affected or exposed. Review OR OSHA’s [Rule Addressing the COVID-19 Public Health Emergency in All Oregon Workplaces](#) for more information on conducting an exposure assessment that evaluates worker tasks and potential exposures.

OR OSHA has made a [Risk Assessment template](#) and sample Risk Assessments available to assist employers in completing this task.

- OR OSHA’s [Rule Addressing the COVID-19 Public Health Emergency in All Oregon Workplaces](#), including Exposure Risk Assessment guidance: <https://osha.oregon.gov/OSHArules/div1/437-001-0744.pdf>
- OR OSHA Risk Assessment template: <https://osha.oregon.gov/OSHApubs/pubform/exposure-risk-assessment-form.docx>
- OHA’s directory of LPHAs: <https://www.oregon.gov/oha/ph/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx>

It is important to note that in instances where counties are experiencing high levels of transmission, case investigation and contact tracing operations are modified to prioritize

larger outbreaks in high-risk settings. This could mean the duty of determining close contacts will fall to the employer.

3. Contact: Employers are required to share protected health information with the health department in accordance with [OAR 333-019-0000](#). This applies to positive COVID-19 cases and individuals identified as close contacts. Employers should contact their local public health authority (LPHA) COVID-19 response team and collaborate to identify and provide contact information for any persons exposed at the workplace. If LPHA capacity allows, staff will reach out to close contacts to provide education and information.

Employers should contact their local public health authority to assess the situation and plan next steps. Visit the Oregon health Authority's [directory of LPHAs](#) to find contact information by county. The [county communicable disease reporting lines](#) may also be used after hours.

- Oregon Health Authority's directory of LPHAs:
<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd.aspx>
- County communicable disease reporting lines:
<https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/Documents/reportdisease.pdf>

It is important to note that in instances where counties are experiencing high levels of transmission, case investigation and contact tracing operations are modified to prioritize larger outbreaks in high-risk settings. This could mean the duty of notifying employees that have been exposed or affected and instructing them to isolate, quarantine, obtain testing and monitor for symptoms will fall to the employer.

4. Notify: OR OSHA requires employers to establish and implement a process to notify exposed employees (those who were within six feet of a confirmed COVID-19 case for a cumulative total of 15 minutes or more, regardless of whether one or both of them were wearing source control, e.g. a face covering) that they had a work-related contact with an individual who has tested positive for COVID-19, as well as to notify affected employees (those who worked in the same facility or in the same well-defined portion of the facility such as a particular floor) that an individual who was present in the facility has confirmed COVID-19.

This notification process must include the following elements:

- a. A mechanism for notifying both exposed and affected employees within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise

may have had work-related contact with its employee(s) while infectious;
and

- b. This notification process must be established and implemented in accordance with all applicable federal and Oregon laws and regulations.
- c. Employers can satisfy this requirement by adopting the model procedure published by Oregon OSHA found at the following:
 - » MS Word format: <https://osha.oregon.gov/Documents/Model-COVID-19-Notification-Policy.docx>
 - » PDF format: <https://osha.oregon.gov/Documents/Model-COVID-19-Notification-Policy.pdf>
 - » Spanish MS Word: <https://osha.oregon.gov/Documents/Model-COVID-19-Notification-Policy-spanish.docx>
 - » Spanish PDF: <https://osha.oregon.gov/Documents/Model-COVID-19-Notification-Policy-spanish.pdf>

When responding to an outbreak, employers should protect employee privacy by not sharing their personal information unless given permission to do so. In businesses with small workforces, protecting employee privacy may be difficult. Note that it is not a requirement to inform employees *who* they were exposed to. Employers can protect the identity of the case by informing other employees that they were exposed at the worksite and are not required to provide more information regarding the conditions of the exposure.

5. **Clean and sanitize:** As mandated by OR OSHA, employers **must** clean and disinfect any common areas, high-touch surfaces, and any shared equipment under the employer's control that an individual known to be infected with COVID-19 used or had direct physical contact with. If an employer learns of the workplace exposure within 24 hours of the case being at the worksite, their work area and any equipment they used should be cleaned and sanitized. If the employer learns of the exposure between 24 and 72 hours after the individual was last present in the space, only cleaning is required, not sanitation. If the employer learns of the exposure more than 72 hours after the individual was last present in the space, no exceptional (more than routine) cleaning or sanitation is required.

Employers should ensure that their cleaning/disinfection products are known to kill the virus that causes COVID-19. Visit the [Environmental Protection Agency's "N List"](https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0) for a list of approved products: <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

For more information on cleaning and disinfecting - for both routine daily cleaning and when someone is sick - visit the Center for Disease Control and Prevention's "[Cleaning and Disinfecting Your facility](#)" webpage:

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Freopen-guidance.html

6. Instruct:

- a. Employees that have tested positive for COVID-19 (i.e., **cases**) or that display COVID-19 symptoms (i.e., presumptive cases) should **isolate**.
- b. Employees that have been **exposed** should **quarantine** for 14 days and monitor for symptoms, unless they are fully vaccinated. All exposed employees should seek testing at ideally 5-7 days after exposure, up to 14 days after exposure, regardless of vaccination status.
- c. Employees that have been **affected** should monitor themselves for symptoms and seek testing if symptoms develop.

Visit the [Oregon Health Authority's guidance](#) for more information on how to determine if your employees should isolate or quarantine:

<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le2351t.pdf>

“Quarantine” means the physical separation in a private living/residential and confinement of a non-vaccinated individual who has had exposure to COVID-19 and who does not show signs or symptoms of infection, from individuals who have not been exposed, in order to prevent or limit the transmission of the disease to other persons.

Exposed/Close contacts: Unvaccinated employees that were within 6 feet of a positive employee for more than 15 minutes during one workday will need to quarantine for 14 days starting immediately. The duration of quarantine may vary by county. Employers should contact their LPHA to learn about how long they require quarantine to last. After at least five days have passed since exposure, they should obtain testing.

Exposed, but **fully vaccinated** individuals are not required to quarantine. **Fully vaccinated** means that an individual has received two doses of the Moderna or Pfizer vaccines or one dose of the Johnson & Johnson vaccine AND two weeks have passed since the last dose was administered.

Those who have not been vaccinated at all, have not received a second dose of the Moderna or Pfizer vaccines, or are not two weeks out from their last dose should quarantine. Close contacts that are *fully* vaccinated should monitor symptoms.

OHA and [the CDC recommend](#) that fully vaccinated people who have had close contact with someone who has COVID-19 should get tested 5-7 days after exposure, even if experiencing no symptoms. They should follow OHA masking requirements. Vaccinated individuals should then isolate for 10 days if the test result is positive.

- CDC recommendations for fully vaccinated individuals: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html?s_cid=11569:fully%20vaccinated:sem.ga:p:RG:GM:gen:PT N.Grants:FY21
- Note that shortened quarantine is not an option for residents or patients in certain settings, including long-term care facilities, adult foster homes, residential healthcare settings (e.g., behavioral health residential treatment facilities, group homes for people with intellectual or developmental disabilities), inpatient healthcare settings (e.g., hospitals, inpatient hospice), and corrections facilities (e.g., jails and prisons).

Affected Employees: Employers should instruct affected employees to continue to monitor themselves daily for symptoms for a full 14 days after their last exposure to a person with COVID-19.

All close contacts (unvaccinated and fully vaccinated) and **affected employees** should monitor for symptoms. These include fever ($\geq 100.4^{\circ}\text{F}$), cough, shortness of breath, nausea, vomiting, diarrhea, chills, fatigue, sore throat, congestion or runny nose, muscle or body aches, headache, and/or new loss of taste or smell. If symptoms develop, employees should speak with their medical provider and seek testing as soon as possible. Employees should:

- Watch for fever ($\geq 100.4^{\circ}\text{F}$), cough, shortness of breath, or [other symptoms](#) of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)
- Note the day any new symptoms begin
- Seek further evaluation from a provider via telemedicine or in-person if symptoms get worse. It is recommended to call healthcare providers prior to seeking care to learn if an in-person visit is advisable.
- Seek emergency medical attention immediately if they develop emergency warning signs for COVID-19 including: extreme difficulty breathing, bluish lips or face, constant pain or pressure in chest, severe constant dizziness or lightheadedness, confusion, difficulty waking up, slurred speech, and/or new seizures or seizures that won't stop.

Testing: Employees that have symptoms of COVID-19 or are close contacts of someone with COVID-19 should get tested regardless of vaccination status and regardless of if they were exposed while wearing a mask, face covering or respirator.

Close contacts who are asymptomatic should wait five to seven days after exposure before being tested for COVID-19. The test is less accurate if administered too soon.

Unvaccinated close contacts should stay home and away from others while awaiting testing. Unvaccinated individuals should also remain in quarantine for the length of time specified by LPHA – regardless of negative test result.

In certain situations, it is best for employers to test their workforce – or a fraction of it – upon learning of a case in their workplace. Employers should work with their LPHA to determine if immediate testing is best in their situation. Employers must cooperate by making their employees and appropriate space available at no cost to the workers whenever a local public health agency or Oregon Health Authority indicate that COVID-19 diagnostic testing within the workplace is necessary. If such testing is conducted at the employer’s own direction, the employer is responsible for covering the costs of testing including but not limited to the COVID-19 test itself, employee time, and employee travel. However, if the employer is not requesting the test, the employer is not expected to cover the direct cost of such testing or of any involved employee travel.

Find testing by contacting your LPHA or visiting the [OHA’s testing webpage](https://govstatus.egov.com/or-oha-covid-19-testing?qclid=EAlalQobChMI5rO36lrw8gIV0wN9Ch346AZ1EAAYAiAAEgL2IfD_BwE) here: https://govstatus.egov.com/or-oha-covid-19-testing?qclid=EAlalQobChMI5rO36lrw8gIV0wN9Ch346AZ1EAAYAiAAEgL2IfD_BwE

The matrix below can help employers categorize employees into groups based on exposure and vaccination status and advise employees accordingly. If an employee tests positive or is symptomatic, they should isolate/quarantine regardless of vaccination status.

Employees that are:	Need to:	Get tested?
A confirmed positive case	Isolate	No – already tested
Exposed, symptomatic , & NOT vaccinated	Isolate	Yes - immediately
Exposed, symptomatic , & <u>fully</u> vaccinated	Isolate	Yes - immediately
Exposed, <i>not symptomatic</i> , & NOT vaccinated,	Quarantine for 14 days*	Yes – 5-7 days after exposure
Exposed, <i>not symptomatic</i> , & fully vaccinated,	Monitor for symptoms for 14 days*	Yes – 5-7 days after exposure
Affected, symptomatic , & NOT vaccinated	Isolate	Yes – immediately
Affected, symptomatic , & <u>fully</u> vaccinated	Isolate	Yes – immediately
Affected, <i>not symptomatic</i> , & NOT vaccinated	Monitor for symptoms for 14 days	No
Affected, <i>not symptomatic</i> , & fully vaccinated	Monitor for symptoms for 14 days	No

*Some local public health authorities may allow a shortened quarantine option. Please reach out to your LPHA for further guidance. Here is a [directory of Oregon County Health Departments](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd.aspx). (<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd.aspx>)

7. Confirm: Ensure employees do not return to work before their scheduled time. Keep detailed records to confirm employees are waiting the appropriate length of time before returning to the worksite. Some LPHAs will indicate isolation period in outreach materials (e.g., a “Case Letter”) they provide to COVID-19 cases. Employers may request to view these Case Letters to confirm employee isolation periods have concluded. Employees can return to work when:

- At least 10 days have passed since the start of symptoms (or since first positive diagnostic test if person is asymptomatic **AND**
- At least 24 hours have passed since last fever without use of fever-reducing medications **AND**

- Other symptoms have improved. Cases should work with the LPHA to determine when symptoms have improved sufficiently to return to work.

8. Protect and prevent: Encourage employees to get vaccinated and provide education and resources on doing so. Vaccination continues to be the best preventative measure to protect against COVID-19 infection and is now mandated for all federal employees and employees at businesses that employ more than 100 workers. The Oregon Health Authority has many resources for employers on helping employees access a COVID-19 vaccine:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3650.pdf>

Additional specific OR OSHA requirements include the following, depending on the type of workplace:

- Infection control & prevention program (all workplaces)
- Ventilation (all workplaces)
- Screening & triage (healthcare settings)
- Physical distancing (transit agencies, healthcare employers)
- Barriers, partitions, and airborne isolation rooms (healthcare settings)

For more information on required prevention measures, visit OR OSHA's COVID-19 Rules: <https://osha.oregon.gov/covid19/Pages/default.aspx>

OR OSHA Consultative Services provides free, non-enforcement, confidential occupational health and safety services to employers in Oregon. Navigate here to request consultative services: [Oregon OSHA Consultation Services \(https://osha.oregon.gov/consult/Pages/index.aspx\)](https://osha.oregon.gov/consult/Pages/index.aspx).

Visit the [OHA's COVID-19 Community and Communication Resources](https://govstatus.egov.com/or-oha-covid-resources) for more information on prevention measures and best practices:

<https://govstatus.egov.com/or-oha-covid-resources>

The Oregon Health Authority is available to assist you in implementing this checklist. Contact the Oregon Health Authority by sending a message to COVID.19@dhsoha.state.or.us, with attention to the Population Support Team's Workplace and Environmental Health Specialist.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the COVID-19 Communications Unit at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us.