



## Responding to COVID-19 in Your Workplace

### How to use this checklist:

Employers should use this checklist to guide an appropriate and timely response when informed that an employee has 1) tested positive for COVID-19 **OR** 2) developed symptoms of COVID-19. Using this checklist will help employers support the health and safety of their employees, ensure continuity of operations and collaborate with their local public health authority (LPHA).

While specific federal, state, and local regulations have changed, general isolation principles remain largely the same. Employers are expected to follow both local public health guidelines and the Oregon Occupational Safety and Health Administration's (OR OSHA) requirements. **Specific response actions are required by OR OSHA as well as the Oregon Health Authority (OHA).** This checklist is not a complete representation of OR OSHA or OHA requirements and recommendations. Always check the [OR OSHA](#) and the [Oregon Health Authority](#) websites to learn what exactly is required by law in your workplace.

**This checklist is intended for general workplaces only.** Note that OHA and OR OSHA require certain infection prevention and response measures in high-consequence and exceptional risk settings, which are not addressed in this checklist (See page 3). Employers in high consequence and exceptional risk settings can review requirements on OHA and OR OSHA websites.

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 ([blue, underlined text](#)) and a full URL is provided for individuals viewing it online or in hardcopy.

*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><b>1. Isolate:</b> Instruct employees with symptoms of COVID-19 and/or those that have tested positive (i.e., “cases”) to go/stay home and <b>isolate</b>. (See page 3)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>2. Investigate:</b> Protect employee privacy by not sharing their personal information unless they give permission. Begin gathering records including:</p> <ul style="list-style-type: none"> <li>• When symptoms began</li> <li>• When the positive test was taken</li> <li>• When the employee last worked</li> <li>• Location(s) the employee last worked at</li> <li>• Who may have been <b>exposed</b> or <b>affected</b> (See Page 6)</li> </ul>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>3. Notify:</b> Employers should notify employees who had a work-related <b>exposure</b> to COVID-19, as well as <b>affected</b> employees, within 24 hours of being made aware of a case. (See Page 7)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>4. Instruct:</b> Employers should instruct <b>exposed</b> and <b>affected</b> employees to monitor for symptoms and consider wearing a well-fitting mask for 10 days. If employees are symptomatic or test positive for COVID-19, they should <b>isolate</b> and seek testing regardless of vaccination status. (See page 8)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>5. Clean and sanitize:</b> Employers should clean and disinfect any common areas, high-touch-surfaces, and shared equipment that the positive employee used or had direct physical contact with, if aware of the exposure less than 24 hours after the individual was last present in the space. (See Page 11)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>6. Confirm:</b> Employers should ensure cases do not return to work before full isolation is over. (See Page 11)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>7. Contact:</b> If there are two or more cases at a worksite within 14 days <i>and</i> these cases were in contact with each other, employers are advised to call the LPHA (e.g., county health department) to help assess the situation and identify next steps. (See Page 12)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started
<p><b>8. Protect and prevent:</b> Encourage employees to get vaccinated and provide resources for doing so. Visit OHA’s webpages for more information on COVID-19 infection prevention and control measures for businesses (See Page 13)</p>	<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Not started

## Resources:

**This checklist does not fully represent OR OSHA’s requirements for exceptional risk settings.** Workplaces that are considered at **exceptional risk** are listed in OR OSHA’s [Adjusted Temporary Rules Addressing the COVID-19 Public Health Emergency in All Workplaces](#) (See page 125):

<https://osha.oregon.gov/OSHArules/div1/437-001-0744.pdf>

**This checklist does not fully represent OHA’s requirements for high consequence settings.** The Oregon Health Authority defines **high consequence settings** as congregate settings where there is an increased risk of widespread secondary transmission among vulnerable populations, increased risk of severe illness, or risk of community destabilization. This includes, but is not limited to, long term care facilities (SNF, ALF, RCF, MC), adult foster homes, child and adult behavioral health facilities, residential treatment facilities, intellectual and developmental disabilities 24 hour residential programs, carceral settings, homeless shelters, temporary/transitional housing, K-12 and early learning settings (public and private schools, childcare), and other congregate living settings (e.g., employer-provided communal housing, supported/supportive living).

If your business is a **high-consequence setting** or a **workplace at exceptional risk**, contact your local public health authority for assistance in responding to employee or resident COVID-19 cases. For more information, review the [OR OSHA](#) and [OHA](#) webpages:

- OR OSHA: <https://osha.oregon.gov/covid19/Pages/default.aspx>
- OHA: <https://govstatus.egov.com/OR-OHA-COVID-19>

**1. Isolate:** Employees who have tested positive for COVID-19 (i.e., “**cases**”) or have symptoms of COVID-19 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 document, “**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 to prevent or limit the transmission of the disease to non-isolated individuals. Individuals who are up-to-date with COVID-19 vaccinations and who have tested positive for COVID-19 (i.e. “breakthrough” cases) should still isolate.

**Up-to-date** with ACIP-recommended COVID-19 vaccinations means that an individual:

- Who is 18 years of age or older:
  - Has received two (2) doses of the Pfizer-BioNTech or Moderna COVID-19 vaccine within the last 5 months; or
  - Has received one (1) dose of the Johnson & Johnson (Janssen) COVID-19 vaccine within the last 2 months; or
  - Has completed a primary 1- or 2-dose COVID-19 vaccine series **and** received a booster dose of a COVID-19 vaccine.
- Who is 5 to 17 years of age:
  - Has received 2 doses of the Pfizer-BioNTech COVID-19 vaccine

To learn more, view the [CDC's Stay Up to Date With Your Vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html) webpage: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

**Note:** Individuals  $\geq 18$  years of age who were vaccinated outside the United States and have received two doses of AstraZeneca, Covishield, BIBP/Sinopharm, Sinovac, Bharat Biotech (COVAXIN), or Novovax/Covovax COVID-19 vaccines in the previous 5 months are considered up to date. If the second dose was administered  $>5$  months ago, the individual is eligible for an mRNA booster dose and must receive one to be considered up to date.

**“Presumptive COVID-19 case”** means an 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; or has a positive test result from an at-home antigen test kit.

**Confirmed and presumptive cases** are required to:

- **Isolate** for at least 5 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 (e.g., cough, shortness of breath, and diarrhea) are improving. Illness onset means the day that symptoms began or the date the positive test specimen was collected. This date can be considered “day 0” when estimating length of isolation period.
- If asymptomatic (i.e., no COVID-19 symptoms), isolate for at least 5 days after the collection date of the specimen that tested positive
- Wear a well-fitting mask starting on day 6 and until day 10 if symptoms have improved. Note that OR OSHA requires employers to allow employees to voluntarily use facial coverings and provide facial coverings at no cost to workers. If wearing a mask is not possible, then cases should continue to isolate through day 10.

- If case is asymptomatic and later develops symptoms at any point in the 10 days following a positive test result, then the isolation period must start over. The date symptoms began is the new “day 0.”
- Isolate for at least 10 days if suffering from severe or critical illness related to COVID-19, if hospitalized for COVID-19, or if the individual has a severely compromised immune system.
- Follow public health recommendations. Cases can visit OHA’s [Positive COVID Test](#) webpage or call the COVID-19 Case Support Hotline, 866-917-8881, to complete an online survey linked from the web portal to report their positive case, or get help completing the survey through the hotline. They can also get information on isolation and other ways to keep themselves and those around them safe while they recover. Employers should share the following resources with employees as needed:
  - [OHA’s Did You Test Positive for COVID-19? Webpage](#) (English): [https://govstatus.egov.com/or-oha-covid-19-positive-test?utm\\_medium=email&utm\\_source=govdelivery](https://govstatus.egov.com/or-oha-covid-19-positive-test?utm_medium=email&utm_source=govdelivery)
  - OHA’s [¿Dio positivo a COVID-19? Webpage](#) (Español): <https://govstatus.egov.com/or-oha-covid-19-positive-test/es>
  - [OHA’s How to Self-isolate:](#) <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2388a.pdf>
  - [OHA’s Isolation Guidance:](#) <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351T.pdf>
  - The [COVID-19 Case Survey FAQ:](#) <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3898k.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 symptoms or 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 who 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).

In this document, **exposed** employees and **close contacts** are used interchangeably. 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 most **contagious period** is 48 hours before symptoms began *OR* 48 hours before the positive test was collected if the individual is asymptomatic. The most contagious period continues for 2–3 days after symptoms started or after the positive test was collected. Patients with more severe illness (i.e., hospitalized or severely immunocompromised) could be contagious for 10 to 20 days after symptom onset.

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 should 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 contagious period and discussing daily routines and interactions with the case themselves. Businesses are responsible for conducting contact tracing to determine which employees were **exposed** and **affected**. This means

keeping accurate records of workers' schedules and other people who were on-site to ensure accuracy and efficiency in this process.

*It is important to note that as of 1/11/2022, case investigation and contact tracing operations have been modified to prioritize outbreaks in high-consequence settings, such as healthcare, congregate care (e.g., nursing homes), corrections and settings related to our food chain. **This means the duty of determining close contacts and affected employees will fall to the employer in general workplace settings.***

**3. Notify:** OR OSHA recommends employers 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 should include a mechanism for notifying **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 employee(s) while infectious. Additionally, this notification process should be established and implemented in accordance with all applicable federal and Oregon laws and regulations.

When responding to a positive employee, 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 on a certain day and are not required to provide more information regarding the conditions of the exposure.

- Employers can satisfy this recommendation by adopting this example exposure notice, originally published by OR OSHA:

*"We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. 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.*

*If you experience symptoms of COVID-19 illness, please inform [contact person] and contact your health care provider. ABC Company, as always will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).*

*If you have any questions or concerns, please contact [contact person].”*

For additional information on OR OSHA’s exposure notification recommendations, review the OR OSHA COVID-19 webpages ([Adjusted Temporary Rules Addressing the COVID-19 Public Health Emergency in All Workplaces](#) and [Model Policy for Notification of Employees when COVID-19 Exposure Occurs](#))

**4. Instruct:** According to OR OSHA’s recommendations, whenever the Oregon Health Authority (OHA), local public health agency (LPHA), or medical provider recommends an employee be restricted from work due to COVID-19, a positive test or is symptomatic after exposure, the employee should be directed to stay at home and away from other non-isolated individuals.

As noted in Step 1: Isolate, **confirmed** and **presumptive cases** should:

- **Isolate** for at least 5 days – this includes employees who have tested positive for COVID-19 (i.e., **cases**) or who display COVID-19 symptoms.
- Wear a mask on days 6-10, if symptoms have improved by day 6 (including no fever for 24+ hours without the use of fever-reducing medication). Employees may return to work so long as they are able to wear a well-fitting mask days 6-10. If wearing a mask on days 6-10 is not possible, then the case should continue to isolate through day 10.
- If a case is asymptomatic and later develops symptoms at any point in the 10 days following a positive test result, then the isolation period must start over. The date symptoms begin is the new “day 0.”

Employers should direct **exposed** and **affected** employees to do the following after a work-related COVID-19 exposure occurs:

**Exposed** employees (i.e., **close contacts**) are recommended to:

- Monitor for COVID-19 like symptoms for 10 days and seek testing 5 days after exposure, regardless of vaccination status. If employees develop symptoms, they should seek testing immediately and isolate.
- Avoid unnecessary visits with high-risk individuals (e.g., residents of congregate care facilities, persons with immunocompromising conditions, etc.).
- Wear a well-fitting mask around other people for the 10 days following their last exposure. Note that OR OSHA requires employers to allow employees to

voluntarily use facial coverings and provide facial coverings at no cost to workers.

**Affected** employees should:

- Monitor themselves for symptoms for 10 days and seek testing if symptoms develop.

## Who should monitor for symptoms?

**All close contacts** and **affected employees should monitor for symptoms**, regardless of vaccination status or previous COVID-19 infection. 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.

To **monitor for symptoms**, employees should:

- Watch for fever ( $\geq 100.4^{\circ}\text{F}$ ), cough, shortness of breath, or [other symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.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 speak, and/or new seizures or seizures that won't stop.

## Who should seek testing?

All employees who have COVID-19 symptoms should seek testing as soon as possible, regardless of vaccination status. OHA and the CDC recommend that all **close contacts/exposed** employees consider testing approximately 5 days after their exposure, regardless of vaccination status, if they are without symptoms or if they were wearing a mask, face covering or respirator during the exposure. Note that COVID-19 tests are less accurate if administered too soon. If the test result is positive, individuals should then **isolate** for at least 5 days (See above, Step 1: Isolate, page 3 for related resources)

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. As required by OR OSHA, if COVID-19 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. For questions regarding employers’ responsibilities please contact [OR OSHA](https://osha.oregon.gov/consult/pages/index.aspx): <https://osha.oregon.gov/consult/pages/index.aspx>

Find testing by contacting your LPHA or visiting the [OHA’s testing webpage](#) here:

- LPHA Directory:  
<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/lhd.aspx>
- OHA’s testing webpage: [https://govstatus.egov.com/or-oha-covid-19-testing?qclid=EA1alQobChMI5rO36lrw8qIV0wN9Ch346AZ1EAAYAiAAEgL2IfD\\_BwE](https://govstatus.egov.com/or-oha-covid-19-testing?qclid=EA1alQobChMI5rO36lrw8qIV0wN9Ch346AZ1EAAYAiAAEgL2IfD_BwE)

If employees test positive, employers can refer them to the following resources (in addition to those listed under Step 1: Isolate, page 3):

- [OHA’s Thanks For Getting Tested](#) information sheet:  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3531.pdf>
- [OHA’s What To Do If You Test Positive](#) guide:  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3894.pdf>

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

***It is important to note that county case investigation and contact tracing operations are modified as of 1/11/2022 to prioritize outbreaks in high-consequence settings (see list of settings above). This means in general workplace settings, it is the employer’s responsibility to notify employees that have been exposed or affected and instruct them to isolate, seek testing and monitor for symptoms.***

Employees who are:	Need to:	Seek testing*?
A confirmed positive <b>case</b>	Isolate	<b>No</b> – already tested
<b>Exposed</b> and <b>symptomatic</b>	Isolate	<b>Yes - immediately</b>
<b>Exposed</b> and <i>not symptomatic</i>	Monitor for symptoms for 10 days and consider wearing a well-fitting mask for 10 days.	<b>Yes – at least 5 days after exposure</b>
<b>Affected</b> and <b>symptomatic</b>	Isolate	<b>Yes – immediately</b>
<b>Affected</b> and <i>not symptomatic</i>	Monitor for symptoms for 10 days and consider wearing a well-fitting mask for 10 days	<b>No</b>

\* When supplies are constrained, testing may not be broadly available to all individuals

**5. Clean and sanitize:** OHA and the CDC recommend that employers clean and disinfect any common areas, high-touch-surfaces, and 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 the employer learns of the exposure less than 24 hours after the individual was last present in the space. Employers should ensure that their cleaning/disinfection products are appropriate for SARS-CoV-2, 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 qualified 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”](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) 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](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. Confirm:** Ensure employees do not return to work before they have completed their appropriate isolation period. 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. However, during periods of high transmission (i.e., during the surge in Omicron variant cases), LPHAs may discontinue this process due to limited capacity.

Employees can return to work when:

- At least 5 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 their employer and the LPHA to determine when symptoms have improved sufficiently to return to work.

**7. 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. If there are two or more cases at a worksite (for general workplaces) within 14 days *and* these cases were in contact with each other at the worksite, employers should contact their local public health authority to assess the situation and plan next steps.

Note that single cases in or associated with high-consequence settings should be reported to the LPHA immediately. These high-consequence settings include long term care facilities, adult foster homes, child and adult behavioral health facilities, residential treatment, carceral settings, homeless shelters, transitional housing, other congregate living settings and agricultural/food chain settings (e.g., farms, packing plants, processing facilities, grocery stores). Two or more cases in a K-12 educational setting should be reported immediately. Employers are encouraged to contact their local public health authorities in other circumstances that require public health support at their discretion.

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>

**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 in many workplaces. The CDC and OHA have many resources for employers on helping employees access a COVID-19 vaccine. Visit:

- The CDC's [Staying Up to Date With Your Vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated.html) webpage:  
[https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated.html](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated.html)
- [OHA's COVID-19 Vaccine webpage \(https://covidvaccine.oregon.gov/\)](https://covidvaccine.oregon.gov/), including:
  - OHA's [Employer Toolkit: Helping Your Employees Get COVID-19 Vaccinations:](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3650.pdf)  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3650.pdf>

Additional specific OR OSHA **requirements** and recommendations apply depending on the type of workplace. Employers in general workplaces, which are defined as all workplaces other than exceptional risk workplaces:

- Must allow workers to voluntarily use facial coverings and provide facial coverings at no cost to workers
- Should continue to optimize the use of ventilation systems to help reduce the risk of COVID-19 transmission

In exceptional risk and high-consequence work settings, OR OSHA maintains specific additional requirements, including, but not limited to:

- Infection control and prevention program
- Ventilation and physical distancing
- Screening and triage
- Barriers, partitions, and airborne isolation rooms

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

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).

**Contact Us:** The Oregon Health Authority is available to assist you in implementing this checklist and/or other prevention and response measures. Contact the Oregon Health Authority by sending a message to [COVID.19@dhsoha.state.or.us](mailto:COVID.19@dhsoha.state.or.us), with attention to the Population Support Team’s Workplace and Environmental Health Specialist.

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>

**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](mailto:COVID19.LanguageAccess@dhsoha.state.or.us).