



# COVID-19 RESPONSE

CITY OF PORTLAND  
EMERGENCY COORDINATION CENTER



**City of Portland – Workplace Illness and Contact Tracing Guidelines for COVID-19**  
**Updated: January 6, 2022**      **Originally Issued By: Emergency Coordination Center**  
**Current Update By: Bureau of Human Resources**

## Purpose

To provide managers, Incident Response Teams (IMT), Human Resources Business Partners (HRBP), bureau safety professionals (BSP), and others asked to perform contact tracing with resources and best practices to effectively limit the spread of COVID-19 after an employee tests positive, becomes symptomatic, or is exposed to someone with what appear to be COVID-19 symptoms while working at a City of Portland facility or worksite.

## Background

COVID 19 is the illness caused by SARS-CoV-2, a novel coronavirus currently causing a worldwide pandemic with local community and workplace spreading in the Portland area. The City of Portland is following guidance from Multnomah County, The Oregon Health Authority (OHA), Oregon Occupational Safety and Health Administration (OR-OSHA), and the Centers for Disease Control (CDC). This document is to be used in conjunction with CDC, OR-OSHA, and Multnomah County guidelines (see section on Resources).

## Policy

Contact tracing will be conducted to trace the people with whom, and locations where, a COVID-positive, symptomatic, or pre-symptomatic employee has been in contact to coordinate facility cleaning, notification, and quarantine of those who may have been exposed while working at a City of Portland facility or worksite.

## Timing

The window of exposure for tracing is determined by looking back at the 48 hours leading up to when an employee became symptomatic, or when they tested positive if asymptomatic. Contact tracing and notification are to begin as soon as possible after learning of an exposure event, and should be completed within 24 hours.

## Procedure

The COVID-positive employee's manager, HRBP, BSP, or IRT, with the help of the Occupational Health Team, will conduct tracing of all worksites, contacts, surfaces, and vehicles used, through multiple sources of information which may include but are not limited to the following:

1. Ask the employee with COVID-19 symptoms or diagnosis to recall the date and time of:
  - onset of symptoms or testing positive if asymptomatic
  - work and break/lunch locations
  - use of vehicles

- with whom they were in close contact during the window of exposure. (Close contact is defined as being within six feet for a cumulative time of 15 minutes or longer over a 24-hour period, sharing utensils, or having direct contact with infectious secretions such as body fluids or being coughed on.)
2. Work tracking systems, logs
  3. Sign-in sheets
  4. Work schedules including break / lunch times
  5. Vehicle logs

### **Coordination with Vendors / Contractors**

When the symptomatic or COVID-positive person is a City of Portland vendor or contractor, contact tracing becomes the joint responsibility of the vendor/contractor organization and the associated contract manager and bureau of the City of Portland.

The vendor/contractor organization will conduct the initial interview portion of the tracing with the symptomatic or COVID-positive person, reporting back to the contract manager anyone determined to have been in close contact with them and any City buildings or vehicles they used. The City contract manager should corroborate this information from the vendor/contractor organization with other available information (listed in above Procedure section) and clarify any discrepancies through a conversation with the vendor/contractor organization or the symptomatic or COVID-positive person.

### **Level of Exposure Determination**

The level of potential exposure is determined by asking if an employee was in direct or close contact with someone who is diagnosed with or presumed to be infected with COVID-19. Close contact is defined as any of the following starting from 48 hours before symptom onset or testing positive when asymptomatic:

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes cumulatively over 24 hours
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with the person (hugged or kissed them)
- Sharing eating or drinking utensils
- The person sneezed, coughed, or somehow spread respiratory droplets on others
- Having direct contact with potentially infectious material such as bodily fluids

Other information that may lower the probability of exposure includes, but is not limited to:

- Use of face coverings by the COVID-19 positive employee and those with whom they had contact
- Use of other PPE during contact with the ill individual or potentially infectious material
- Whether the contact occurred outdoors or in an enclosed space, like a vehicle, which is used to determine amount of ventilation or fresh air

- Whether the person traced was symptomatic at the time of contact

Exposed employees should be asked about their general state of health and if they are experiencing any COVID-19 symptoms. If an exposed employee becomes symptomatic or tests positive, contact tracing needs to be done for them as well.

Note: Secondhand exposures (being exposed to someone else who was exposed but having no symptoms or diagnosis) do not require any action or contact tracing.

### Notification

All employees and managers are expected to notify their supervisor, IRT, HRBP, BSP, or Occupational Health Program Manager in the event that they are positive for COVID-19 or they become aware of another individual who has been present at a City worksite (employee, customer, contractor, guest, etc.) that has been confirmed as having COVID-19. When such a notification occurs or the City otherwise becomes aware that a person with confirmed COVID-19 has been in a City facility or worksite, the following measures will be taken:

- Individuals known or suspected to have had contact with the symptomatic or COVID-positive employee or workspace shall be notified (by telephone, text, or e-mail) that they were possibly exposed to COVID-19 and the level of exposure that is suspected. This will help guide discussion and decisions about what steps need to be taken.
- Notification will be sent by the contact tracers (supervisor, IMT, HRBP, safety professional, or Occupational Health) using the appropriate template (see Appendix A) to all potentially affected employees (those who work in same facility or in same well-defined portion of the facility - such as a particular floor) where the exposure occurred, even if they did not appear to have close contact with the individual in question.
- See Appendix A for communication templates.
- This notification should be done as soon as possible after the incident and not more than 24 hours after being notified about the individual's symptoms or diagnosis of COVID-19.
- Identifying details regarding the dates, times and exact location of the possible exposure and privacy of the symptomatic or COVID-positive employee shall be protected by not releasing their name or any personally identifying information.
- If there has been a sick person or someone who tested positive for COVID-19 in a City facility within the last 24 hours, clean and disinfect the spaces they occupied and high touch surfaces following [CDC cleaning and disinfection guidance](#). Rapid Response, the City's specialized cleaning contractor, may be notified directly by the Bureau that owns or leases the site for 24/7 site disinfection by taking the following steps:
  - Call (503) 477-8765.
  - Identify yourself as a City employee.
  - Provide your bureau/division and address for the site/facility requesting service.
  - Identify the areas to be disinfected (e.g. breakroom, bathroom, meeting room, etc.).
  - Provide any site access information.
  - Provide name and phone number of the onsite contact.
- OMF Facilities can provide technical assistance and answer questions but are not needed to coordinate directly with Rapid Response.
- If someone was pre-symptomatic at a City facility (potentially contagious during the 48 hours prior to being sick or testing positive but not displaying symptoms) within the last 24 hours, clean and disinfect the spaces they occupied and high touch surfaces following [CDC cleaning and disinfection guidance](#).

- Notify City Fleet, (503) 823-8345, if the employee had any contact with Fleet vehicles/equipment and indicate the license plate and/or equipment number so vehicles/equipment can be cleaned or disinfected if needed.

### Direction to Exposed Employees

Employees who have been in close contact (less than-six feet of distancing for 15 minutes or longer of cumulative time in a 24-hour period regardless of wearing PPE), with someone who has or is presumed to have COVID-19 within 48 hours from when the person became symptomatic, or tested positive if asymptomatic, must quarantine for a period of 5 days (the date of last close contact is considered day 0) followed by diligent use of a [well-fitting mask](#) for an additional 5 days following [CDC guidance](#) after the employee's last contact with the person.

### Quarantine Exemption

Employees who are in one of the following groups do not need to quarantine after a close contact exposure.

- Those ages 18 or older and have received all [recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people.
- Those ages 5-17 years and completed the [primary series](#) of COVID-19 vaccines.
- Those that had confirmed COVID-19 within the last 90 days (tested positive using a [viral test](#)).

Employees exempt from quarantine should wear a [well-fitting mask](#) around others for 10 days from the date of the last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Employees should [get tested](#) at least 5 days after they last had close contact with someone with COVID-19. If the employee tested positive for COVID-19 with a [viral test](#) within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, they do not need to quarantine or get tested after close contact. They should wear a [well-fitting mask](#) around others for 10 days from the date of the last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

**Law Enforcement Officers (LEO), Fire Fighters (FF), 911 Public Safety Answering Point Workers (PSAPW), and Critical Infrastructure Services Workers (CISW)**- In a crisis scenario, the usual standard of care requiring quarantine for exposed LEO, FF, PSAPW, and CISW may not be feasible due to critical staffing shortages. If, despite all other available accommodations (use reserves, mutual aid, hiring from staffing agencies if allowed by union contract, etc.), available staffing is insufficient to provide needed duties, agencies shall consult with Local Public Health Authority (Multnomah County) and City Occupational Health to determine whether asymptomatic exposed employees could safely work during their quarantine period.

If symptomatic, employees exposed to COVID-19 should be isolated in the bureau's designated illness isolation location or sent home immediately. Exposed, symptomatic employees shall be presumed to be positive with COVID-19, and bureaus shall follow the applicable procedures in this document, and in the *City's Illness in the Workplace Guidelines* accordingly.

If asymptomatic, employees should monitor for symptoms, and the manager should follow the City's *Illness in the Workplace Guidelines* for when to quarantine exposed individuals. Such employees are encouraged to discuss testing with their healthcare provider. The CDC recommends getting a test 5 days after a close-contact exposure to COVID-19.

Additionally, anyone exposed, regardless of the level of exposure, should be advised to monitor themselves for symptoms for 10 days after the exposure, avoid close contact with high-risk populations (the elderly, chronically ill, especially those with underlying chronic lung disease, etc.) and consult their healthcare provider if symptoms develop or to discuss testing.

### Testing for COVID-19

Employees should consult with their healthcare provider to discuss testing. Testing is available to Kaiser members through their primary care provider or by accessing Kaiser's website <https://healthy.kaiserpermanente.org/oregon-washington/health-wellness/coronavirus-information> or by calling 1-800-813-2000.

Moda members can reach out to their primary care provider or use any in-network clinic or healthcare provider. Moda's website is: <https://www.modahealth.com/> Moda's phone: 1-877-605-3229.

Additional testing resources may be available after a workplace exposure. Contact your HRBP or Bureau Safety Professional to discuss additional options.

The City will make its employees and appropriate space available at no cost whenever a local public health agency or Oregon Health Authority indicate that COVID-19 diagnostic testing within the workplace is necessary. On-site testing for large exposure events may be coordinated through the Occupational Health Program Manager. Any City-initiated and coordinated testing is conducted at the City's expense and will cover the costs of testing including but not limited to the COVID-19 test itself, employee time, and employee travel.

### Expanded Tracing

If an exposed employee tests positive or becomes symptomatic with what appear to be COVID-19 symptoms, tracing should be performed to identify contacts of the employee following these guidelines within 24 hours.

### Cleaning Protocols

If there has been a sick person or someone who tested positive for COVID-19 in a City facility within the last 24 hours, clean and disinfect the spaces they occupied and high touch surfaces following [CDC cleaning and disinfection guidance](#) consulting OMF Facilities guidelines as needed. This includes City vehicles if used. See **Notification** section above (on page 3).

### Return to Work

#### GUIDANCE FOR EMPLOYEES WHO HAVE JUST BEEN VACCINATED:

**If an employee develops symptoms** that are a [possible vaccine side effect](#) such as fever, arm soreness, weakness, general aches, etc. **within 48 hours after being vaccinated**, they do not need contact tracing, medical evaluation, or testing. They may return to work under all the following conditions:

1. Symptoms are improving, AND
2. Any fever has resolved, AND
3. They feel ready to resume work.

**If vaccine-related symptoms persist longer than 72 hours**, arm redness or swelling worsen at injection site, or they feel like they are generally worsening, then medical evaluation and treatment is advised before returning to work. If an employee comes to work with symptoms more than 72 hours after receiving a vaccine, they should be sent home and supervisors and the employee should follow the rest of the contact tracing and return to work guidance.

**If an employee develops symptoms more than 48 hours after receiving a vaccine**, then they should be considered possibly infected with COVID-19 and excluded from work. For example, if they develop symptoms on the job, they should be sent home and supervisors and the employee should follow the rest of the guidance in this document.

**Employees who have COVID-19 symptoms, but are not tested or not evaluated by a healthcare provider** may return to work when all the following conditions are met:

1. Symptoms are improving, which includes no fever for at least 24 hours without use of fever-reducing medication; and
2. 5 days have passed since onset of symptoms; and
3. Employees must take the [health assessment survey](#) and follow the results to determine whether they are safe to return to a City Facility or not.

**Employees who have COVID-19 symptoms but test negative or are cleared by their healthcare provider** may return to work when both of the following conditions are met:

1. Symptoms are improving, which includes no fever for at least 24 hours without use of fever-reducing medication;
2. Employees must take the [health assessment survey](#) and follow the results to determine whether they are safe to return to a City Facility or not.

**Employees who test positive or are diagnosed with COVID-19** may return to work when all the following conditions are met:

1. Symptoms are improving, which includes no fever for at least 24 hours without use of fever-reducing medication; and
2. 5 days have passed since onset of symptoms or diagnosis if asymptomatic; and
3. They are cleared to return to work by their health practitioner; and
4. Employees must take the [health assessment survey](#) and follow the results to determine whether they are safe to return to a City Facility or not.

**Employees who were quarantined** because of a close-contact exposure but have **no symptoms** may return to work 5 days after the last exposure (the date of last close contact is considered day 0), and wear a [well-fitting mask](#) for an additional 5 days. **Employees who were quarantined** because of an exposure **and develop symptoms or are diagnosed with COVID-19** shall not return to work without following the applicable above guidelines AND should have contact tracing initiated according to the Expanded Tracing section of this document.

### **Additional Notification**

Employees who participate in quarantine or isolation activities are to be notified in writing or email of their right to return to work without any adverse action and their leave options. See Appendix B for the approved notification template.

### **Record Keeping**

A record of all individuals who experience a work-related COVID-19 exposure or illness must be maintained by the bureau for OSHA compliance purposes (use OSHA 300/300A/301 forms).

Documentation of the contact tracing process will also be maintained by the bureau safety professional and treated as Protected Health Information (PHI).

Centralized tracking of cases identified through contact tracing or reports of illness in the workplace should also be made by one of the contact tracers through the use of the confidential [COVID-19 Tracking Form](#).

### **Notification to Other Bureaus**

Any workplace exposure that involves employees from multiple bureaus or worksites requires a higher level of coordination across the City. The Occupational Health Program Manager and the PBEM Duty Officer should be notified of such exposures so it can utilize cross-City resources, including notification systems and all-City coordination meetings when needed. Contact the PBEM Duty Officer for assistance (see below).

### **Additional Support**

Additional information and support are available from the Occupational Health Program Manager, Joel Michels, Nurse Practitioner. Phone: 503-823-5238 [joel.michels@portlandoregon.gov](mailto:joel.michels@portlandoregon.gov)

PBEM Duty Officer can be reached at: 503-823-2686 [PBEMDutyOfficer@portlandoregon.gov](mailto:PBEMDutyOfficer@portlandoregon.gov)

### **Related Policies**

COVID-19 Illness Resource Toolkit

<https://www.portlandoregon.gov/bhr/81055>

### **Resources**

<https://multco.us/novel-coronavirus-covid-19/contact-tracing-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing/>

<https://www.oregon.gov/oha/PH/Pages/Contact-Tracing-Resources.aspx>

<https://www.osha.gov/SLTC/covid-19/>

<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le3235.pdf>

## Appendix A.

### Communication templates and guidance.

#### NOTIFICATION TO EMPLOYEE WHO MAY HAVE BEEN EXPOSED

Coworkers of an individual with a confirmed exposure to COVID-19 will be notified of either their casual or close contact with the individual. The communication should include the following key points:

- We are notifying you to provide you with information for you to take precautions for your health and the health of people around you.
- We are keeping the identity of the individual confidential to protect sensitive information. If you have concerns, please contact me or your supervisor/bureau director.
- Practice physical distancing and follow the general guidelines for caring for yourself and others, such as avoiding touching your face when running essential errands.
- Stay at home when you're sick.
- Employees with casual contact can continue to work if they remain symptom-free. Employees with close contact must quarantine for 5 days (the date of last close contact is considered day 0), wear a [well-fitting mask](#) for an additional 5 days, get a test 5 days after exposure, and remain symptom-free before returning to work.
- Review the provided CDC guidelines on what to do if exposed to COVID-19 and contact your healthcare provider with questions and concerns.
- Inquire if there is any personal property at work the employee would like and if they have any questions on leave or health benefits (if applicable).
- Offer assistance to reschedule any meetings, reprioritize work commitments or provide any other support for employee to immediately self-isolate at home and care for themselves.

## Sample email template

CONFIRMED case of COVID-19, Employee self-isolation

Dear <<first name>>,

The health and safety of you and your co-workers is our top priority. I am sorry to learn that you have tested positive for COVID-19 and want to provide you with support and resources for recovery. We will need you to stay home and only return to work if you have had no fever for 24 hours while off fever-reducing medication and your COVID-19 symptoms have improved (such as cough and shortness of breath). You will also need to have at least 5 days pass since symptoms first appeared, as well as a healthcare provider's input clearing you for return to work.

Please contact your health care provider or county health authority for information on how to care for yourself at home. Here is a link to a CDC flyer on ways to manage COVID-19 symptoms at home. County health authority contact information is below. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

We are notifying other employees who worked in near or close proximity to you recently, and telling them that a colleague has tested positive for COVID-19. We are taking precautions to protect your confidential, private information and will not disclose your name to others under any circumstances without your permission. Enhanced cleaning will occur at your worksite to protect employee health and safety. If you have any questions about leave or health benefits, please let me know.

We recognize that this notification and information can be stressful, feel confusing and even overwhelming for some. Please reach out if you have questions and use our Employee Assistance Programs if you need support. For access to confidential help 24 hours a day, seven days a week:

1. PFFA, PPA and PPCOA members may call toll-free: 1-800-433-2320, text 503-980-1777, or go online to [Canopy](#).
2. All other employees may call toll-free 1-800-888-9891, or go online to [CityStrong Guidance Resources](#) and use web ID "CityStrong".

Multnomah County Public Health: dial 211

Clackamas County Public Health: 503-742-5300

Washington County Public Health: 503-846-3594

<<Closing>>

Sample template for: CLOSE CONTACT with a confirmed case of COVID-19 for employees **needing to quarantine**.

Dear <<first name>>:

Your health and safety are a top priority. I wanted to let you know that on <<date of notification>> we learned that an employee in <<bureau>> has a confirmed case of COVID19 and you may have been exposed to this person recently. We are keeping the identity of the individual confidential to protect their private and confidential information.

We believe that you may have been in close contact with the person from <<date>> and to <<date>> while at <<location(s)>>.

“Close contact” means that you have been within 6 feet of a confirmed, positive COVID-19 person for 15 minutes or more. This can include caring for, living with, visiting or sitting within 6 feet of a person with a confirmed case. Close contact also includes having direct contact with infectious secretions of a COVID-19 person, such as being coughed on.

We are following the [CDC guidelines](#) on quarantine, isolation and monitoring symptoms at home. Here is what you need to do now:

- Stay home until << DATE – calculate 5 days plus ending date from above>>, which is 5 days since your last exposure. After that time, you must remain symptom-free before returning to work and wear a [well-fitting mask](#) for an additional 5 days.
- Get tested on the 5<sup>th</sup> day after your exposure. Talk with your healthcare provider or your workplace contact tracing team if you need help finding a testing site.
- Check your temperature twice a day and watch for symptoms of COVID-19 until 10 days after your exposure. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If possible, stay away from people in your household who may be at higher-risk for getting very sick from COVID-19.
- If needed, contact your health care provider or county health authority for information on how to care for yourself at home. Here is a link to a CDC flyer on ways to manage COVID-19 symptoms at home. County health authority contact information is below. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
- Enhanced cleaning will occur at your worksite to protect employee health and safety.
- If you have any questions about leave or health benefits, please let me know.
- Contact information for our region’s county public health agencies is below.

We recognize that this notification and information can be stressful, feel confusing and even overwhelming for some. Please reach out if you have questions and use our Employee Assistance Program if you need support. Access to confidential help 24 hours a day, seven days a week can be made by:

1. PFFA, PPA and PPCOA members may call toll-free: 1-800-433-2320, text 503-980-1777, or go online to [Canopy](#).
2. All other employees may call toll-free 1-800-888-9891, or go online to [CityStrong Guidance Resources](#) and use web ID “CityStrong”.

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Washington County Public Health: 503-846-3594

<<Closing>>

Sample template for CASUAL CONTACT with a confirmed case of COVID-19

Dear <<first name>>:

Your health and safety are a top priority. I wanted to let you know that on <<date of notification>> we learned that an employee in <<bureau>> has a confirmed case of COVID-19. We are keeping the identity of the individual confidential to protect their privacy. If you have concerns, please contact me or your supervisor/bureau director.

We believe that you may have been in casual contact from <<date>> and to <<date>> while at <<location(s)>>.

“Casual contact” is when an employee was working in the same structure, site, location or bureau of the confirmed, positive COVID-19 person but does not appear likely to have had close contact. “Close contact” is considered to occur when you are within 6 feet for more than 15 minutes.

We are following the [CDC guidelines](#) on quarantine, isolation and monitoring symptoms at home. Here is what you need to do now:

- Watch for COVID-19 symptoms including fever, cough, shortness of breath and others. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If you are sick, stay home and contact your healthcare provider.
- Consider being tested 5 days after the exposure. Talk with your healthcare provider about testing options or ask your workplace contact tracing team.
- Practice physical distancing. Maintain 6 feet from others and stay out of crowded places.
- If needed, contact your health care provider or county health authority for information on how to care for yourself at home. Here is a link to a CDC flyer on ways to manage COVID-19 symptoms at home. County health authority contact information is below. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
- Enhanced cleaning will occur at your worksite to protect employee health and safety.
- If you have any questions about leave or health benefits, please let me know.
- Contact information for our region’s county public health agencies is below.

We recognize that this notification and information can be stressful, feel confusing and even overwhelming for some. Please reach out if you have questions and use our Employee Assistance Program if you need support. Access to confidential help 24 hours a day, seven days a week can be made by:

1. PFFA, PPA and PPOA members may call toll-free: 1-800-433-2320, text 503-980-1777, or go online to [Canopy](#).
2. All other employees may call toll-free 1-800-888-9891, or go online to [CityStrong Guidance Resources](#) and use web ID “CityStrong”.

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Washington County Public Health: 503-846-3594

<<Closing>>

Sample template for: CLOSE CONTACT with a confirmed case of COVID-19 when **exempt from quarantine**

Dear <<first name>>:

Your health and safety are a top priority. I wanted to let you know that on <<date of notification>> we learned that an employee in <<bureau>> has a confirmed case of COVID19 and you may have been exposed to this person recently. We are keeping the identity of the individual confidential to protect their privacy.

We believe that you may have been in close contact <<date>> and to <<date>> while at <<location(s)>>.

“Close contact” means that you have been within 6 feet of a confirmed, positive COVID-19 case for 15 minutes or more. This can include caring for, living with, visiting or sitting within 6 feet of a confirmed case. Close contact also includes having direct contact with infectious secretions of a COVID-19 case such as being coughed on.

We are following the [CDC guidelines](#) on quarantine, isolation, and monitoring symptoms at home. Here is what you need to do now:

- Check your temperature twice a day and watch for symptoms of COVID-19 until 10 days after your exposure. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- You should get tested 5 days after a close contact exposure and wear a [well-fitting mask](#) for 10 days when indoors at work or out in public, while monitoring yourself closely for symptoms.
- If you are sick, stay home and contact your healthcare provider.
- Enhanced cleaning will occur at your worksite to protect employee health and safety.
- If you have any questions about leave or health benefits, please let me know.
- Contact information for our region’s county public health agencies is below.

We recognize that this notification and information can be stressful, feel confusing and even overwhelming for some. Please reach out if you have questions and use our Employee Assistance Program if you need support. Access to confidential help 24 hours a day, seven days a week can be made by:

1. PFFA, PPA and PPCOA members may call toll-free: 1-800-433-2320, text 503-980-1777, or go online to [Canopy](#).
2. All other employees may call toll-free 1-800-888-9891, or go online to [CityStrong Guidance Resources](#) and use web ID “CityStrong”.

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Clackamas County Public Health: 503-742-5300  
Washington County Public Health: 503-846-3594

<<Closing>>

## Appendix B.

### Notification to Employee Participating in COVID-19 Quarantine or Isolation

#### **Notification of Right to Return to Work**

Quarantine or isolation may be required in certain situations such as:

- public health guidance
- the Oregon OSHA requirement for medical exclusion from work
- your employer chooses to take additional safety precautions

As an employee who participates in quarantine or isolation, you are entitled to return to your previous job duties if still available without any adverse action as a result of participation in COVID-19 quarantine or isolation activities.

While you are off work due to quarantine or isolation, several leave options may be available. These may include but are not limited to:

- Your accrued leave such as sick or vacation time
- COVID Emergency Paid Sick Leave Bank (EPSL) leave protections under the Family and Medical Leave Act of Absence (FMLA) and/or Oregon Family Leave Act of Absence (OFLA)
- If certain criteria are met, you may also be eligible for the State of Oregon's COVID-19 Temporary Paid Leave Program (visit [oregon.gov/covidpaidleave](https://oregon.gov/covidpaidleave))

Talk with your Bureau Leave Coordinator, Human Resources Business Partner (HRBP), or the Benefits Team within the Bureau of Human Resources if you have questions about your leave options. Your Bureau Timekeeper can answer questions about how to use your accrued leave.

*This notification is required per the Oregon OSHA Rule Addressing COVID-19 Workplace Risk, Oregon Administrative Rule (OAR) 437-001-0744(3)(l)(B) Medical Removal.*