

<b>SUBJECT: COVID-19 Infectious Disease Control Plan</b>	<b>EFFECTIVE DATE: December 1, 2020</b> <b>REVIEWED: December 14, 2020</b> <b>REVISED:</b>
--	--

**COVID-19 Infectious Disease Control Plan**

**Purpose:** The following plan provides a framework for three levels of response within the City of Milwaukie, during the Coronavirus Disease 2019 (COVID-19) pandemic. The plan will focus on prevention, detection, isolation, notification and decontamination. The basis for this plan is drawn from guidelines from the Centers for Disease Control and Prevention (CDC), Oregon Health Authority (OHA), and Oregon Occupational Safety and Health Administration (OSHA).

- [Disease Control of the Coronavirus Disease 2019 \(COVID-19\);](#)
- [Oregon Health Authority on Coronavirus Disease 2019 \(COVID-19\);](#)
- [Oregon OSHA on Guidance on Preparing Workplaces for COVID-19.](#)

The precautionary measures detailed herein have been instituted at the City of Milwaukie to prevent the spread and infection of the SARS-CoV-2 virus and COVID-19. The management and leadership of the City of Milwaukie have made decisions carefully to ensure a balance between the available resources, the city’s mission as a municipal corporation, and the best interest of all staff and the public. The goal of these measures is to maintain a safe and secure community during this unprecedented time of a global pandemic and public health emergency.

The City of Milwaukie will review and update the plan as new information, public health guidelines, and workplace best practices are released.

- A Level 1 response will address an incident where an employee or employees have been exposed to a person who identifies as a close contact with a person who is positive for COVID-19.
- A Level 2 response will address an incident when an employee or employees have been in close contact to a person who has tested positive for COVID-19.
- A Level 3 response will address an incident when an employee has tested positive for COVID 19.

**Definitions:**

Novel Coronavirus: The novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

COVID-19: is the name assigned to the current disease. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease.

Symptoms of Coronavirus: The CDC advises that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Masks or Face Coverings: Coverings that fit snugly but comfortably against the side of the face, are secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and can be laundered and machine dried without damage or change to shape. As higher-grade masks, such as N95 masks become readily available and once medical facilities are able to adequately secure those masks, the City reserves the right to require more specific mask and face covering types.

Some commonly-used types of face covering, including bandanas, plastic face shields, respirators with unfiltered exhalation valves, and single-layer neck gaiters have not been found by competent medical authorities to provide sufficient droplet mitigation and do not meet the requirements of masks or face coverings described in this document. Face shields may be worn in addition to masks or face coverings.

Infection Control Officers (ICO): The Infection Control Officer or that officer's designees are responsible for the City of Milwaukie's Infection Control Program. To the best of their ability the officer will investigate, monitor, minimize, and prevent workplace infections. They have the responsibility to educate all levels of personnel and other contracted workers regarding best infection control practices.

Close Contact: The Oregon Health Authority defines close contact as having been within six feet of a person with a confirmed or presumptive diagnosis of COVID-19 for 15 minutes or longer over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the affected individual(s) is isolated. This is true regardless of whether one or both of parties were wearing a face covering.

Social/Physical Distancing: Social distancing, also called physical distancing, refers to the CDC and OHA guidance that individuals should stay at least six feet away from other people, not gather in groups, stay out of crowded places, and avoid mass gatherings.

**Scope:** Applies to all City employees.

**Procedures:** This policy may change based on federal, state or local government recommendations.

**Control Plan:**

**1. Prevention**

COVID-19 is thought to spread primarily through person-to-person contact, via respiratory droplets that contain the virus.

There is evidence the virus can spread via contact with surfaces which have become contaminated by respiratory droplets and from other biological material that contains the virus. Evidence and research also suggest that the virus remains infectious on surfaces for periods of time ranging from hours to days depending on the surface and environmental factors. The best recommendation to prevent contracting the disease or from spreading the disease is to follow simple prevention guidelines:

- **Social/Physical Distancing:** The City of Milwaukie is limiting the amount of contact between personnel, elected officials, and members and the public, by making work from home accommodations and/or changing schedules when appropriate, and advising that all meetings and day-to-day operations be conducted in a virtual or remote environment to the maximum extent possible.

Although social distancing is challenging in certain positions and departments, such as Public Works and law enforcement, it is a cornerstone of reducing transmission of COVID-19. Physical distancing is important both for individuals showing signs of infection and those who may be asymptomatic. City personnel should, to the best of their ability, maintain safe distancing (six feet or more), from others while at work whether indoors or outdoors. This includes interactions between co-workers, community members, vendors, etc. City personnel are also encouraged to engage in social distancing when off duty.

- **Personal Hygiene:** City personnel are instructed to practice the following steps to protect themselves and others:

Practice Good Cough/Sneeze Etiquette: Cover your mouth and nose with your elbow (or ideally with a tissue) rather than with your hand when you cough or sneeze and discard all tissues in the trash immediately after use.

Practice Good Hand Hygiene: Regularly wash your hands with soap and water for a minimum of 20 seconds, especially after coughing, sneezing, or blowing your nose.

If soap and water are not readily available, it is recommended and appropriate to use an alcohol-based hand sanitizer that contains at least 70 percent alcohol. The use of the alcohol-based sanitizer should be applied to cover the entire surface of a person's hands as is it applied and must be allowed to dry without wiping off the sanitizer.

Avoid touching your eyes, nose, or mouth without cleaning your hands first.

- **Feeling sick and staying home:** If city personnel are feeling ill, they are encouraged to stay home. City personnel must contact their supervisor immediately upon feeling ill and must utilize accrued sick leave. Staff who are experiencing symptoms of COVID-19 are recommended to contact their healthcare provider. Providers can determine if an individual meets COVID-19 testing guidelines, make the appropriate arrangements for testing, and initiate contact-tracing procedures.
- **Face coverings for employees:** The use of a medical mask or face covering can slow the spread of the COVID-19 virus and can reduce the likelihood of transmitting the virus to others. The city has developed a [Mask and Face Covering Policy](#) intended to help ensure the safety and health of our employees, their families and the public. Face coverings must be worn by employees and other individuals whenever customers, contractors, or other visitors are present, and a strict separation cannot be maintained through barriers that physically prevent individuals from approaching within six feet of one another. Face coverings must be worn by employees working in office settings when not in a private individual workspace, in addition to whenever physical distancing cannot be reliably maintained between individuals. Private individual workspaces are those with doors that separate the employee from other employees. Employees in open work areas, including cubicles, must wear masks or face coverings. Whenever employees are transported in a motor vehicle for work purposes all individuals in the vehicle must wear face coverings, regardless of the distance involved, unless all individuals in the vehicle are members of the same household.
- The City of Milwaukie will provide face coverings for all personnel and members of the public. City staff in each workplace have been notified how to access these face coverings, where to pick up their face coverings, and how to acquire face coverings as needed through electronic communications. All City of Milwaukie employees are permitted to use their own face coverings if they choose to do so, as long as the coverings comply with CDC guidance, and the face coverings do not have offensive or distracting content on them. This includes partisan political speech.
- **Cleaning and Disinfection:** The City of Milwaukie will clean and disinfect frequently touched surfaces daily, in alignment with the COVID-19 Workplace Maintenance Protocol. This includes frequently-touched areas such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, and

communal office equipment. Appropriate detergent or soap and water will be used prior to disinfection.

Regular cleaning and sanitization will be implemented based on the following measures:

- Assigned city employees will sanitize public and staff entrances, lobbies and lunchrooms twice a day during scheduled shift and working hours
- The contracted janitorial crew will clean and sanitize both city staff and public use restrooms within city facilities after work hours and during designated daytime hours, as assigned.

Common areas, shared equipment, and high-touch areas must be cleaned at least once every 24 hours if the workplace is occupied fewer than 12 hours during a day or at least once every 8 hours while in use, if the workplace is occupied more than 12 hours a day.

- **Ventilation:** The City of Milwaukie will optimize the amount of outside air circulated through its existing heating, ventilation, and air conditioning (HVAC) systems throughout the facilities, whenever there are employees in the workplace and the outdoor air quality index remains at either “good” or “moderate” levels. In accordance with the HVAC manufacturer’s instructions and the design specifics of the HVAC system, the city will ensure all air filters are maintained and replaced as necessary to ensure the proper function of the ventilation system. All intake ports that provide outside air to the HVAC system will be cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. The city has increased the HVAC circulation of outside air from 10% to 20% in all buildings and HVAC filters have been replaced by MIRV 13 or equivalent as [recommended by the CDC](#).
- **Staggering work schedules:** In accordance with public health guidelines directed to minimize and prevent the spread of COVID-19, city management may make recommendations for management personnel to adjust work schedules that reduce the number of people in city workplaces buildings and jobsites. Management may also request that staff telecommute. All telecommuting employees should be available during normal work hours. The City of Milwaukie will identify and distribute the necessary communication tools and equipment to those who are eligible for this work option.
- **Limiting in-person meetings:** To the furthest extent possible, in-person meetings should be modified to utilize phone, video, or teleconferencing meeting options. The City of Milwaukie will identify and distribute the necessary communication tools and equipment to those who are eligible for this meeting option.

- **Personal Protective Equipment (PPE).** The CDC and Clackamas County public health officials encourage all local law enforcement agencies to wear agency-issued masks and gloves when they encounter members of the community, and to utilize caution including the use of increased protective measures when interacting with individuals who exhibit symptoms of COVID-19 or who provide confirmation of a positive COVID-19 diagnosis.

The City of Milwaukie requires staff to equip themselves with proper PPE when dealing with individuals who are exhibiting symptoms consistent with COVID-19 or are known to be positive for COVID-19. All City of Milwaukie staff are required to follow the Mask and Face Covering Policy and wear face coverings when unable to practice proper social distancing and are not at a private individual workspace.

Minimal to No Risk: For Law Enforcement personnel working in areas with minimal to no community transmission, the universal eye protection and respirator recommendations described for areas with moderate to substantial community transmission are optional. However, Law Enforcement personnel should continue to adhere to [Standard](#) and [Transmission-Based Precautions](#), including use of eye protection and/or an N95 or equivalent or higher-level respirator based on anticipated exposures and suspected or confirmed diagnoses. Universal use of a facemask for source control is recommended for Law Enforcement personnel.

Moderate to Substantial Risk: Sworn law enforcement personnel in the City of Milwaukie working in areas with moderate to substantial community transmission are more likely to encounter asymptomatic or pre-symptomatic patients with COVID-19 infection. If COVID-19 infection is not suspected in a patient (based on symptom and exposure history), law enforcement personnel should follow [Standard Precautions](#) (and [Transmission-Based Precautions](#) if required based on the suspected diagnosis). They should also wear eye protection in addition to their facemask to ensure the eyes, nose, and mouth are all protected from splashes and sprays of infectious material from others. Employees should wear an N95 or equivalent or higher-level respirator, instead of a facemask, for aerosol generating procedures with those who are COVID-19 positive. Respirators with exhalation valves are not permitted because they are an ineffective form of source control.

Face Coverings: City of Milwaukie personnel should wear a face covering while they are in service, including in breakrooms or other spaces where they might encounter coworkers. City of Milwaukie employees will follow the rules set by Oregon OSHA in OAR 437-001-0744, Appendix A-18 and A-19 for proper use of face coverings by law enforcement. Cloth face coverings should NOT be worn instead of a respirator or facemask if more than source control is needed.

Burn Rate: The City of Milwaukie will ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19 by calculating burn rates and regularly performing inventory counts. The average rate of PPE consumption (burn rate) per incident will be calculated to determine usage in city workplace buildings and job sites, as well as the need for replenishment of supplies. These inventory counts will be left to each department manager to ensure proper inventory of supplies are maintained based on usage.

## 2. Control Measures

A list and description of the specific hazard-control measures that each department has implemented to minimize employee exposure to COVID-19 will be maintained in an appendix to this plan.

- **Engineering Controls:** Public health guidelines and Oregon OSHA requirements recommend installing partitions or barriers as a reasonable engineering control, as a supplement to, not substitute for, face coverings and physical distancing. Multiple organizations including the CDC and Oregon OSHA suggest the use of plexiglass or other barriers to reduce exposure to COVID-19.

Partitions serve critical functions:

- Intercepting the respiratory droplets that are thought to transmit the virus;
- Re-enforcing physical distancing requirements, even when users are unwilling or forgetful; and
- Reducing significant reliance on masks and face coverings as one method to increase protection against the spread of COVID-19.

The dimensions of these barriers should consider the breathing zone areas of both users and reflect the posture (sitting or standing) of the users. The height of the partition needs to be greater than the tallest anticipated standing user. The partition should be as wide as possible, typically reflecting the length of the desk or counter to which it is attached. There usually will need to be an opening in the plexiglass or other barrier to permit the transfer of paperwork or other items. These openings should be as small as possible and should be placed to the side of the user (i.e., not directly in front of the staff person's breathing zone). The barriers can be mounted on the surface of the desk or counter or can be hung from the ceiling. Ideally, the arrangement should allow the maintenance of a six-foot separation between users. Because partitions are intercepting respiratory droplets, they must be treated as contaminated surfaces and cleaned regularly according to a set protocol. Disinfectants or cleaners that will not damage the barrier will be provided by the city and must be used.

Placemarks have been placed on the floor of high-traffic areas indicating the six-foot distance to be observed between individuals.

### 3. Detection

Symptoms of COVID-19 may appear within 2-14 days after exposure. Symptoms identified by the CDC<sup>1</sup> may include:

If, during duty hours, City of Milwaukie personnel come into close contact with a member of the public who appears sick, they are strongly encouraged to maintain a safe distance from them of six feet or greater. City personnel are recommended to contact facilities and/or maintenance to request cleaning if an area is observed to have been occupied by a person who appears ill and needs cleaning and disinfection.

- **Case investigation and contact tracing:** Case investigation is the identification and investigation of individuals with confirmed and probable diagnoses of COVID-19. Contact tracing is the subsequent identification, monitoring, and support of their contacts who have been exposed to, and possibly infected with, the virus. In accordance with the Milwaukie Employee Test Positive for COVID-19 Protocol, when necessary City Management will initiate prompt identification, voluntary quarantine (hereafter referred to as self-quarantine in this document unless otherwise noted), and monitoring of these COVID-19 affected personnel to prevent further spread of the virus.

The City of Milwaukie will utilize a multifaceted approach to respond to any outbreaks or incidents where personnel test positive. This multifaceted response will include identification, tracing and communication with Clackamas County Public Health of all information obtained during the contact training efforts by the City of Milwaukie.

#### **LEVEL 1 RESPONSE PROTOCOL**

A Level 1 response will be initiated if an employee has been exposed to a person who identifies themselves as a close contact with a person who is positive for COVID-19.

##### **Step 1.**

Employee learns they have had contact with a person who identifies as having close contact with a person who has a presumed or confirmed positive diagnosis of COVID-19. The employee will first self-assess for symptoms (fever of 100.3 or higher, cough, shortness of breath, etc.) and then contact their primary care doctor or healthcare provider for medical guidance.

---

<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care.html#:~:text=The%20signs%20and%20symptoms%20of,Congestion%20or%20runny%20nose>



**Step 2.**

Employee will notify either their supervisor or Human Resources of their exposure via phone or email. The person the employee notifies is hereafter referred to as the Infection Control Officer (ICO). The ICO will perform contact tracing based on job location and potential of exposure with other city personnel.

In giving the notification, the employee should provide answers to the following questions:

- When were you exposed to the close contact?
- Are you currently symptomatic?
- Have you been to work after you were exposed to the close contact?
- If you have, what other staff members, contractors, or members of the public have you had contact with and what workspaces or facilities have you been in?

The ICO will instruct staff to follow the directions of their healthcare provider and to closely monitor themselves for any symptoms of COVID-19. Employees do not need to self-quarantine unless directed by their healthcare provider, or unless they develop symptoms of COVID-19.

**Step 3.**

The ICO will notify the City Manager. If the employee who was exposed came to work after their exposure, a determination will be made of the people and workspaces they have been in contact with. Cleaning of those spaces may be requested, and those spaces may need to be avoided until such time as they are cleaned.

**Step 4.**

Employee may return or stay at work unless symptoms develop or until their provider-directed self-quarantine ends.

**LEVEL 2 RESPONSE PROTOCOL**

A Level 2 response will be initiated if an employee has been exposed to a person who is positive for COVID-19.

**Step 1.**

Employee learns they have had close contact with a person who receives a positive or presumed positive diagnosis for COVID-19. The employee will first self-assess for symptoms (fever of 100.3 or higher, cough, shortness of breath) and then contact their healthcare provider for medical guidance.

**Step 2.**

Employee will notify their preferred ICO, or designee, of their exposure via phone. The ICO will perform contact tracing based on job location. The employee will notify the ICO via telephone or email that they were exposed and by whom. The person who

initiated the exposure should be located and isolated or removed from city facilities, if applicable.

In giving the notification, the employee should provide answers to the following questions:

- Do you know when you were first exposed?
- When did you start to experience symptoms, if any?
- Are you currently symptomatic?
- Were you tested and when did you receive your test results?
- Have you been to work after you were exposed, symptomatic or positive?
- If you have, what other staff members, court staff, or members of the public have you had contact with and what workspaces or facilities have you been in?

The ICO will instruct the employee to follow the directions of the employee's medical provider and to stay home or seek medical care. Individuals will be allowed to quarantine based on the recommendations of their healthcare provider and/or the CDC. It can take up to 14-days after exposure to the virus for a person to develop COVID-19 symptoms. A negative result before end of the 14-day quarantine period does not rule out possible infection. By self-quarantining, individuals lower the chance of possibly exposing others to COVID-19.

### **Step 3.**

The ICO, or designee, will begin contact tracing internally to notify personnel of potential exposure. All contact tracing will be for a presumptive infection period of no less than 48 hours prior to symptoms, or for positive test results from those who are asymptomatic. If the employee is unable to recall this information, the ICO will contact facilities for card access to track the facilities and dates and times that the employee was present and accessed. Additionally, staffing rosters, and/or training rosters, if applicable, will be collected and analyzed for potential close contacts during work. Personnel exposed and affected to an individual with COVID-19 in the workplace while infectious or otherwise will be notified within twenty-four (24) hours of the employer being made aware of that exposure.

### **Step 4.**

The ICO will notify the City Manager. If the employee who was exposed came to work after their exposure, then a determination will be made of the people and workspaces they have been in contact with. Cleaning of those spaces will be requested, and those spaces may be inaccessible until such time as they are cleaned. Additionally, other people who may have been exposed will be notified so they can begin to self-assess for symptoms and can notify their healthcare providers for medical guidance.

### **Step 5.**

The immediate supervisor or department director will follow up with their employee.

**Step 6.**

The employee's return to work will be dictated by the direction they receive from their medical provider, to include at a minimum:

- Completion of medical provider recommended quarantine
- Employee does not develop symptoms indicative of COVID-19

There is no requirement for a negative test to return to work. A healthcare provider can recommend testing for a variety of reasons, but a doctor's note to return to work should not supersede the public health guidance on quarantine. Close contacts should quarantine for 14-days from last contact with a case regardless of negative test or healthcare provider clinical evaluation.

**LEVEL 3 RESPONSE PROTOCOL**

A Level 3 response will be initiated if an employee has tested positive for COVID-19. A positive test is not based just on self-assessment or symptoms. The test is administered by a healthcare provider, sent to a qualified lab and the results are confirmed.

**Step 1.**

Employee learns they are positive for COVID-19. The employee will immediately follow the recommended guidelines for quarantine and self-isolation.

**Step 2.**

Within 24-hours of receiving the test results, the employee will notify their preferred ICO, or designee, of their test results via phone or email. The ICO will perform contact tracing based on job location.

In giving the notification, the employee should provide answers to the following questions:

- Do you know when you were first exposed?
- When did you start to experience symptoms, if any?
- Are you currently symptomatic?
- When were you tested and when did you receive your test results?
- Who is your primary care provider and their contact info?
- Have you been to work after you were exposed, symptomatic or positive?
- If you have, what other staff members, court staff, or members of the public have you had contact with and what workspaces or facilities have you been in?

The ICO will instruct the employee to follow the directions of the employee's medical provider and to stay home or seek medical care. Individuals will be allowed to quarantine based on the recommendations of their healthcare provider and/or the CDC. It can take up to 14 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative result before end of the 14-day quarantine period does not rule

out possible infection. By self-quarantining, individuals lower the chance of possibly exposing others to COVID-19.

**Step 3.**

The ICO, or designee, will begin contact tracing internally to notify personnel of potential exposure. All contact tracing will be for a presumptive infection period of no less than 48 hours prior to symptoms, or for positive test results from those who are asymptomatic. If the employee is unable to recall this information, the ICO will contact facilities for card access to track the facilities and dates and times that the employee was present and accessed. Additionally, staffing rosters and/or training rosters, if applicable, will be collected and analyzed for potential close contacts during work. Personnel exposed to an individual with COVID-19 in the workplace, while infectious or otherwise, will be notified within twenty-four (24) hours of the employer being made aware of that exposure.

**Step 4.**

The employee who is positive should immediately isolate without further exposing city personnel. If items of personal property are needed, they will be collected on their behalf from their workspaces and arrangements will be made to deliver these items. The affected employee should then go home and begin self-isolation and monitoring for symptoms.

**Step 5.**

The ICO will notify the City Manager of the exposure and any affected workspaces will be vacated and closed off preventing re-entry. City facilities maintenance will be notified to begin cleaning and disinfection of affected areas.

**Step 6.**

If the exposure took place during the course of normal work, an incident accident form will be filled out by a member of the ICO, or designee, to document the exposure and a notification will be made to Clackamas County Public Health to document the exposure.

**Step 7.**

The supervisor/manager will follow up with their employee.

**Step 8.**

The employee's return to work will be dictated by the direction they receive from their medical provider, to include at a minimum:

- At least 10 days of quarantine since symptoms first appeared or tested positive for the virus.
- At least 24 hours with no fever without fever-reducing medication; and

- Other symptoms of COVID-19 (if symptoms occurred) are improving. *\*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If an employee had severe illness from COVID-19 (employee was admitted to a hospital and needed oxygen), the employee's healthcare provider may recommend further isolation, possibly up to 20 days and accommodations will be made for either medical leave and/or modified work to allow the employee to telecommute, as necessary.

There is no need for a negative test to return to work. A healthcare provider can recommend testing for a variety of reasons, but a doctor's note to return to work should not supersede the public health guidance on quarantine. Close contacts should quarantine for 14 days from last contact with a case regardless of negative test or healthcare provider clinical evaluation.