



AD-06-004 – COVID 19: EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE PLAN

The City of Klamath Falls (hereinafter “CITY”) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the CITY must remain vigilant in mitigating any outbreak. The CITY is a proud part of the public sector industry, which many have deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the CITY. This guidance is intended to be time-limited to the current COVID-19 public health crisis.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The CITY may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

The CITY is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our facilities, everyone must play their part. As set forth below, the CITY has instituted various housekeeping, social distancing, and other best practices. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Assistant to the City Manager, Eric Osterberg.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees should familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away.

III. Protective Measures

The CITY has instituted the following protective measures at all facilities.

A. General Safety Policies and Rules

- Any employee/ visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- Safety meetings will be by telephone, if possible when social distancing is not possible. If safety meetings are conducted in-person, attendance will be collected verbally and the manager/supervisor will designate an employee to sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees should avoid physical contact with others if possible and shall direct others (co-workers/ visitors) to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone\electronically.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The CITY understands that due to the nature of some of our work, access to running water for hand washing may be impracticable. In these situations, the CITY will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' tools and equipment when applicable/possible. To the extent tools must be shared, the CITY will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- Based on legislative Phasing requirements, the CITY may divide crews/staff into groups where possible so that projects can continue working effectively in the event that a divided team is required to quarantine.

- In the event of a positive test in any given division, as part of a division of crews/staff, the CITY will divide employees into dedicated shifts or some City services may have to be rescheduled or curtailed due to insufficient personnel.
- Dependent upon legislative Phasing requirements, employees are encouraged to minimize ride-sharing whenever possible. In the event employees do ride-share, per legislative Phasing requirements, while in vehicles, employees must ensure adequate ventilation and wear masks.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.

B. Workers entering Occupied Building and Homes

- Utility, enforcement and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum if possible. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to a job site will be limited to only those necessary for the work.

IV. Cleaning and Disinfecting

The CITY has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Facilities and break/lunchroom areas should be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves as recommended by the CDC. In the event cleaning is not possible, the City will close break rooms.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Vehicles and equipment/tools should be cleaned before a change in operator or rider when practicable. City Fleet Service has a Standard Operating Procedure for disinfecting vehicles.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.¹ Notwithstanding this, the CITY will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.

¹ <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

- The CITY will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The CITY will maintain Safety Data Sheets of all disinfectants used on site.

V. Exposure Situations

- ***Refer to City COVID-19 Sick Leave Policy***

VI. OSHA Recordkeeping

Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19, if:

1. The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC);[\[2\]](#)
2. The case is work-related as defined by 29 CFR § 1904.5;[\[3\]](#) and
3. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.[\[4\]](#)

[2] A confirmed case of COVID-19 means an individual with at least one respiratory specimen that tested positive for SARS-CoV-2, the virus that causes COVID-19. See www.cdc.gov/coronavirus/2019-ncov/php/reporting-pui.html.

[3] Under 29 CFR § 1904.5, an employer must consider an injury or illness to be work-related if an event or exposure in the work environment (as defined by 29 CFR § 1904.5(b)(1)) either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in 29 CFR § 1904.5(b)(2) specifically applies. See www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.5. As discussed below, OSHA is exercising enforcement discretion regarding work-relatedness in the context of employee COVID-19 illness.

[4] Under 29 CFR § 1904.7, an employer must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. An employer must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. See www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.7.

VII. Confidentiality and Privacy

Except for circumstances in which the CITY is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The CITY reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The CITY also reserves the right to inform contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VIII. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the CITY may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Assistant to the City Manager.

COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your supervisor and health-care provider immediately.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to job sites and facilities will be limited to only those necessary for the work.
- Employees, contractors, and visitors will be asked to leave the jobsite/facility and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as break/lunchrooms at least once per day when possible. In the event cleaning is not possible, the City will close break rooms.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use when practicable.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.

Trash collected from the facilities must be changed frequently by someone wearing gloves.