

Supervisor Checklist

Employee Tests Positive or is Quarantined for COVID 19

This checklist is provided for supervisors to support workplace health and safety and should be used following an employee's positive test for COVID-19 and also for quarantine tracking. Supervisors should complete the action items listed next to each check box.

BEFORE A POSITIVE DIAGNOSIS, SELF CARE AND PREP:

- ☐ Take a deep breath. If you don't first recognize your own emotions, you cannot support your employees, your team, or yourself. Whatever you feel, it's ok.
- ☐ Review your workgroup's Return to Work Plan(s) and COOP. Ensure plans adequately addresses contingency staffing plans for a workplace outbreak.
- ☐ Post your workgroup safety plan in an easily accessible location for employees to review and access.
- ☐ Determine what positions and/or tasks you can offer to positive and quarantined employees who may want to work from home.
- ☐ Review both your workgroup safety plan and the City's guidance with employees.

POSITIVE EMPLOYEE DIAGNOSIS:

- ☐ Access the [Supervisor Reporting Form](#)
- ☐ Complete the Supervisor Reporting form by getting the facts from the employee.
- ☐ Share the following information with the employee:
 - A LCPH contact tracer may be in touch with the employee. It is important they answer the call. Caller ID will indicate Lane County Public Health. If the call is not answered, the tracer will leave a voicemail. If the employee misses the call, they should call LCPH back. This contact can take up to three days after the employee receives positive test results.
 - For purposes of slowing the spread and supporting a healthy and safe workplace, the ERC will be notified of their diagnosis. Staff from the ERC and/or EOC will follow up with the employee about benefit, leave, and/or workers' compensation information. Staff will also coordinate with facilities and the workgroup to implement safety planning.
 - If the employee has questions immediately, the ERC can be contacted via email at BenefitsStaff@eugene-or.gov or 541-682-5780.
 - The City will also conduct workplace contact tracing. Consistent with the ADA and [EEOC](#), to the largest extent possible, the City will protect the employee's identity and positive COVID diagnosis. The City of Eugene's Infectious Disease Officer, Steve Auferoth or EOC designee will contact the employee about workplace contact tracing.
 - To prepare for contact tracing, the employee should begin documenting:
 - When they first received the diagnosis.
 - When they first noticed symptoms.
 - How many days or hours were between their diagnoses and last shift?

- All worksite locations they reported to on their last day of work before diagnosis.
- Names of staff or community members they had contact with for 15 minutes cumulatively within a 24-hour window.
- All pieces of work equipment used on their last day of work prior to diagnosis.
- They should adhere to the quarantine time provided by their health care provider or LCPH.

☐ Submit the Supervisor Reporting Form. ERC and/or EOC staff will be in contact with you about contact tracing and safety steps.

☐ To comply with OR-OSHA worksite communication requirements, which are in addition to the workplace contact tracing efforts, develop a workgroup communication.

A sample communication can be found [here](#). If you choose to draft your own, please consider including the following:

- The City's ongoing commitment to worker and community health, safety, and welfare. Reminder about health and safety in the workplace including the 4 W's:
 - **Wear a Face Covering**— indoors and outside when you can't maintain 6 feet of space, it's a statewide requirement.
 - **Watch Your Distance** – stay 6-feet apart from those outside your household and limit your gathering size.
 - **Wash Your Hands** – often with soap and water for 20 seconds throughout the day.
 - **Wait It Out** – stay home if you are sick.
- Reference to the City's COVID 19 Resources for employees [page](#).
- Reference to your workgroup specific safety plan to slow the spread.
- Reference to the LCPH and the City's contact tracing effort. Remind staff to answer and/or return the contact tracer's phone call.

☐ Initiate your worksite safety plan.

Quarantined Employee:

☐ Access the [Supervisor Reporting Form](#)

☐ Complete the Supervisor Reporting form by getting the facts from the employee.

☐ Share the following information with the employee:

- For purposes of slowing the spread and supporting a healthy and safe workplace, the ERC will be notified of their status. Staff from the EOC and/or ERC will follow up with the employee about benefit, leave, and/or workers' compensation information. Staff from the ERC will also coordinate with facilities and the workgroup to implement safety planning.
 - If the employee has questions immediately, the ERC can be contacted via email at BenefitsStaff@eugene-or.gov or 541-682-5780.
- To prepare for a possible need for contact tracing, the employee should begin documenting:
 - All worksite locations they reported to on their last day of work before quarantine.

- Names of staff or community members they had contact with for 15 minutes cumulatively within a 24-hour window.
 - All pieces of work equipment used on their last day of work prior to quarantine.
- Employees should adhere to the quarantine time provided by their health care provider or LCPH.

☐ Submit the Supervisor Reporting Form. ERC staff will be in contact with you about contact tracing and safety steps.

☐ With your Department and/or Division leadership, develop a workgroup communication that refreshes workgroup understanding about return to work guidelines and expectations.

- Reference to the City's COVID 19 Resources for employees [page](#).
- Reference to your workgroup specific safety plan to slow the spread.
- Reference to the LCPH and the City's contact tracing effort. Remind staff to answer and/or return the contact tracer's phone call.

☐ Initiate your worksite safety plan.