

City of St. Helens
RESOLUTION NO. 1905

**A RESOLUTION TO ADOPT A COVID-19
INFECTION NOTIFICATION PROCESS**

WHEREAS, Subsection 3(j) of the recently adopted Oregon OSHA Temporary COVID-19 rule includes a provision requiring almost all employers to develop a COVID-19 infection notification process; and

WHEREAS, the process must provide for the notification of exposed employees – those who were within six (6) feet of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more – and of affected employees – those who work in the same facility or in the same well-defined portion of the facility (such as on the same floor or in the same building within larger complex).

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. All employees and managers are expected to notify their supervisor, the City Administrator, and the City Recorder in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or the City becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the City will seek to identify each employee who was likely to have been within six (6) feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will not be identified.
- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

We have been notified that 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 your supervisor, and contact your health care provider. The City of St. Helens, 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 the City Administrator.

Approved and adopted by the City Council on December 2, 2020, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder