



EMPLOYEE ILLNESS COVID-19 and OTHER COMMUNICABLE DISEASES

POLICY NUMBER: 15.19.2021	EFFECTIVE DATE: June 30, 2021
REVISION DATE: January 12, 2022	REVISION NUMBER: One
September 7, 2022	REVISION NUMBER: Two
July 11, 2023	REVISION NUMBER: Three
CITY MANAGER APPROVAL: <i>[Signature]</i>	DATE: 7-14-23

DEFINITIONS

Asymptomatic – Producing or showing no symptoms.

Communicable Diseases - illnesses due to infectious agents or their toxic products, which may be transmitted from a reservoir to a susceptible host either directly as from an infected person or animal or indirectly through the agency of an intermediate plant or animal host, vector, or the inanimate environment.

Confirmed Case – A positive test result.

High Risk Individuals - Older adults, and people of any age who have underlying medical conditions.

High-Touch Surface – Equipment or surfaces that are handled frequently throughout the day by multiple individuals. High-touch surfaces can include, but are not limited to, desks, countertops, credit card terminals, doorknobs, touch-screen enabled devices, light switches, handrails, control panels, and steering wheels.

Illness Onset - The date symptoms begin.

Public Health – Lincoln County Public Health Department and Oregon Health Authority

Recovery - Resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms. Ideally, isolation should be maintained for this full period to the extent that it is practicable under rapidly changing circumstances.

Shared Equipment – Devices or tools that are used by multiple employees or other individuals including, but not limited to, computer keyboards, and work vehicles.

POLICY

The City of Newport is committed to providing its employees with a safe and healthy work environment. To accomplish this goal, the city must diligently undertake efforts to promote health and safety, and define when it is safe to continue working or return to work after becoming ill.

The following policy applies to all employees and volunteers of the City of Newport.

INTERNAL CONTACT PROCEDURES

If an Employee begins to feel sick and is Symptomatic

- The employee is to immediately notify their supervisor.
- If employee is sick, employee is to stay home.
- If employee becomes sick at work, employee is to go home.

RETURN TO WORK REQUIREMENTS (ALL EMPLOYEES AND VOLUNTEERS)

Employees should not return to work until they have been fever free for at least 24 hours, AND symptoms have improved, or as directed by a Health Care Provider (HCP).