

COVID-19 Prevention: Screening Steps for Employees

Screen Daily

- ✓ **EVERY DAY BEFORE** you come to campus, run through the daily health screening checklist to monitor for any COVID-19 symptoms
- ✓ If you answer “No” to all of the questions, come to work and have a great day!
- ✓ If not, follow the steps below

Contact OHR

- ✓ If you have COVID-19 symptoms, do **NOT** come to campus
- ✓ Contact the Office of Human Resources (OHR) and/or your immediate supervisor, so they know you will not be coming to work
- ✓ If you contact OHR first, we can contact your supervisor for you

Get Tested

- ✓ Go to a COVID-19 Drive-through Testing Site ([find a testing site near you](#))
- ✓ The KF testing site at 2200 N. Eldorado Ave is open 8:00am to 4:30pm Mon – Fri
- ✓ Testing is FREE, but take your insurance information
- ✓ If symptoms are severe, contact your medical provider
- ✓ Notify OHR or your supervisor when you get test results

Isolate

- ✓ **Stay home until your test results come back**
- ✓ If you can work from home, talk to your supervisor about this option
- ✓ If remote work is not possible, OHR will help you use the right kind of leave
- ✓ If test results are negative, awesome! You can return to work
- ✓ If test results are positive, follow the steps below

Cooperate

- ✓ If your test is positive, Public Health will call you for contact tracing
- ✓ They will ask about the 48 hours prior to your 1st symptom or test date
- ✓ Effective contact tracing is *really* important. Fully cooperate with Public Health!
- ✓ Please keep OHR informed of the status of contact tracing. We will want to act quickly if additional Oregon Tech employees or students have been exposed

Get Better!

- ✓ Be a good patient! Please follow all medical guidance provided by Public Health and your medical provider
- ✓ The Director of the Integrated Student Health Center is Oregon Tech’s contact with Public Health. She may reach out to check in on you
- ✓ Contact OHR if you need anything. We will be thinking about you!

Welcome Back!

- ✓ Return to campus when you are cleared by Public Health (they will send you a letter with a release specific date) **AND** when these things have happened:
 - At least 24 hours have passed since last fever without medication **AND**
 - Symptoms have improved
- ✓ OHR can assist with any remaining questions about sick leave, time entry, etc.

COVID-19 Prevention: Tips for Supervisors

Be Prepared: We want every supervisor to feel prepared to quickly and calmly respond to possible COVID-19 cases among their team. We have had employees contract COVID-19 and there will be more. While each case will be different, depending on the facts and timeline involved, below is basic guidance to help work through these situations.

- ✓ **Regularly Reinforce Daily Screenings with Employees:** This is a brand new habit we all need to develop. Please help with habit-forming by regularly reminding employees that you expect them to do a self-assessment *before* coming to work every single day:

Daily Health Screening: *Before* you leave your house and come to campus, **every day**, you must complete a self-assessment by answering **all** of these questions:

- ✓ Have you learned that you were within 6 feet proximity for more than 15 minutes of someone who has tested positive for COVID-19?
- ✓ Have you developed any of the following symptoms?
 - Fever. If so, how high was it? _____
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Cough, congestion, runny nose
 - Headache, muscle or body ache
 - Nausea, vomiting, diarrhea
- ✓ Have traveled to or have been living in an area with high numbers of COVID-19 (such as Seattle, San Francisco, Los Angeles, NY, NJ, FL, etc.): If so, where and when did you return? _____. If you live in Portland or Salem, have you had close contact with strangers (without maintaining physical distancing) since last coming to campus?

If you have symptoms or a known exposure, **DO NOT COME TO CAMPUS**. Contact your supervisor to discuss your situation. We will develop a plan.

- ✓ **If Employee Contacts You From Home:** All Oregon Tech employees are being directed to conduct self-assessments before coming to work. If an employee observes COVID-19 symptoms, they are directed not to come to work, but to contact their supervisor and/or OHR. If you receive the call or text, you can simply inform the employee to stay at home and assure them that you or OHR will be in touch soon. That's it. That's all you have to do in that moment. Please do not ask the employee a bunch of questions. Just confirm that the employee did the right thing. Then contact OHR for next steps and OHR will take it from there.
- ✓ **If Employee Is Already At Work:** If an employee is already at work when they start developing COVID-19 symptoms, direct the employee to leave immediately. They should not interact with other employees but go directly to their car. From there, they should go to the COVID-19 Drive-through Testing Site. The KF testing site at 2200 N. Eldorado Ave is open 8:00am to 4:30pm Mon – Fri. Testing is free, but employees should have their insurance information handy. Not in Klamath Falls? Testing sites around the state can be found [here](#). If symptoms are severe, they should call their medical provider. Other than testing or seeing a medical provider, the employee should go directly home and not make any other stops. Contact OHR and we will assist with next steps.

COVID-19 Prevention: Tips for Supervisors

- ✓ **Balancing Privacy against the Health of Others:** Unless County Health Officials initiate the process, OHR and/or the Director of Integrated Student Health Center will work with supervisors to identify whether other employees and/or students may have been exposed to someone with active COVID-19 symptoms. Unless directed to do so, you should not share details about an employee with COVID-19 symptoms—this includes via conversation, email, and text. We will be extremely diligent in our efforts to control the risk of exposure on campus. At the same time, we want to be respectful of the privacy of any employee who may have COVID-19 (or some other illness). Please help by shutting down gossip and rumors.
- ✓ **Internal Contact Tracing:** Public Health conducts contact tracing when there are positive cases. The test results can take days. Oregon Tech may want to take more immediate precautions, pending action by and guidance from Public Health. If we have an individual who had active symptoms while on campus, we will try to determine who had exposure to the employee (exposure meaning others were within 6 feet proximity for more than 15 minutes). In some cases, we may, out of an abundance of caution, decide to send other employees to get testing and then go home. In other cases, it may be that the risk of exposure is very low and no action will be taken ahead of Public Health's involvement. While the analysis and process will be the same, the actions taken by Oregon Tech may vary, depending on the specific facts of each situation.
- ✓ **Remote Work/Sick Leave:** For employees who have COVID-19 symptoms or have been sent home as a precaution, we should allow for remote work whenever that is possible (i.e., the person is not too ill to work and we have work that they can perform from home). Where remote work is not possible, OHR will work with the employee to determine how they may record time and, if they are participating in the Work Share program, how to claim furlough days. Special leave may apply as well. OHR will work with the employee to address issues relating to time reporting.
- ✓ **Take Action: Enforce Physical Distancing and Proper Face Coverings:** We cannot stress this enough: consistently maintaining physical distancing and consistently—and properly—wearing face coverings is critical to limiting the spread of COVID-19. If we are honoring these precautions and have a positive case on campus, the risk of transmission should be lower. If we have not been enforcing these precautions, this will create unnecessary increased risk, disruption, and stress. As a supervisor, it is your responsibility to assure your employees—and anyone who has contact with your employees—honor these safety precautions. If you want any special training for your team about the importance of these precautions, please contact OHR (ph: 541.885.1120; oithr@oit.edu).