

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

TEMPORARY COVID-19 NOTIFICATION

Purpose

To implement the recently enacted Oregon OSHA COVID-19 temporary rule that includes notification to employees when COVID-19 exposure occurs.

Duration

Through May 4, 2021 or until amended by Oregon OSHA

Statement

The process must provide for the notification of exposed employees – those who were within 6 feet of a confirmed COVID19 individual for a cumulative total of 15 minutes or more – and of affected employees. This includes 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).

All employees and managers are required to notify Administrative Services or Human Resources, 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 Southwestern 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, Southwestern with Coos Health and Wellness (CHW) will seek to identify each employee who was likely to have been within 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 CHW 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:
 - a. We have been notified 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 Human Resources and contact your health care provider. As always Southwestern 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 College web resources https://mylakerlink.socc.edu/ICS/Administrative_Services/, Oregon Health Authority COVID-19 website <https://govstatus.egov.com/OR-OHA-COVID-19> or the US Centers for Disease Control & Prevention COVID-19 website at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

If you have any questions or concerns, please contact Administrative Services at (541)888-7206.

Southwestern is an equal opportunity educator and employer.