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## COVID-19 Standard Operating Procedure

Effective Date: 12/17/20, effective until rescinded

### Daily Staff Screenings

#### *Signs and Symptoms:*

- Staff will complete a self-screening for COVID-19 signs and symptoms each day, prior to coming to work.
  - Staff will take their temperature; if a staff member is running a fever of 100.4F or higher, they must stay home and notify their Supervisor.
    - If a staff does not have a thermometer at home and does not screen positive for any other signs and symptoms of COVID-19, then they must take their temperature within 10 minutes of getting to the office, prior to doing anything else (i.e. making coffee, checking voicemail, etc.).
      - Temperature check stations are located at each LCHS location; please contact a supervisor or Office Manager for further instructions or issues.
      - If the staff member is running a fever of 100.4F or higher they must return home immediately and notify their Supervisor.
  - Staff will self-check for new or worsening signs/symptoms that cannot be attributed to another known health condition including but not limited to:
    - Chills
    - Shortness of breath or difficulty breathing (dyspnea)
    - Sore throat
    - Dry cough
    - Muscle or body ache (myalgias) (not attributed to physical exercise)
    - Headache
    - Fatigue
    - Loss of smell (anosmia) or taste (ageusia)
- Any staff who are running a fever of 100.4F or higher or screens positive for any other signs and symptoms may not report back to work until at least 24 hours after the fever or other symptoms have passed with no medications.

## **Standard Workplace Precautions**

### *Physical Distancing:*

- Staff will practice physical distancing by maintaining a distance of at least six (6) feet from one another whenever possible (exceptions include passing in hallways, walking to the printer, brief interactions, etc.).
  - Signs will be posted in common areas (breakrooms, group/conference rooms) that outline how many individuals may be in a specified area at a single time.

### *Face Coverings:*

- Face coverings are required to be worn by all staff at all times indoor or outdoor unless the staff member is alone in a private workspace.
  - A private workspace means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.
  - When staff are in a motor vehicle for work purposes, regardless of distance or time, all persons in the vehicle must wear face coverings (unless traveling alone).
- Each staff will be provided a fabric face covering to wear; it is the expectation that staff will wash and care for their face covering based on CDC guidelines;
  - Staff will notify their Supervisor if they need another face covering.
- Staff may choose to bring/use their own face covering as long as it meets adequate face covering standards including:
  - Covering the nose and mouth and that rests snugly above the nose, below the mouth and on the sides of the face.
    - Face shields and coverings that incorporate a valve or mesh face coverings or other covers with openings, holes or visible gaps are not adequate.
- Staff who have a medical condition that makes it hard to breathe when wearing a face covering or a disability that prevents them from wearing a face covering may discuss options with their Supervisor.

### *Hand Hygiene:*

- Staff are strongly recommended to wash their hands often for 20 seconds with soap and water.
  - Hand sanitizer of at least 60% alcohol may be used in place of hand washing when soap and water are not available, but hand washing is best practice.

### *Cleaning and Sanitizing Areas:*

- Items for cleaning and sanitizing include:
  - Tables, doorknobs, light switches, countertops, chair arms, desks, phones, keyboards, mice, etc.
- Cleaning supplies (including wipes and gloves) will be located in each group/conference room as well as in other locations dependent on the building.
  - Please ask your Office Manager where supplies are kept for daily cleaning needs.

### All Staff

- All staff are responsible for cleaning and sanitizing their own private workspace.
- All staff will clean and sanitize shared/multiple use spaces (waiting rooms, mail areas, copiers, temperature check stations, etc.) as determined on a schedule and per situation by Department Heads.

### Meeting Facilitators

- The staff who facilitated a meeting in a group/conference room, shared space, shared office, etc. will clean and sanitize after each use.

## Standard Service Provision Precautions

### *Face to Face Service Delivery:*

#### Screening of Individuals

- If the staff providing the service determines that a face to face service is warranted the staff will call to pre-screen all individuals prior to the service.
  - Staff will ask each individual who will be attending the face to face service if they are experiencing any new or worsening signs/symptoms that cannot be attributed to another known health condition, or known exposure to COVID. Sign/symptoms may include but are not limited to:
    - Fever or chills
    - Shortness of breath or difficulty breathing (dyspnea)
    - Sore throat
    - Dry cough
    - Muscle or body ache (myalgias) (not attributed to physical exercise)
    - Headache
    - Fatigue
    - Loss of smell (anosmia) or taste (ageusia)
    - Known exposure to someone who has tested positive with COVID 19 in the past 14 days
- If any of the individuals screen positive for any of the above symptoms
  - Staff will ask them if they have been to a PCP or have been tested for COVID then,
  - Determine the best course of services based on their response.
    - If any of the individuals screen positive for symptoms and have not had a negative COVID test, advise them to not come to the office.
- If any individual comes to an office and displays any of the above symptoms, please ask them to return outside and call into the office or their provider.

#### Physical Distancing

- If the staff providing the service determines that a face to face service is warranted, they must determine where the service will take place:
  - In the office
    - Schedule a larger group room to allow for at least six (6) feet of distance between all individuals as needed.
    - Maintain a short service while all individuals wear a face covering or mask if the service requires direct physical contact with an individual (i.e. injections or procedures).
  - Out of the office/in the Community
    - Ensure the area will allow for the individual's privacy and physical distancing of six (6) feet between all individuals.

### Face Coverings

- All staff and individuals attending a face to face service must wear a face covering.
  - Disposable masks will be provided to individuals if needed
  - Individuals not required to wear a face covering include:
    - Individuals ages 2-5 (though they are strongly encouraged to wear a face covering)
    - Individuals with a medical condition or disability that prevents them from wearing a face covering
      - These individuals will be offered an alternative face covering (e.g., procedure face covering rather than cloth).
  - If none are acceptable to the individual, telehealth services will be offered.

### Hand Hygiene

- It is highly recommended that all individuals use hand sanitizer upon entry to the room.

## **Standard Meeting Precautions**

- It is highly recommended that all meetings (internal or external) be conducted virtually.
- If an in-person meeting is necessary, all individuals attending the meeting must:
  - Maintain physical distancing, and
  - Wear a face covering, and
  - It is highly recommended that all individuals use hand sanitizer upon entry to the room

## **COVID-19 Notifications**

### *Notifications from Staff:*

- All staff are expected to notify their supervisor in the event that they:
  - Test positive for COVID-19 or
  - Become aware that another individual who has been present in the workplace (employee, client, guest, etc.) has been confirmed as having COVID-19.

### *Notifications to Staff:*

- When City becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, City Administration will:
  - Complete an assessment of the activity of the individual with confirmed COVID-19.
  - Work with county contact tracers to 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 (telephone or email) and will be advised that they should seek guidance from their individual PCP (primary care physician) or local public health officials about testing options.
  - Send notification to all staff working in the location where the exposure occurred.
- No staff or individuals will be identified as the source of the exposure.

## **Enforcement**

- All Department Heads are responsible for implementing and enforcing this COVID-19 Standard Operating Procedure.
- Department Heads may designate other management/supervisory level individual(s) to ensure implementation and enforcement of this procedure.
- Failure to comply with this Procedure may result in disciplinary action, up to, and including termination.

## References

- CDC How to Wash Cloth Face Coverings  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- Statewide Face covering, Face Shield, Face Covering Guidance June 30, 2020 -  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>
- Update OHA Reporting Guidelines for Novel-Coronavirus2019 -  
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf>
- Oregon OSHA COVID-19 Temporary Rule OAR 437-001-0744,  
<https://osha.oregon.gov/OSHARules/div1/437-001-0744.pdf> .
- Statewide Freeze Guidance – Face coverings, Face Coverings, Face Shields effective November 18, 2020 -  
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288k.pdf>
- ADA and COVID-19  
<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

Updated based on Oregon OSHA COVID-19 Temporary Rule; updated mask to face coverings, social to physical distancing, COVID-19 notifications and combined the Health Monitoring guidelines on 12/7/2020 ab