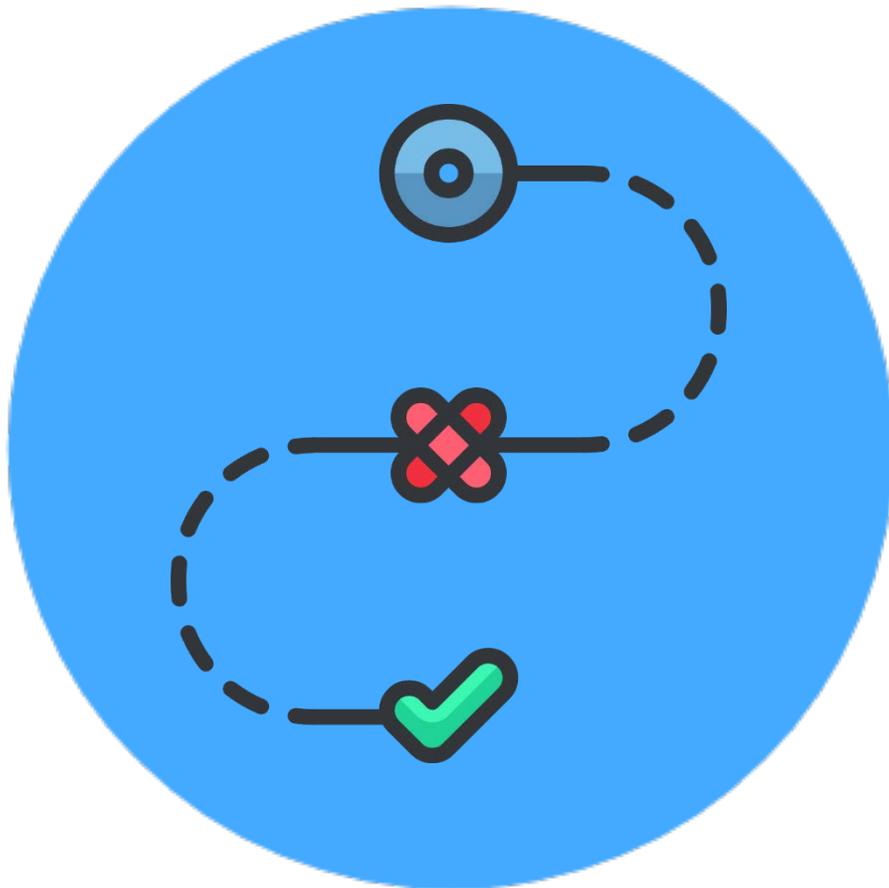


WorkSource Rogue Valley

ReOpening Plan



Version I
Revised December 29, 2020

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Version 1 (revised December 29, 2020)

Introduction

Safe and quality workforce services are fundamental to the recovery to the region's recovery efforts.

Purpose

The purpose of the WorkSource Rogue Valley (WSRV) ReOpening Plan is to safely provide services for Oregonians and staff that ensure safe operations while reducing the transmission of COVID-19. Safe and quality workforce services are fundamental to the region's recovery efforts.

Applicability

The guidelines are required for all organizations who have staff physically located, or temporarily working from home, in both Grants Pass and Medford Work Center.

Effective Date

The effective date of this plan is January 4, 2021.

Source of Authority

1. [Oregon OSHA "Addressing COVID-19 Workplace Risks" \(temporary rule Nov 16, 2020\)](#)
2. [Workforce System Executive Team - Memo to Local Leadership Teams \(November 24, 2020\)](#)
3. [OR-OSHA COVID 19 Temporary Rule Matrix](#)

Development of the Plan

The development of this Plan was conducted in cooperation with WorkSource Rogue Valley/Oregon Employment Department, Equus Workforce Solutions, Easter Seals and the Rogue Workforce Partnership. Additional Support was provided by the OWP Compliance Workgroup and WSET.

Scenarios for ReOpening:

The Plan has identified three Scenarios of ReOpening:

- **Scenario 1:** all services provided virtually or by telephone, no direct interaction with the public inside the building (as of this version, both Work Centers are currently here).
- **Scenario 2:** virtual services will be the primary way of contact with the public, if deemed necessary by staff, one-on-one scheduled appointments may be provided and limited NCRC testing.
- **Scenario 3:** virtual services provided along with small classroom and resource room availability for the public.

This revision of the plan will cover Scenario 2 only (Scenario III will be a later revision).

Safety Considerations

In response to understanding how COVID-19 spreads, the Oregon Health Authority has identified the most effective methods to reduce the spread within a workspace environment. These methods include 1) the use of face coverings/ face shields, 2) physical distancing, 3) restrictions on group size and flow, and 4) cleaning and sanitation practices.

COVID-19 Employee's Self-Check



Employees, contractors, and volunteers who develop symptoms or who have been in close contact (as defined by the Centers for Disease Control³) with an infected person must stay home or go home.

Use of Face Coverings



The available evidence points to the importance of face coverings. Face coverings “provide significant protection” and are “best for ‘source control’ to prevent someone who has COVID-19 from spreading to others.”¹ Face coverings are required by visitors and staff. If visitors have a health exemption, they must receive virtual and phone services only. Face coverings will be provided by “OED Facilities” for each Work Center OED Staff - including partner staff – contractors, volunteers, customers, and visitors.

As outlined in Oregon Health Authority’s Statewide Mask, Face Covering, Face Shield Guidance, customers and visitors who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a mask, face covering or face shield can request an accommodation to enable full and equal access to services. Such accommodations may include providing services virtually or curbside. Per Oregon Health Authority’s FAQs on Statewide Mask, Face Shield, Face Covering Guidance, “a reasonable modification does not include simply allowing a customer inside without a mask, face covering or face shield.”



Physical Distancing



Physical distancing is one of the most effective strategies for helping to reduce the spread of COVID-19.² The plan applies OHA and CDC guidance when preparing the Work Centers for a safe working environment and in receiving Oregonians on site.

Cubicle seating will be at least 6 feet apart with floor markings representing 6-foot distancing around cubicle entrances, following DAS guidance.

Plexiglas panels will be installed where appropriate and coordinated with State procurement offices.

Restrictions on Group Size and Employee Flow



During Scenario 2 only one-on-one appointments and NCRC testing will be allowed.

Room occupancy restrictions will be posted based on 6-foot or more physical distancing requirements including staff break and meeting rooms.

The Safety Committee will implement one-way flow in and out of the building by utilizing both staff entrances. Signage will direct staff to enter through one and exit through the other entry way, including:

- Signage will alert staff of narrow walkways and when appropriate direct towards one-way flow.
- Staff bathrooms are single use only, cleaning supplies are in place so that staff can clean touchpoints after each use.
- See “Signage” section below for links.

In the event of a possible COVID-19 exposure, Supervisors will follow the COVID-19 Exposure Protocol (Appendix 4). When appropriate the COVID Exposure Questionnaire (Appendix 3) will be used to gather employee information.

Cleaning and Sanitation Practices



Cleaning of workplace and meeting rooms will follow OHA and CDC guidelines. Supplies such as surface cleaning solutions, hand sanitizer, and surface wipes will be provided for staff by organizations working in both Work Centers.

- OED will update janitorial contracts to align with Oregon OSHA temporary rule [437-001-00733\(3\)\(3\)](#), specifically, to include regular cleaning of high touch surfaces. OED will also provide WSO centers with the option to have janitorial services clean surfaces and areas used by customers and visitors.
- Notices are posted in staff bathrooms and break room reminding staff to wipe down common areas before and after use.
- All shared supplies and office equipment (pens, staplers, phones) have been removed.
- Cleaning procedures will be implemented for customers use of pens, pencils and other office supplies.
- Managers and safety committee will monitor cleaning and sanitation practices.
- Enhanced cleaning protocols have been put into place.

Monitoring Safety Protocols



The plan implementation will be under OHA Guidance and in collaboration with Work Center managers, the WSRV safety committee members and other Local Leadership Team (LLT) managers.

Managers will follow Guidance for COVID-19 Situations to develop a specific response plan.

Management for co-located staff will be notified in adherence with Guidance for COVID-19 Situations.

Communications



Safety specific communication will go to all staff housed at WSRV Centers and LLT members.

- Suggested talking points will be provided for the staff on what “limited appointments” mean:

“Due to COVID-19” we are still required to provide services over the phone or on the computer. There are now a limited number of departments that are able to have a face-to-face appointment if the person CANNOT use the phone or computer. This only includes those receiving SNAP, DHS (Equus), scholarships for trainings, or veterans (Easter Seals).”

- In the event of a confirmed COVID-19 exposure, the respective agency director for sharing this information will advise their staff and each Work Center partner’s agency director.
- Ad hoc communication will take place at centers in stand ups and posted on central message boards.
- The Safety Committee will monitor each Work Center’s suggestion box.
- A Suggestion Box is available at each work center and monitored regularly by safety committee staff.
- Minutes of meetings related to COVID-19 (safety and reopening) will be shared with WSRV managers and LLT.
- Revisions to this plan will be developed by the ReOpening Committee and approved by the LLT.
- Revisions of the ReOpening Plan will be communicated to all Work Center’s staff by Work Center’s Managers.

On-Site Security



Private security personnel are contracted for both Work Centers.

Self-Care and Mental Health



The following opportunities will be made available for staff in both Work Centers:

- Weekly Self-Care and Mindfulness broadcast
- Quiet rooms
- Staff are encouraged to communicate to their supervisor if a break is needed. Supervisors will support the request.
- Resources available via iLearn Oregon will be communicated by Supervisors
- Information will be provided on accessing the Employee Assistance Program (EAP) by Managers
- Weekly Self-Care and Mindfulness broadcast
- Staff are encouraged to communicate to their supervisor if a break is needed. Supervisors will support the request.
- Resources available via iLearn Oregon will be communicated by Supervisors
- Information will be provided on accessing the Employee Assistance Program (EAP) by Managers

Safety Training

Training on existing and future safety protocols will be communicated with staff as it is available, including Safety in the Workplace through communications from supervisors, the Safety Committee, and online (iLearn Oregon).

Safety protocols, including those related to COVID-19, are integrated into orientations of new employees.

Signage



The following links are available for signage:

- Oregon Health Authority:
<https://govstatus.egov.com/OR-OHA-COVID-19>
- Center for Disease Control:
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>
- Oregon Employment Office (available to OED staff only):
<https://print.oregon.gov/>
- WSRV Bathroom Cleaning/Hand Cleaning:
<https://roguewp.sharepoint.com/:b:/g/ERSZI-p3aC1ArLgNeSUKdn8BVTKSblPuzUdCXfUwr4DkYg?e=zq44tg>

Air Quality



Use of natural air movement, such as opening windows and doors, to move outdoor air inside (when environmental conditions allow) in addition to air filtration (HVAC and air scrubbers) can be considered in improving air quality.

Both Work Centers will have monthly cleanings of HVAC systems maximizing external air flow (unless contraindicated due to poor air quality from wildfire smoke).

Filters are treated with anti-viral spray monthly.

Currently MERV 13 filters are in place. RWP has requested further assessment into the feasibility of upgrading to MERV grade 16 filtration.

- OHA Air Quality Guidance (PDF):
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Shared/le2748.pdf>

Operations

UI Claim and Work Flow



The majority of OED staff are dedicated to processing UI/PUA claims. STEP/Title I and other employment and training services will also be maintained.

Scenario 2 Staffing Plan



A location has been identified at each Work Center that will allow participants to access a meeting room through an external entrance. The room allows for 6-foot or more distancing. Face coverings will be required for both staff and visitor.

Staff will utilize Scenario 2 One-On-One Appointment Guidelines when scheduling and conducting an appointment (see Appendix 1). Visitors will be escorted to a bathroom if needed, staff will stay by the bathroom and escort the visitor back to the room afterward.

Excess chairs and tables have been removed or stored. Digital Document Display Stands (“Elmo’s”) have been set up so that paperwork can be displayed on the wall, allowing staff to maintain a 6-foot or more physical distance.

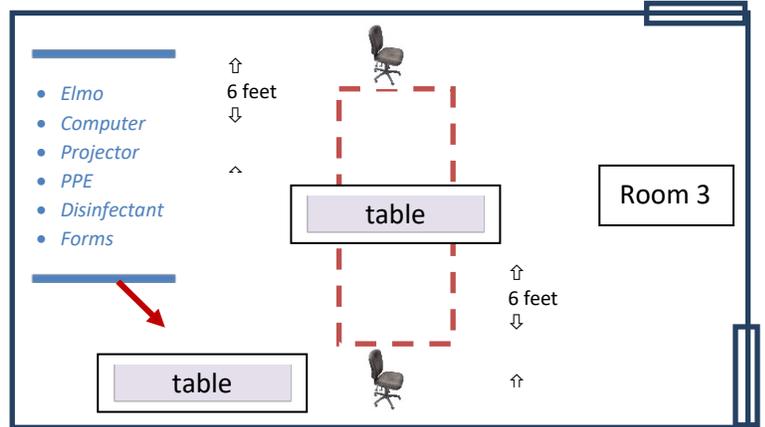
The following items will be placed on a side table for staff to utilize: “Elmo” projector, computer, computer projector, PPE, disinfectant and relevant forms.

Curbside Visit

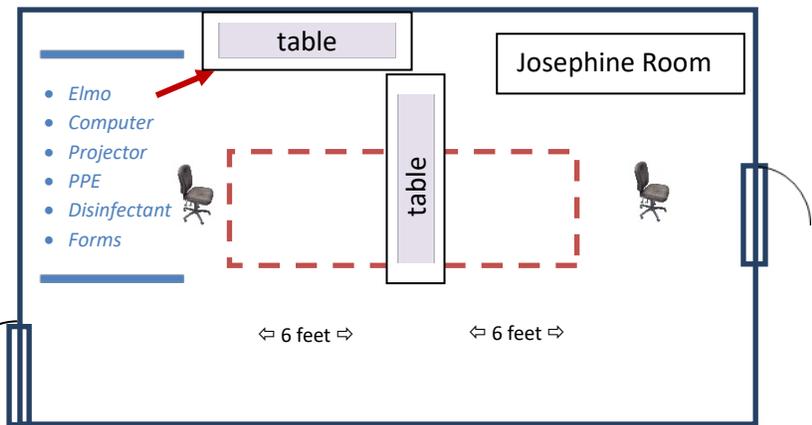


If a brief visit is required (such as signing documents or transferring written paperwork), a curbside visit may be easier compared to a One-on-One appointment. Staff will communicate with the participant to drive to a designated location with a canopy covered table. The participant will stay in the car during the conversation with staff maintaining 6-foot or more physical distancing.

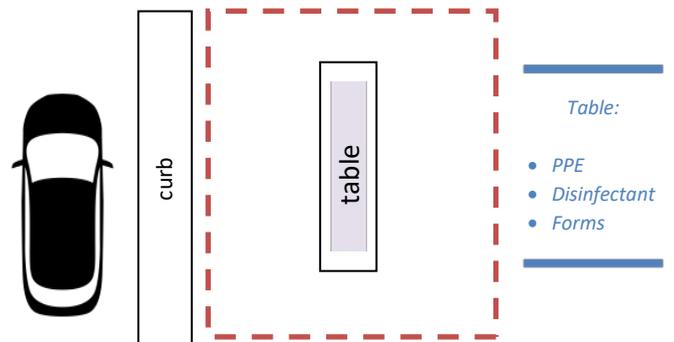
Oakdale 1:1 Meeting Room Setup



Grants Pass 1:1 Meeting Room Setup



Curbside Visit



Red Dashed Line = Canopy

Red Dashed Line = Canopy

Phone System



Phones at both WSRV centers will utilize an auto-attendant prompting callers to use the UI and PUA state-wide numbers.

Calls for employment and training services are triaged and assigned to designated staff who complete Welcome, STEP, Title I and other employment training services.

Business calls are forwarded to members of the Business Services Team.

Operational Communications



Operational Communications shall be a Standing agenda item on LLT meetings. LLT members shall have the responsibility to bring information from staff to LLT and from LLT back to their staff. Joint communications to all staff will be developed for significant topics.

Data Collection



Data collection will focus on:

- Track who is in the building (to assist with possible contact tracing efforts)

Equipment Needs



Work Center Management and staff will work on equipment needs that would aid in improving workflow including:

- Headsets and external computer cameras
- Additional laptops allowing for flexibility and with scheduled one-on-one appointments

Scheduling Appointments



If a one-on-one appointment is necessary, it will be scheduled using the OED Outlook Calendars for either assigned meeting room. For OED Partners, they can contact:

- **Grants Pass:** Dawn Nelson or Michelle O'Brien
- **Medford:** Mindy Truex or Cindy Manning

Service Delivery

Local Leadership Team (LLT)



The LLT Strategic Priorities will be used to guide the work of ReOpening. Monthly agendas will include topics related to COVID -19 and reopening including a standing agenda topic:

- Operational Changes and Updates from LLT members



Co-Location

An Excel spreadsheet will be used to document the location of staff and the status of any co-locations.

The current level of co-location will be maintained for Scenario 2.

If additional partners request to return to a Work Center, the decision would need to be based on anticipated volume.

Participants may meet with staff, or access limited services (such as NCRC testing), through partner agencies who have created a co-location agreement including:

- Jackson County Libraries
- Josephine Community Library

Virtual Services



Staff will use video conferencing apps, phone and e-mail to deliver virtual services. Skype training is available for OED Staff through the OED Training Unit.

Accessibility to Services



The following are in place to address accessibility for all Oregonians to Work Center services:

Bilingual and Hearing-Impaired Accessibility

- Bilingual team members are available in addition to access of the Language line
- The Language line will provide assistance to the hearing-impaired
- Training on using the Language line is included in the new employee orientation and available for review through the I-Learn Oregon system

Technology Accessibility

- Work will continue to address accessibility to technology by Oregonians requesting services
- Research into other options for access to technology (including job search and other resource room related uses) will continue such as access to the Goodwill Computer room or public libraries.

Alignment of Services – Common Customer



Throughout the system, the continued goal for warm hand offs to the "next step" will take place, if not virtually (such as Skype introductions) then with a scheduled one-on-one meeting.

Throughout the system, the continued goal for warm hand offs to the "next step" will take place

The standard of a Common Customer will be adhered to and coordinated through the LLT. There will be regular partner updates at LLT meetings to assure all partners are aware of services currently provided.

Career Services



For **Exploratory, One-on-One (Welcome), Career Services, Career Planning, Job Search and Placement Assistance:**

- Scenario 1: services are offered virtually or by telephone
- Scenario 2: services will continue to be offered virtually and in person as need and capacity allows.

Assessments and Skills Validation



- Scenario 1:
 - Virtual assessments through Kenexa/Provelt!
 - NCRC will be available in limited numbers utilizing an alternate site (outside of the Work Centers)
- Scenario 2:
 - No change from Scenario 1

Training Services



- Scenario 1: services are offered virtually
- Scenario 2: services will continue to be offered virtually and in person as need and capacity allows.

The following scholarships are continued to be offered (though not limited to) during Scenario 1 and 2:

- Peer Support certification
- Healthcare
- Truck Driving

Talent Development



- During Scenario 1, Career Coaching is provided virtually or by telephone
- During Scenario 2, services will continue to be offered virtually or in person as need and capacity allows.

Virtual workshops are available:

- WorkSource Oregon: Resume, Interviewing, Networking and Soft Skills (https://www.surveymonkey.com/r/Workshops_OED)
- Empowering, Mindfulness and Self-Development and Soft Skill Training with Tiffany Grimes (Call/Text: 541-778-1354, <http://evolutionary-consulting.com/empower/> or Tiffany@evolutionary-consulting.com)
- Virtual trainings through Equus Worksolutions

Work-Based Learning



Despite a decline in the demand, staff will explore OJT, Internships, Work Experiences and JOBS Plus that can be facilitated virtually.

Business Services



Business Services staff are responding to referrals in Scenario 1 and Scenario 2.

Recruitment Services



Recruitment services are provided as needed during Scenarios 1 and 2. Kenexa/Provelt! is currently made available as a recruitment tool.

Rapid Response



Rapid Response workshops are offered virtually in Scenario 1 and 2. Sign-up link: <https://forms.gle/yAUjpyJmpSHvJGxi8>

Endnotes

- 1 Retrieved 7/23 from: The Lancet, ARTICLES| VOLUME 395, ISSUE 10242, P1973-1987, JUNE 27, 2020, Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis, Derek K Chu, MD Prof Elie A Akl, MD, Stephanie Duda, MSc, Karla Solo, MSc, Sally Yaacoub, MPH, Prof Holger J Schünemann, MD et al. Published: June 01, 2020 DOI: [https://doi.org/10.1016/S0140-6736\(20\)31142-9](https://doi.org/10.1016/S0140-6736(20)31142-9). Aerosol Filtration Efficiency of Common Fabrics Used in Respiratory Cloth Masks, Abhiteja Konda, Abhinav Prakash, Gregory A. Moss, Michael Schmoltdt, Gregory D. Grant, and Supratik Guha, ACS Nano 2020, 14, 5, 6339–6347, Publication Date: April 24, 2020, <https://doi.org/10.1021/acsnano.0c03252>. Hendrix MJ, Walde C, Findley K, Trotman R. Absence of Apparent Transmission of SARS-CoV-2 from Two Stylists After Exposure at a Hair Salon with a Universal Face Covering Policy — Springfield, Missouri, May 2020. MMWR Morb Mortal Wkly Rep 2020; 69:930-932. DOI: <http://dx.doi.org/10.15585/mmwr.mm6928e2external.icon>, <https://www.cdc.gov/mmwr/volumes/69/wr/mm6928e2.htm#suggestedcitation>.
- 2 Retrieved 8/2 from: https://wwwnc.cdc.gov/eid/article/26/8/20-1093_article. Evaluating the Effectiveness of Social Distancing Interventions to Delay or Flatten the Epidemic Curve of Coronavirus Disease. Laura Matrajt and Tiffany Leung, Fred Hutchinson Cancer Research Center, Seattle, Washington, USA.
- 3 Oregon Health Authority's Statewide Mask, Face Covering, Face Shield Guidance, <https://sharedsystems.dhsosha.state.or.us/DHSForms/Served/le2288K.pdf>
- 4 United State Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Appendices



- 1) Scenario 2, One-on-One Appointment Guidelines
- 2) Visitor Health Checklist
- 3) COVID Exposure Questionnaire
- 4) COVID-19 Exposure Protocol
- 5) Exposure Risk Assessment Form (Oregon OSHA)
- 6) Re-Opening Checklist

Appendix I: Scenario 2 One-on-One Appointment Guidelines

Basic Guidelines:

- 1) 1:1 Appointments are scheduled **only after** all other options have been exhausted.
 - a. Customer does not have access to a phone, smart phone or computer to execute the appointment over the phone or virtually.
- 2) Appointments are limited to **45 minutes**.
- 3) Room must remain set up to meet COVID-19 and State health standards mandate.
 - a. Any paperwork provided for the customer is set on to a meridian table – 6 feet or more away – for the customer to pick up when staff has returned to their seat.
- 4) OED will have a Porter Services contract who will be responsible for cleaning prior to and after appointments.
 - a. Porter will follow posted cleaning guidelines with supplies (cleaning wipes and gloves) provided in the room
- 5) To request a pre-set time, email:
 - a. **Grants Pass:** Dawn Nelson, Michelle O'Brien or Diana Traylor
 - b. **Medford:** Mindy Truex or Cindy Manning
- 6) There are 5 appointments scheduled one hour apart for cleaning and airing purposes established by Covid-19 Scenario II guidelines.

Prior to Appointment:

- 1) **WSRV Services (OED staff)** Customer should have **completed/updated their iMatchskills** profile and registration.
 - a. Staff can assist them with that at the time of the appointment, not to exceed the 45-minute appointment time.
- 2) Explain to customer prior to arrival:
 - a. That they (and any other family member) must wear a CDC approved face covering or mask, if not, then services will be provided virtually or by phone only
 - b. Staff will use the Visitor Health Self Checklist (Appendix 2) to verbally ask customers health list questions before entering the building
 - c. That they should report to the security guard who will escort them to the door 10 minutes prior to the appointment
- 3) Staff must check **ITrac, iMatchskills and/or Tracs** to verify there are no escalation/behavior issues associated with this customer.
 - a. If customer is trespassed from building, please consult with your supervisor.

Prior to Customer entering the building:

- 1) Customer must **complete and pass** the Visitor Health Screening Check List (Appendix 2)
 - a. If the visitor reports symptoms of Covid-19, they will not be permitted to enter the building
 - b. **Comment/Narration** in **iMatchskills** and any other system that staff are required to report “customer unable to make appointment due to health challenges”.
 - c. Reschedule appointment in 2 weeks.

Post Appointment:

- 1) Staff is to follow cleaning instructions as posted in Josephine Room.
- 2) If supplies are low, please email:
 - a. **Grants Pass:** Dawn Nelson, Michelle O'Brien or Diana Traylor
 - b. **Medford:** Mindy Truex or Cindy Manning

Appendix 2: Visitor Health Checklist

Visitor Name: _____ Date: ___/___/___

Job Seeker # (or phone number): _____

Staff Name: _____

During COVID-19, the following checklist should be completed by the staff by asking the visitor the following (staff MUST complete the form and document the answers).

Have they been exposed to a person with a positive case of COVID-19 in the past 14 days?

Visitor: If the answer is “yes” to either 1 or 2, the visitor will need to receive services virtually or by telephone for 14 days that started when they last had contact with the COVID-19 case.

Have they been exposed to a person with a presumptive case of COVID-19 in the past 14 days?

A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive person showed symptoms in the past 14 days though they have not been tested.

Visitor: If the answer is “yes” to either 1 or 2, the visitor will need to receive services virtually or by telephone for 14 days that started when they last had contact with the COVID-19 case.

Are they experiencing unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).

Visitor: If the answer is “yes” to question 3, the visitor will need to receive services virtually or by telephone for 14 days and are at least 24 hours symptom-free.

In regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can work on site following the documented direction by the medical professional. Visitors will need to provide documentation by a medical professional before entering the site.

Do they have symptoms of diarrhea, vomiting, headache, sore throat, or rash?

Visitor: If the answer is “yes” to 4, the visitor will need to receive services virtually or by telephone until they are sign and symptom free for at least 24 hours or have documented direction of a medical professional.

Do they have a fever greater than 101.4 degrees Fahrenheit?

Visitor: If the answer is “yes” to question 5, the visitor will need to receive services virtually or by telephone for 14 days and are at least 24 hours fever free.

Appendix 3: Possible Exposure Questionnaire

COVID-19 Possible Exposure Questionnaire

- 1) Confidentiality of information is critical. Reassure the affected employee that although you may need to share a possible exposure with their coworkers, you will not disclose the employees name and only the minimum necessary amount of health information will be shared. Human Resources will not share the name of the affected individual.
- 2) Use the following as a guide when reporting information to Human Resources, shred any documentation after reporting to HR.
 - a) Name of the employee
 - b) OR #:
 - c) Work Location:
 - d) Program & or District:
 - e) Date of acknowledgment (employee told their manager):
 - f) Date of notification:
 - g) How many employees work in the office?
 - h) Who may have been exposed? (Clarify if some employees have been teleworking and not in the workplace)
 - i) Did the employee get tested? Yes No
 - j) When was the employee tested?
 - k) If tested, was the result: Positive Negative Pending
 - l) If positive, has the employee reported any medical documentation? Yes No
 - m) If no medical documentation has been reported, how does the employee know they have COVID-19? They do not know. They are reporting COVID like symptoms. Cough, sore throat and fever.
 - n) Is the employee medically mandated to remain home? Yes
 - o) What was the last day of employee was in the workplace?
 - p) What was the possible date of exposure?
 - q) If known, was exposure due to Employee Co-worker or Client
 - r) Did the employee exhibit symptoms Yes No

Name of person completing Report:

Position:

Date:

COVID-19 Exposure Protocol

COVID-19 has been identified as having a particularly long incubation period (up to 14 days) and many people carrying it and passing it along to others never show any symptoms at all. Additionally, an individual may choose not to share that they have been exposed to or been tested for COVID-19. **Therefore, we should not rely on a positive test to begin safe behavior** - especially since exposure has likely already occurred by the time a COVID-19 test is requested, and even more time has passed before a positive test result is confirmed (depending on the area, recently it has taken up to 21 days to get test results back). Because of this, we all need to be proactive by protecting ourselves and those around us by following proper distancing, PPE and cleaning protocol. †

What to do if you believe you have been exposed to someone who has COVID-19, but have no symptoms:

- Contact your immediate supervisor or Human Resource Department
- Work with your supervisor or Human Resource Department to determine if **additional measures** should be taken to protect your co-workers.*

What to do if you have COVID-19 or other flu-like symptoms:

- Stay at home if you are sick
- Contact your immediate supervisor or Human Resource Department

If an employee has received a positive COVID-19 test result
The employer will:
<ul style="list-style-type: none"> • Consult with organizations Human Resources Department or Senior Management and the Local Health Department. • Request all office surfaces be cleaned that the individual may have come into contact with. • Notification will be sent to all potentially affected employees, leadership of other programs in the affected location, and LLT leadership. be notified within 24 hours. It is required by law that employers protect the identity of the employee with COVID-19 when notifying other employees.
Employees will be asked to:
<ul style="list-style-type: none"> • Stay at home and contact your immediate supervisor. • Follow guidelines recommended by your organization’s Human Resources policies and/or your local public health official.
Rogue Valley Local Leadership Team believes that we can implement this protocol proactively to keep our employees safe even before exposure has been identified by:
<ul style="list-style-type: none"> • Requiring employees to maintain 6-foot or more physical distancing in WorkSource Centers to the greatest extent possible, • Enforcing employees wearing masks in accordance with the State mandate, • Establishing protocol for regularly cleaning commonly used surfaces with disinfectant, and • Recommending frequent hand washing.

* Examples of “**Additional measures**” may be a more thorough cleaning protocol, accessing accrued leave, teleworking (as defined/available by your organization), contacting Human Resources Department to determine eligibility for emergency paid sick leave, or other measures identified to be helpful in protecting others by limiting virus transmission. Subject to a collective bargaining agreement or contract of employment.

† Ideally, no employees will have had “Close, Prolonged Contact” if everyone is following distancing and PPE guidelines. “Close, Prolonged Contact” defined as: contact with another individual within 6-feet for a cumulative of 15 minutes or more, within a 24 hour period.

[Oregon OSHA Risk Assessment form Word template.](#)

Click on the link, Save then complete the fillable template

Appendix 6: Re-Opening Checklist

Scenario 1 - Virtual + Phone Based Service Delivery Goal is re-integrating as WSRV partners into the WSRV center.		
Scenario 2 - Virtual + Phone + in-person, by appointment Inclusive of above plus allowance for selected in-person appointments		
Scenario 3 - Virtual + Phone + In-person - open to public fully within operating hours (Date to be determined)		
WSRV Safety Plan Checklist		
	Date Completed	
GENERAL SAFETY CONSIDERATIONS	Medford	Grants Pass
Signs and symptoms check list distributed to all staff		
Signs and symptoms posted on staff and public entrance.		
Public/visitor symptom check list adopted/implemented		
SOCIAL DISTANCING		
Office Cubicles are assessed, and adjustments made to meet social distancing guidance.		
Social Distancing reminders are in place (marking for 6 ft distance, arrows to direct flow, etc.)		
Meeting rooms and common areas have capacity limits posted		
WORKSOURCE CENTER FLOORPLAN		
Rooms used for individual appointments are reconfigured to restrict capacity to meet social distancing requirements		
One-way directional flow implemented where possible with signage posted		
WORKSOURCE CENTER CLEANING		
OED contract with cleaning service is in place and in compliance with COVID cleaning guidance		
OED contract with cleaning service is in place and in compliance with COVID deep cleaning requirements in response to contamination at the center.		
Stop the Spread CDC posters are hung in prominent locations throughout the centers		
Hand Sanitizer dispensers are located throughout the center		
Infographic posted to remind staff of hand hygiene and cleaning surfaces before leaving the bathroom. Cleaning supplies are available for staff use.		
Cleaning of common equipment reminders are posted in common areas and appropriate cleaning supplies are visible / readily accessible		
Cleaning supplies are available in all state vehicle with instructions for before and after use.		

Appendix 6: Re-Opening Checklist

SAFETY SIGNAGE	Medford	Grants Pass
Walk through of center completed and additional signage needs have been documented		
Additional signage ordered or developed		
All signage requirements are met		
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
Signage in place to advise all staff and public that face covering are required		
Face covering provided to all center staff		
Face shield available to staff members based on staff request		
SAFETY COMMUNICATION		
Weekly safety committee huddles scheduled in addition to quarterly meeting. Minutes posted / available to all staff		
Suggestion Box available and monitored regularly by safety committee staff at each center		
Ombudsman process documented and form posted on the internet		
Reopening Safety Plan distributed to all staff		
COVID incident response finalized and communicated to staff		
Listening session conducted and input documented and assessed		
NEW OR NEEDED PROTOCOLS		
Emergency Response Plan reviewed to highlight response to hostile/threatening behavior		
Incident reporting process is implemented with clear roles and expectations		
Triage criteria to determine which participants will be invited for one on one appointments developed and distributed to center staff		
One on one participant scheduling procedure and guidance including instructions to participants developed and distributed to all staff and partners.		
Self-Care Resources communicated to all staff		
Options for working from home are evaluated based on individual circumstances and job role		
SAFETY - TRAINING		
COVID precautions and safety training is incorporated into new employee orientation (including partners staff assigned to the center)		
iLearn is available for all center staff and attendance of annual mandatory training is documented		
SPECIFIC TO YOUR CENTER(S)		
HVAC system is certified to meet or exceed OSHA standard for filtration		