

# **Marion County COVID-19 Training**

## ***Introduction***

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# DISCLAIMER

This training is intended to inform Marion County employees of compliance requirements of Oregon OSHA standards and Marion County policies and procedures . This is **not** a substitute for any provisions of the Oregon Safe Employment Act or for any standards issued by Oregon OSHA.

This course is intended to meet the training requirements as outlined in OAR 437-001-0744 addressing COVID-19 Workplace Risks (3)(i).

**Note:** this material is based on the latest information provided by the Oregon Health Authority (OHA) and the Centers for Disease Control and Prevention (CDC). As more information is discovered about COVID-19, this course will be updated.

# What is COVID-19?

COVID-19 is an illness caused by a virus that can spread from person to person. It currently is a public health crisis throughout the world and is considered a pandemic. On March 23rd, 2020, Oregon Governor Kate Brown declared a State of Emergency in response to the pandemic. For clarity and ease of reference, this course refers to “COVID-19” when describing exposures or potential exposures to SARS-CoV-2, the virus that causes COVID-19.



# Employer Responsibility

As an employer, Marion County understands that, even in unusual times like this, we have a responsibility to ensure that employees are adequately protected from everyday hazards. This expectation has not changed.

# Employee Responsibility

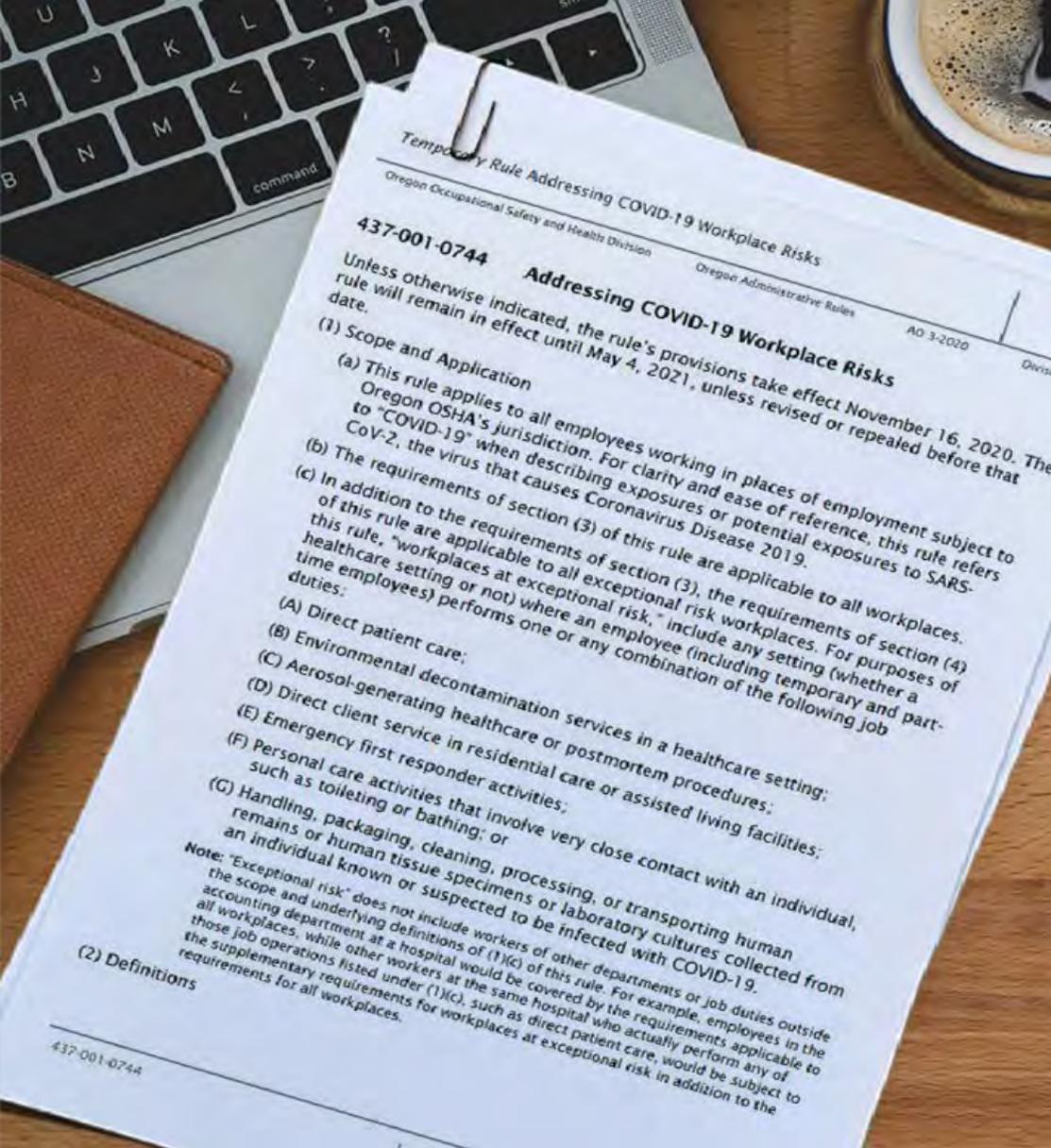
It is every employee's responsibility to work safely report hazards, and adhere to all policies, procedures, rules and regulations.

# OSHA COVID-19 Temporary Standard

To help reduce worker exposure to COVID-19, Oregon OSHA developed a rule addressing this public health emergency in the workplace, called the “**Addressing COVID-19 Workplace Risks**”. This temporary rule will remain in effect until May 4, 2021, unless it is repealed before that date.

## Marion County Temporary Policy

Marion County has adopted the **COVID-19 Temporary Emergency Policy 1: COVID-19 Physical Distancing and Infection Notification** to address the COVID-19 Temporary Standard.



# COVID-19 Training

*Signs, Symptoms, and Transmission*

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# Introduction

This section covers important information about the signs, symptoms, and transmission of COVID-19. Like other diseases, COVID-19 is contagious and will spread rapidly if control measures are not established and followed. Over the next few minutes, we'll talk about what happens when someone contracts COVID-19 and how it spreads to others.

*Signs, Symptoms, and Transmission*



# Symptoms

COVID-19 affects people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Most people infected with COVID-19 will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical conditions such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. People of all ages who experience fever or cough associated with difficulty breathing or shortness of breath, chest pain or pressure, or loss of speech or movement should seek medical care immediately.

# List of Symptoms

Symptoms may appear 2-14 days after exposure to the virus.  
People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



**New Loss of  
Taste or Smell**



**Fever**



**Cough**



**Sore Throat**



**Muscle Pain**



**Headache**



**Shortness of Breath  
or Difficulty Breathing**



**Repeated Shaking  
with Chills**

A scanning electron micrograph showing a cell surface with numerous blue, spherical virus particles. The cell surface is textured and brownish-orange, with several long, thin, hair-like projections extending from it. The virus particles are scattered across the surface and some are clustered together.

# Asymptomatic and Pre-symptomatic

Both terms refer to infected people who do not have symptoms. **Asymptomatic** refers to those who are infected but never develop symptoms; **pre-symptomatic** refers to infected people who have not yet developed symptoms but go on to develop symptoms later. You may have heard the term "viral shedding" used in reference to the infectiousness of COVID-19. It occurs when a virus is released from an infected host. This means that both asymptomatic and pre-symptomatic individuals, who may not be experiencing any of the viral symptoms, are shedding viral particles while they talk, exhale, eat, and perform other normal daily activities and spread the virus the same as someone who is experiencing symptoms.

Source: Rocky Mountain Laboratories, National Institute of Allergy and Infectious Diseases



# Spreading COVID-19

It is believed that COVID-19 spreads through the **droplets** and **airborne particles** that are formed when a person who has COVID-19 coughs, sneezes, sings, talks, and breathes. There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet. Droplets can also land on surfaces and objects, and be transferred by touch. For example, a person may get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.



# Respiratory Droplets and Aerosols

The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing, or breathe heavily. These liquid particles are of different sizes, ranging from larger "respiratory droplets" to smaller "aerosols".

- A respiratory **droplet** is a small liquid droplet produced by exhalation, consisting of saliva or mucus. Unlike regular aerosols, droplets have a size of 5 to 10 micrometers, and the primary way COVID-19 is transmitted involves either direct or indirect contact with persons infected with COVID-19.
- By comparison to droplets, **aerosolized particles** are very small. Size alone is not the only important distinction. Droplets fall to earth quickly, but aerosols can travel on air currents potentially for hours. This is why proper ventilation is very important, among other control measures.



# Protect Yourself and Others from **NOVEL CORONAVIRUS**

## **"HIGH-TOUCH" SURFACE SAFETY** CLEAN & DISINFECT THOROUGHLY & FREQUENTLY:



DOORKNOBS



FAUCETS &  
BATHROOM FIXTURES



PHONES



COUNTERTOPS  
& TABLETOPS



CREDIT CARD  
TERMINALS



SHOPPING CART  
HANDLES



CAR DOOR  
HANDLES



TRASH CANS

# Surface Contamination

Research shows that COVID-19 can stay alive on some surfaces for up to a few days if left unsanitized. To reduce the spread of COVID-19, it is imperative to properly sanitize and disinfect all high-touch surfaces and all employees to wash their hands before touching their face. High-touch areas are equipment or surfaces that are handled frequently throughout the day by multiple individuals. Please refer to the CDC Guidance for more information.

# Marion County Facilities

Marion County Custodial staff work three shifts sanitizing and cleaning in order to keep our facilities clean and safe. Current cleaning practices include:

- Daily vacuuming, dusting, and wiping down high touch surfaces.
- Electrostatic disinfection: Sprayers that utilize and positively charge the cleaning chemical which when sprayed thoroughly envelop and adheres to all sides of the surface to be cleaned. For hard to reach areas or cleaning touch points, cleaning staff point the wand of the electrostatic sprayer to the object or surface to be cleaned, release the mist and the electrically charged cleaning mist will totally coat and envelop all surface areas to totally clean and disinfect.

**Should anyone recognize an additional need for sanitizing, please call Business Services at 503-584-4705 for further assistance.**



*Signs, Symptoms, and Transmission*



## Infected Employees



oregon.gov/oha



800-375-2863

If an employee tests positive for COVID-19, they must follow state and local guidance for quarantine. If feasible, employers are required to allow quarantined employees to work from home.

Marion County has implemented the **COVID -19 Temporary Addendum to Marion County Personnel Rules Regarding Telecommuting**. In addition, Marion County must follow Oregon OSHA requirements for notifying other exposed and affected employees.

More information is available on the Oregon OSHA website and **Marion County COVID-19 Temporary Emergency Policy 1: COVID-19 Physical Distancing and Infection Notification**.



## Review

COVID-19 is a highly contagious disease that is spreading rapidly through surface contamination, droplets, and airborne transmission. People who are infected with COVID-19 may not show symptoms and unknowingly spread it to others who can become seriously ill. Next, we'll look at some control measures to help you stay protected and healthy!

**COVID-19 Training**  
***Control Measures***

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# Control Measures

This section addresses safe and healthy work practices to reduce COVID-19 hazards in the workplace. Common examples include physical distancing, masks, cleaning, and proper ventilation. For these safe work practices to be effective, you, your coworkers and your supervisor must work together to implement these elements at your workplace and in all job functions. Each workplace is unique and must be evaluated as such.



# Infection Prevention

As we dive into this content on reducing the risk of exposure to COVID-19, it's important to explain the concept of infection prevention, which is based on standard precautions. The idea is to treat everyone as if they are infected and contagious, even if they are feeling well. This is especially important because people can spread the virus without showing any symptoms or even knowing that they are sick. These are **asymptomatic** and **pre-symptomatic** cases that can be dangerous as the carriers may relax their precautions and unknowingly spread the virus to others.

***Control Measures***



Please  
keep  
**6**  
feet  
apart

## What is Physical Distancing?

Physical distancing means keeping a safe space of **at least 6 feet** between yourself and other people who are not from your household. COVID-19 can spread among people near each other, staying 6 feet away from others is considered to be a good distance to reduce the spread.

**Marion County** has taken steps to ensure that both work activities and workflows are designed to keep employees at least 6 feet from other people, unless such physical distancing is not feasible for certain activities.



## Physical Distancing Requirements

Here are some examples of workspace modification that have helped Marion County meet physical distancing requirements:

- **Modify** seats, furniture, workstations, etc. to maintain at least 6 feet of separation;
- **Stagger** shifts, start times, and break times where possible to reduce the number of team members in common areas;
- Provide **visual cues** (e.g. signs, tape marks, floor markings) to ensure proper spacing of 6 feet in areas where people congregate.
- **Limit** elevator occupancy.
- Install **physical barriers** in areas where 6 feet of separation cannot be maintained, and
- Use **videoconferencing and teleconferencing** to avoid “in-person” meetings where possible.



## Source Control

Source control is a strategy for reducing disease transmission by blocking respiratory droplets produced through speaking, coughing, or sneezing. **Masks and face coverings** are effective at source control because they act as barriers to block infectious droplets from spreading to others nearby. When someone coughs or sneezes without a barrier, they can spread airborne droplets up to 26 feet (8 meters), while someone speaking can spread droplets up to 6.6 feet (2 meters). This is why wearing a mask or face covering is very important to reduce the spread of COVID-19.



**Physical distancing**

Workers must be separated from one another and other individuals by at least 6 feet.



**Facial covering**

In most indoor environments, as well as outdoor situations where 6 feet of physical distance from others cannot be maintained, a proper face covering that covers the nose and mouth is required.



**Workplace risk assessment**

Talk to your employer about COVID-19 risks in the workplace and how to address them.



**Notify your employer when you feel sick**

Cough, shortness of breath, fever, etc.



**Wash your hands often**

# Masks, Face Coverings, and Face Shields

Oregon OSHA and **Marion County COVID-19 Temporary Emergency Policy 1** requires everyone at the workplace or in other areas that are under the employer's control (including employees, part-time workers, temporary laborers, customers, vendors, patrons, contractors, etc.) to wear a mask, face covering, or face shield following the requirements of the **Oregon Health Authority's Statewide Mask, Face Covering, Face Shield Guidance**. These source control items are available to all employees at no cost. It is strongly recommended, that people wear a mask or face covering as source control rather than relying upon a face shield alone.



# Face Coverings Definition

**Note:** masks and face coverings are not the same thing, each have separate definitions. Let's start with **face coverings**:

*“A cloth, polypropylene, paper or other covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not appropriate face coverings (even if otherwise appropriate for respiratory protection) because they allow droplets to be released from the covering.”*



# Mask Definition

Oregon OSHA defines **mask** as:

*“A U.S. Food and Drug Administration (FDA) cleared surgical, medical procedure, dental, or isolation mask (commonly referred to as a “surgical mask”). Masks are medical grade masks that function as a physical barrier to protect workers from hazards such as splashes of large droplets of blood or bodily fluids; they do not provide reliable protection to the wearer against aerosols or airborne pathogens.”*

# How to correctly wear a face covering



Wash your hands before putting on your face covering.



Put it over your nose and mouth and secure it under your chin.



Try to fit it snugly against the sides of your face.



Make sure you can breathe easily.

For more information visit [healthoregon.org/coronavirus](https://healthoregon.org/coronavirus) or call 211



# Wear Your Mask or Face Covering Correctly

Marion County employees, contractors, and volunteers who work in a public facing area and when in common areas during the workday. Common areas include, but are not limited to:

- Hallways
- Breakrooms
- Restrooms
- Elevators
- Walking to and from parking areas
- Meeting and conference rooms
- Cubicles
- Common areas
- Outside if a 6 ft. distance between individuals cannot be ensured.

## *Control Measures*



# Face Shield Definition

Oregon OSHA defines face shields as:

*“Transparent plastic shield that covers the wearer’s forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in front of only the user’s nose and mouth do not meet the definition of a mask, face covering, or face shield. Face shields are normally used as protection for the face and eyes; while, compliant, not a preferred means of “source control” in relation to COVID-19.”* Marion County employees who are not able to wear a mask or face covering, may consult with their supervisor or Human Resources regarding alternative accommodations such as face shields.



## Face Shield Warning

While on this topic, let's talk about face shields. Although face shields are normally used to protect the eyes, the rule allows them to be used as source control. However, their use should be minimized and generally **limited to those who cannot wear a mask or face covering**. The reason is that masks and most face coverings are more effective at source control. Unlike a mask or face covering, a face shield does not prevent or reduce droplets from being released into the surrounding area. Please refer to the Oregon Health Authority for current information.

*If you are unable to wear a mask or face covering, please consult with your supervisor or Human Resources before using a face shield alone.*



## Transportation

When employees are transported in a vehicle for work purposes, regardless of the travel distance or duration involved, everyone in the vehicle must wear a mask, face covering, or face shield unless employees are wearing respirators in accordance with the Respiratory Protection Standard (29 CFR 1910.134). This rule doesn't apply when everyone in the vehicle are members of the same household.

**Marion County Vehicles have been equipped with sanitizing supplies. Surfaces should be cleaned before and after each use.**



# Cleaning Requirements

Employers are required to make sure that all common areas, shared equipment, and high-touch surfaces are cleaned regularly. The term “high-touch area” refers to equipment or surfaces that are handled frequently throughout the day by multiple individuals.

**Marion County Facilities staff** routinely cleans common area high touch surfaces. In addition, departments have been provided additional sanitizing supplies to use as needed for individual spaces.

**Employees** are responsible for cleaning personal work spaces and meeting spaces following use.



# Cleaning Schedules

How often we clean depends on how the workplace is occupied; there are 2 categories:

- At least once every 24 hours if the workplace is occupied **less than 12 hours a day**; or
- At least every 8 hours while in use, if the workplace is occupied **more than 12 hours a day**.

**Exception:** In locations with only “drop-in” usage or minimal staffing, a regular schedule of cleaning and sanitation is followed and employees are expected to sanitize their own work surfaces before use. An example of this type of situation would be an employee that stops by the office over the weekend.

**If you are aware of a workspace that requires extra attention, please contact Marion County Facilities: 503-584-4705**



# COVID-19 Infection Cleaning Protocol

Marion County will ensure that any common areas, high-touch-surfaces, and shared equipment under Marion County's control that an individual known to be infected with COVID-19 used or had direct physical contact with is cleaned and disinfected. This requirement does not apply to areas, surfaces, or equipment that has been unoccupied or otherwise unused for seven days or more.

**As stated previously, custodians work three shifts from 9am – 1:30am cleaning and disinfecting all common and high touch areas, including shared equipment.**

***Control Measures***



## Hand Hygiene

We would like to take a moment to emphasize the importance of proper handwashing. This means cleaning or sanitizing your hands using standard hand washing methods, with soap and running water, or alcohol based hand sanitizer. Do this frequently, especially before eating or entering your facility and after using a high touch surface.

**All Marion County departments have been provided with hand sanitizer. If you are in need of additional supplies, please contact Facilities at: 503-584-4705.**

# Ventilation

Consider the hazards of airborne transmission of COVID-19. The image on the right depicts how air flows through a typical office space. According to the EPA (Environmental Protection Agency), COVID-19 may spread via airborne particles in indoor environments beyond the 6 feet required by physical distancing. Fortunately, there are straightforward steps that can be taken to reduce potential airborne transmission of COVID-19. The layout and design of a building, as well as occupancy and type of heating, ventilation, and air conditioning (HVAC) system can all impact the airborne spread of the virus.



*Control Measures*

## Ventilation Requirements for Employers

No later than January 6, 2021, employers were required to optimize the amount of outside air circulated through its existing heating, ventilation, and air conditioning (HVAC) system(s) whenever there are employees in the workplace and the outdoor air quality index remains at either “good” or “moderate” levels. This does not require installation of new ventilation equipment. Employers are not required to meet the provisions of the American National Standards (ANSI) / American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards 62.1 and 62.2 (SHRAE 2019a, 2019b), but to the degree the employer does so it is in compliance with this paragraph.



# HVAC Maintenance

In accordance with the manufacturer's instructions and the design specifics of the HVAC (Heating, Ventilation, Air Conditioning) system, and as frequently as is necessary, employers must ensure the following:

- All air filters are maintained and replaced as necessary to ensure the proper function of the ventilation system; and
- All intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system.

**To ensure cleaner air, Marion County Facilities Maintenance performs monthly HVAC maintenance including changing filters and increasing the outside intake of air allowing the inside air to be “flushed.”**



**Physical distancing**

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**Facial covering**

In most indoor environments, as well as outdoor situations where 6 feet of physical distance from others cannot be maintained, a proper face covering that covers the nose and mouth is required.



**Workplace risk assessment**

Talk to your employer about COVID-19 risks in the workplace and how to address them.



**Notify your employer when you feel sick**

Cough, shortness of breath, fever, etc.



**Wash your hands often**

## Key Takeaways

The safe work practices and control measures discussed in this section are just the basics, there's so much more to learn! Each workplace is unique and will present its own challenges. In any workplace situation you may find yourself in, always apply the basic principle of standard precautions. Anyone can be infected and contagious with COVID-19, even if they are feeling well.

**COVID-19 Training**  
***Infection Notification***

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# COVID-19 Infection Notification

Employers must establish a process to notify affected employees that they had a work-related contact with someone who has tested positive for COVID-19.

Marion County adopted the **Marion County COVID-19 Temporary Emergency Policy 1: COVID-19 Physical Distancing and Infection Notification Policy and Procedure** to address this requirement.

When a Marion County supervisor or manager is notified that an individual in the workplace has tested positive for COVID-19, the following measures will be taken:

- Supervisor or manager must contact their Human Resources Business Partner or Human Resources Leave Administrator prior to any communication with other employees.
- Employee Privacy will be protected.
- Human Resources Business Partner or Human Resources Leave Administrator will work with supervisor or manager to identify which employees, and possibly work areas or other defined locations, need to be notified and which notification is appropriate.
- Marion County will notify exposed employees and affected employees within 24 hours .

**COVID-19 Infection Notification**



# COVID-19 Infection Notification

## **Marion County COVID-19 Temporary Emergency Policy 1: COVID-19 Physical Distancing and Infection Notification Policy and Procedure:**

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**COVID-19 Training**  
*Medical Removal*

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## COVID-19 Medical Removal

Whenever the Oregon Health Authority, local public health agency, or medical provider recommends an employee be restricted from work due to quarantine or isolation for COVID-19, such as through identification during contact tracing activities, the affected worker(s) must be directed to isolate at home and away from other non-quarantined individuals.

Marion County employees who have been directed to isolate or quarantine, should work with their supervisor and Human Resources to provide the best solution on a case by case basis.

Additional information may be found on the Marion County Intranet page: [COVID-19 - Information for Employees \(marion.or.us\)](https://marion.or.us)



## COVID-19 Medical Removal

Employees restricted from work due to medical removal will be allowed to work from home if suitable work is available and they feel well enough to do so. An employee participating in quarantine or isolation is entitled to return to their previous job duties. No adverse action will occur as a result of participation in quarantine or isolation activities.

Returning to work after quarantine or isolation will follow applicable public health, or a medical provider's guidance. Note: a negative COVID-19 test is not required to return to work.