



City of Albany

City Manager Administrative Directive

Number: 2020-02-002

Title: Temporary Policy for Response to COVID-19 City Facilities Access

Purpose: The purpose of this temporary policy is to recognize the need for precautions in public buildings due to the novel coronavirus, also known as COVID-19. This communicable disease has impact on the city of Albany locally. The public and our employees are at the forefront of our concern as we work to best serve our community and adapt to reopening guidelines put in place by the state of Oregon and navigate new temporary operational practices.

General Policy: The City of Albany is following the guidance of the Oregon Health Authority (OHA), the Centers for Disease Control (CDC), the Governor's executive orders. The City is adhering to the recommendations of these agencies and orders regarding preventive measures including social distancing, quarantines, preventative PPE, related precautions, and continued curtailment of City operations that are not permitted in the current phase of reopening. The City will continue to adjust as the recommendations of these agencies change.

**Policy
Guidelines:**

Facility Protective Measures:

The following measures will be taken at City of Albany facilities to mitigate potential exposure for all employees and members of the public:

1. Designating Single-Point Entrances/Exits

Public entrance to City of Albany buildings that would normally allow public access will be limited to single-door entry and exit where possible. If not possible, adequately spaced entry/exit doors at facilities will have signage to direct employees and the public.

- When single-point entry/exit is possible:
 - The entry will be the disabled accessible door; and appropriate signage should direct the public to the correct door for entry.
 - Signage will also be in place to direct the public to a single-point exit door.
- Employees will enter/exit exclusively through a designated location at each City of Albany facility that is not accessible to the public.

Health Screenings and Visitor Log

1. Public City Building Access

Individuals from the public entering City Hall and City facilities will be required to wear a face covering and participate in a health screen to ensure the safety of employees and the public. The health screen will include:



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- Taking of temperatures
- Asking the following health screen question:
Are you experiencing any of the following symptoms?
 - 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
- All individuals who screen higher than 99.9° F and/or who answer yes to two or more of the above COVID-19 like symptoms will be denied further entry and provided with the necessary contact information to obtain service from their intended City department.
- Once an individual has been cleared to enter the facility and has used a hand sanitizer, they will be provided with a sticker to be worn for the duration of the individual's visit.
- A visitor log will be maintained to capture all visitors entering all accessible buildings. The log will detail:
 - Name
 - Contact information (phone number)
 - Reason for visiting
 - Department/division and employee visiting
 - Conference room used
 - Date and time of visit
- Screenings will be implemented by a contracted security guard or assigned staff.
- Screeners will populate the visitor log with the necessary information to avoid exposure. (City departments may use electronic record keeping of visitors for documentation purposes.)



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2. Employees Reporting to Work and City Building Access

Effective June 1, 2020, all employees reporting to work will self-screen by taking their temperature and evaluating for symptoms as a precautionary measure to reduce the spread of COVID-19. The City will provide a thermometer at a single point employee-only entry for this purpose.

Employee's temperature and answers to COVID-19 symptom questions are to be maintained and safeguarded by the employee. Employee's printed name on sign-in sheet will provide verification of participation in health screen.

Any self-screened health related information will only be requested and reviewed by Human Resources if deemed necessary for any reason that an individual may be perceived as a direct threat to the health or safety of themselves or others in the workplace.

Any employee who presents with COVID-19 symptoms listed below and/or deems themselves potentially contagious for any communicable illness should remove themselves from their work environment, notify their supervisor immediately, and return home. Symptoms include:

- A fever greater than 99.9° F and/or experiencing COVID-19 symptoms such as coughing or shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, or new loss of taste or smell.
- An employee who is home due to COVID-19 symptoms should stay home until signs and symptoms are gone. The employee may return to work when:
 - Three (3) days or 72 hours has passed fever-free without taking medication to reduce fever during that time; AND
 - Any COVID-19 symptoms (cough and shortness of breath) have improved; AND
 - At least ten (10) days have passed since the symptoms first appeared.
 - An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.



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- **An employee who experiences fever and/or COVID-19 symptoms while home should not report to work.** Instead, the employee should notify their immediate supervisor and stay home. (The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.)
- Employees will comply with face coverings in public spaces per the Governor's executive orders and/or OSHA regulations.

Review: This temporary administrative directive should be reviewed by the City's Executive Leadership Team at least every 30 days and updated or revoked as necessary. This temporary policy is only in effect during the time-period covered by the COVID-19 Emergency Declaration issued by the State of Oregon. (Expiration date to be determined)

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services; service levels; and activities and functions of any given office, department, or division.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Linn and Benton County Health Departments: The regional health authority for public health concerns.



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Resources:

[Linn County Health Department](#) (website)


[Benton County Health Department](#) (website)

[Oregon Health Authority](#) (website)

[Centers for Disease Control](#) (website)

[2-1-1](#) (website, or dial 2-1-1)

Review and Authorization

Amended Date: N/A	Effective Date: July 1, 2020
City Manager: 	

Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

1. Training required? No Yes

