**Oregon Wine Industry**

**Example of an Emergency Response Plan for**

**Incidences and Outbreaks of COVID-19 Illness**

**August 20, 2020**

The Oregon Wine Industry Task Force has developed this document to provide guidance that companies can use to develop an Emergency Response Plan for their business. This document was issued on August 20, 2020 and will be updated as new information becomes available.

*This document was prepared based on information made available by the OHA, ODA, and OR-OSHA as of the date first set forth above. This document is intended to be a resource for developing your own Emergency Response Plan. It is not intended to provide or replace legal, financial or operational advice. Additional local laws, regulations and guidelines may apply that are not addressed here. It is strongly recommended that you consult with your advisors and regularly check for updates from the sources relied on herein and other appropriate sources to remain current regarding this ongoing matter.  Periodic review of these guidelines will be performed to adapt them as the health risk from COVID-19 increases or decreases, but may not always be up to date with the most current information made available by state, local and other authorities.*

INSERT COMPANY AND FACILITY ADDRESS HERE

**Emergency Response Plan for**

**Potential Incidences and Outbreaks of COVID-19 Illness**

INSERT DATE HERE

**Introduction**

An initial hazard assessment was performed on [date] to ensure that [name of company and facility] is in compliance with COVID-19 Guidance provided by the Oregon Department of Agriculture (ODA), Oregon-OSHA, and the Oregon Health Authority (OHA). That assessment included reviews of: i) the physical facility (e.g. signage, traffic patterns, and floor markings), ii) employee education and training on COVID-19 and associated operating practices (e.g. COVID-19 symptoms, personal protection measures, face coverings, physical distancing, and disinfecting procedures), and iii) the availability of supplies (e.g. face coverings, hand sanitizers, and disinfectants). This emergency response plan is intended to detail company policies and government guidelines with regard to illness and incidences of COVID-19 in the workplace.

**If an employee is sick:**

* Employees who have [symptoms of COVID-19 illness](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2320A.pdf) must [stay home](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) (e.g. fever > 100.4° F, chills, cough, sore throat, headaches, difficulty breathing, nausea or vomiting, diarrhea, and/or new loss of sense of smell or taste). They should be encouraged to contact their healthcare provider, visit a local urgent care facility, call 211 for available clinics, or contact their [Local Public Health Authority](https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd.aspx) (LPHA).
* Employees with non-COVID-19 illness should stay home until 24 hours after fever and other symptoms have subsided, unless otherwise directed by the LPHA.
* Employees with pending COVID-19 test results should also stay home.

**If an employee has close contact with a person who tests positive for COVID-19:**

* The OHA recommends that people that have had “close contact” with a person who has *confirmed or presumptive* COVID-19 should quarantine for 14 days. Presumptive COVID-19 is determined by a health care professional and includes people that have had exposure to, and are sick with, COVID-19 symptoms.
* The [OHA defines “close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)” as exposure closer than 6 feet for greater than a cumulative 15 minutes, with or without face covering.
* Exposed 2 days or less to a confirmed case before the date the test was taken
* Exposed 2 days or less to a presumptive case before their onset of symptoms
* Face shields, physical dividers, improved ventilation, and outdoor work (in conjunction with face masks) may diminish the risk of COVID-19 transmission to employees when working within close contact. The LPHA will take these additional protections into account when determining the risk of exposure and whether other employees should quarantine at home.
* Employees that have been in “close contact” with a person who has confirmed or presumptive COVID-19, including close contact outside the workplace, should discuss the exposure with their supervisor. Senior management or Human Resources may contact LPHA for guidance.
* The LPHA will contact employers if a worksite outbreak of COVID-19 is identified through contact tracing of community-based exposure. The LPHA will make recommendations for other potential close contacts to quarantine for 14 days.

**If an employee tests positive for COVID-19 or is advised to home quarantine:**

* If an employee tests positive for COVID-19, Oregon-OSHA requires a business to request and follow the guidance of their LPHA. The Oregon Department of Agriculture (ODA) can help facilitate conversations between businesses and LPHA.
* Employees with COVID-19 that have symptoms, and were directed by a heath care professional to isolate at home, may not return to work for 10 days following the onset of symptoms and 24 hours following the resolution of fever without the use of fever reducing medications and other symptoms have improved: External link to CDC guidelines for [Discontinuing Home Isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html).
* Employees should **not** be required to show negative tests to return to work: [OSHA Guidance on Returning to Work](https://www.osha.gov/Publications/OSHA4045.pdf).
* When managing employee illness employers should follow [privacy law principles](https://www.arnoldporter.com/en/perspectives/publications/2020/04/employee-privacy-with-respect-to-covid). It is important to make every effort to protect an employee’s private health information, even in smaller work environments. Employers must follow [HIPAA Privacy and Confidentiality](https://www.cdc.gov/aging/emergency/legal/privacy.htm) requirements.
* Employers should request that employees (out of concern for coworkers) inform their supervisor if they suspect they may have COVID-19 or test positive for COVID-19, or if they have had close contact with a person: i) that has presumptive COVID-19 or ii) has tested positive for COVID-19. An employee cannot be required to disclose their health information. It is up to an employee who tests positive to decide whether they want to share that information with their employer or coworkers.
* LPHA is required to share positive results and employee’s name with employers to ensure that the positive employee is excluded from work during their quarantine.
* Employers should encourage employees that test positive to cooperate with LPHA case investigators. Contact tracers will reach out to individuals and workplaces (when applicable) to inform them of potential exposure and provide guidance. Contact tracers take every precaution to notify contacts of an exposure without disclosing the index case’s name.
* Employers should ensure that COVID-19 protective measures are implemented at the workplace. This is the best strategy for stopping the spread of illness. External links to resources: [When to seek care](https://multco.us/novel-coronavirus-covid-19/when-seek-care), [protecting your household](https://multco.us/novel-coronavirus-covid-19/tips-if-you-share-living-space), [cleaning and disinfecting guidance](https://multco.us/novel-coronavirus-covid-19/cleaning-and-disinfecting), [preventing spread](https://multco.us/novel-coronavirus-covid-19/preventing-spread-germs), [how to protect yourself and others from COVID-19](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2681.pdf), [know the facts about the coronavirus](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2356.pdf)

**Contact with Local Public Health Authority and Other Government Agencies**

* Contact [LPHA](https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd.aspx) if one or more confirmed or presumptive COVID-19 cases are identified within the workplace. This may indicate an outbreak that requires additional follow up. The LPHA will notify other state response teams and agencies including the ODA. Those teams will provide proactive support and guidance to limit the further spread of COVID-19 and ensure the continuation of safe operations.
* Testing laboratories report positive COVID-19 tests to the LPHA, but this process can take time.
* Once the LPHA becomes aware of a positive case, the infected person will be interviewed to identify possible worksite exposures.
* OHA defines a COVID-19 outbreak as two or more COVID-19 cases that occur within 14 days of each other among people who share an “epilink,” i.e. a shared exposure to the same person(s) or location(s) (like workplace, home, or social gatherings) within a 14 day time frame. OHA discloses outbreaks at workplaces with five or more cases at facilities with 30 or more workers.
* Generally, the ODA is the principal licensing authority for wineries and tasting rooms. The ODA will assign a local food safety inspector to coordinate the consultation with OR-OSHA, OHA and the LPHA as required. These agencies will determine whether further escalation is required.
* Communication and cooperation with public health officials is very important. The more health officials understand about your operation, the more they will be able to help you work through solutions to find the option that will be the least disruptive to your business operations. In most cases you will not need to shut down your facility. OR-OSHA or ODA representatives may have recommendations for [disinfecting the facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) prior to resuming work.
* ODA is committed to providing resources intended to prevent unnecessary closure. Early communication is key.

**Communicating with and Educating employees**

Proactive communication with employees about what to expect if someone does test positive for COVID-19 will help avoid rumor, stigma and anxiety. The following are important to reinforce often:

* Disclosure of positive results is a balance between protecting private health information and protecting others’ health.
* Not every instance of a positive result will warrant disclosure to an entire workplace. Public health officials will work with employers to determine the extent of information to communicate to employees.
* LPHA [contact tracers](https://multco.us/novel-coronavirus-covid-19/contact-tracing-covid-19) will contact individuals directly if they have been identified as a close contact of someone who tested positive for COVID-19.

**Public relations response**

The necessity for public communication regarding incidences or outbreaks of COVID-19 illness will depend on the number of employees impacted and the nature of the department (e.g. customer facing vs. production). Advanced communication with employees regarding the need for confidentiality will facilitate understanding if an incidence occurs. In many cases, proactive public communication will mitigate concerns regarding an outbreak. Advanced communication response planning is a critical component of an emergency response plan.

It is recommended that companies consider developing a COVID 19 Communication plan based on guidelines provided in the following link.

<https://industry.oregonwine.org/wp-content/uploads/COVID-19-Outbreak-Communications-Plan.pdf>

**COVID-19 Emergency Response Contact List**

Local Public Health Authority

The following list of LPHA contacts has been recommended by the ODA as key contacts for the wine industry.

Washington - Jon Kawaguchi 503-846-4932 - Jon\_Kawaguchi@co.washington.or.us

Yamhill - Gary Van Der Veen 503-434-7439 - vanderveeng@co.yamhill.or.us

Polk – Jim Solvedt 503-623-9237 x1442 - solvedt.jim@co.polk.or.us

Marion – Alisa Zastoupil 503-361-2705 - azastoupil@co.marion.or.us

Benton – Bill Emminger 541-766-6841 - bill.emminger@co.benton.or.us

Linn – Rick Partipilo 541-967-3821 x 2372 - rpartipilo@co.linn.or.us

Lane – Brian Johnson 541-682-4008 - brian.johnson2@co.lane.or.us

Douglas – Laura Turpen 541-677-5814 - laura@doughlaspublichealthnetwork.org

Jackson – Chad Petersen 541-774-8206 - petersca@jacksoncounty.org

Josephine –  Justin Fimbres 541-474-5325 - jfimbres@co.josephine.or.us

Hood River – Mike Matthews 541-387-7129 - mike.matthews@co.hood-river.or.us

Wasco - Nicole Bailey 541-673-0440 - nicoleba@ncphd.org

Umatilla – Joe Fiumara 541-278-5432 - joe.fiumara@umatillacounty.net

LPHA office information for each Oregon county can be found at this [website](https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd.aspx).

Oregon Department of Agriculture

* Primary email: Fsd-managers@oda.state.or.us
* Rusty Rock, ODA Food Safety Program Field Operations Manager

 503-508-2262, rrock@oda.state.or.us

* Isaak Stapleton, ODA Food Safety Program Director

503-798-7789, istapleton@oda.state.or.us

Oregon OSHA

* Holt Andron, Field Consultation Manager

503-798-5143, holt.andron@oregon.gov

* Roy C. Kroker, Consultations / Public Education Manager

971-718-1179, roy.c.kroker@oregon.gov

Oregon Health Authority Acute and Communicable Disease (ACDP) Urgent Epidemiology Response Team (UERT) Response ProtocolAfter hours and weekends, the facility should contact the duty officer: Public Health Duty Officer, Voice/text: 971-246-1789, PHP.DUTY-OFFICER@state.or.us

Oregon Emergency Response System

800-452-0311