

COVID-19 Coronavirus Supplemental Resource Guide for Employees

We know you have been concerned about the novel coronavirus (COVID-19) and want to be prepared. The safety of our employees, worksites, and customers is of the utmost importance to us. To address some of your questions, we have created this companion guide to the Department of Administrative Services (DAS) [coronavirus information for state government employees webpage](#). Questions and concerns are evolving and we want you to have access to the most factual and timely information, so we have included links to several information sources.

What are we doing to stay safe in the workplace and reduce the risk of spreading coronavirus?

The agency is taking several steps to keep our facilities as safe as possible for us and for our customers.

Prevention Information

We are placing handwashing signs in the restrooms, posting Coronavirus prevention posters in our public workspaces, and adding prevention tips in English and Spanish to the slideshow that runs on the WorkSource customer computers. We are researching whether we can also provide these resources in additional languages.

Hygiene Supplies

The most important steps each of us can take to prevent the spread of COVID-19 are the same as those to [prevent common colds and the flu](#): cover our coughs and sneezes; wash our hands often; disinfect high-touch surfaces; and stay home when we are sick. The Employment Department will provide hand sanitizer, disinfectant surface wipes, and tissues for employees' work spaces. The Department also provides hand soap and paper towels for break room areas, and will provide additional hand sanitation stations, purchased and distributed by our property and risk management team, in shared-use areas of all Employment Department buildings.

Currently, the Centers for Disease Control (CDC) recommends people who are well [not wear a facemask](#) to protect themselves from respiratory diseases, including COVID-19. Employees may bring in and wear their own facemasks if they choose.

A stock of latex gloves for use in cleaning of common areas will be purchased and provided by our property and risk management team.

The person responsible for supply orders in each area of the agency can use a SPOTS card for supply order payments. For supplemental orders, if standard supply vendors are out of stock, or if you have additional questions related to hygiene supplies, please contact Property and Risk Management Manager Tim Dunks at Timothy.W.Dunks@oregon.gov.

Cleaning Buildings

DAS Operations and Maintenance is taking extra precautionary measures to clean and sanitize work areas for buildings with DAS-employed custodians. Extra cleaning will also be done in DAS-owned facilities using contract custodial services. This includes extra wipe downs of all high-contact touch points in buildings, such as doors, hand rails, and elevators. The Employment Department's DAS facilities include our Pendleton, Albina, and Salem Administrative Building (Central Office) buildings.

For our owned and leased facilities, and partner organization (non-DAS) locations, our property and risk management team will coordinate special cleanings as necessary. We are currently arranging extra cleaning services in our Hermiston and Gresham offices. For questions or assistance related to building cleaning, please contact Tim Dunks at Timothy.W.Dunks@oregon.gov

If more extreme circumstances develop related to the COVID-19, building closures will be determined as outlined in the DAS Chief Human Resources Office [Temporary Interruption of Employment policy](#).

Can I telework?

Eligible Positions for Telework

The Employment Department has adopted the [DAS telecommuting and teleworking policy](#) and guidelines. Decisions about whether an employee may telecommute or telework are based on many factors, including the type of job, the location, our business operations, and our customer needs. These factors are detailed in the agency's telework and telecommute matrix. Due to the fact that many of our employees work directly with the public or are reliant on secure centralized phone or technology systems, teleworking is not an option for many of us. If you have questions about whether your position is eligible, please talk with your manager or a [human resources business partner](#). Telework [request forms](#) are available for employees and managers to review for [fixed](#) and [temporary](#) work arrangements, along with an agency telework and [telecommuting matrix](#).

What if I travel for work conferences or large group meetings?

State Fleet and Employment Department Vehicles

If you're traveling to a meeting or conference for work, you may be using a shared agency or State of Oregon vehicle for your travel. For all state-owned vehicles, employees can help reduce health risks by ensuring their [hands are washed](#) before using them. In addition, DAS Fleet wipes down returned daily rental cars with a broad-spectrum solution, so vehicles from DAS come to us sanitized. Shared vehicles at Employment Department locations can be sanitized between uses with the agency-provided hygiene supplies we are adding in each vehicle. Products include disinfecting wipes, latex gloves, and disposable bags.

For business-related travel, the Employment Department follows the [DAS Statewide Travel Policy](#). If you feel more comfortable using your own vehicle, please use the State of Oregon [Authorization to Use Private Vehicle](#) form for justification to use a private vehicle. This determines the applicable mileage reimbursement rate. The Employment Department will continue to follow standard procedures for vehicle work travel reimbursements. For questions regarding the policy or form, contact Dean Criscola in Administrative Business Services at Dean.R.Criscola@oregon.gov.

Meetings, Training, and Conferences

Unless extreme circumstances develop, in-state and out-of-state travel to meetings and conferences will continue as scheduled. Employees and their managers can assess the necessity of travel and in-person group meetings – and available technology-based alternatives such as Skype for Business – for the health and safety of employees on a case-by-case basis.

I still have questions. Who can I ask?

For questions about taking leave or work arrangements, please talk with your manager or [human resources business partner](#).

The Employment Department has also created the [OED COVID19 Info@oregon.gov](mailto:OED_COVID19_Info@oregon.gov) mailbox for your coronavirus questions and questions related to employer and job seeker programs and services. Please note messages sent to this inbox are monitored by our agency's communications team.