



# **Infectious Disease (COVID-19) Preparedness and Response Plan**

## I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

## II. Responsibilities

Pulaski County has assigned the following individual(s) to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

| Health Officer(s) |                           |               |              |
|-------------------|---------------------------|---------------|--------------|
| Name              | Title                     | Department    | Phone Number |
| Nathaniel Davis   | Infection Control Officer | Public Safety | 540-440-0136 |
|                   |                           |               |              |
|                   |                           |               |              |

For the purpose of ensuring compliance with the most recent safety and health requirements, Pulaski County is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

## III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

*Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".*

**"Very High"** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19

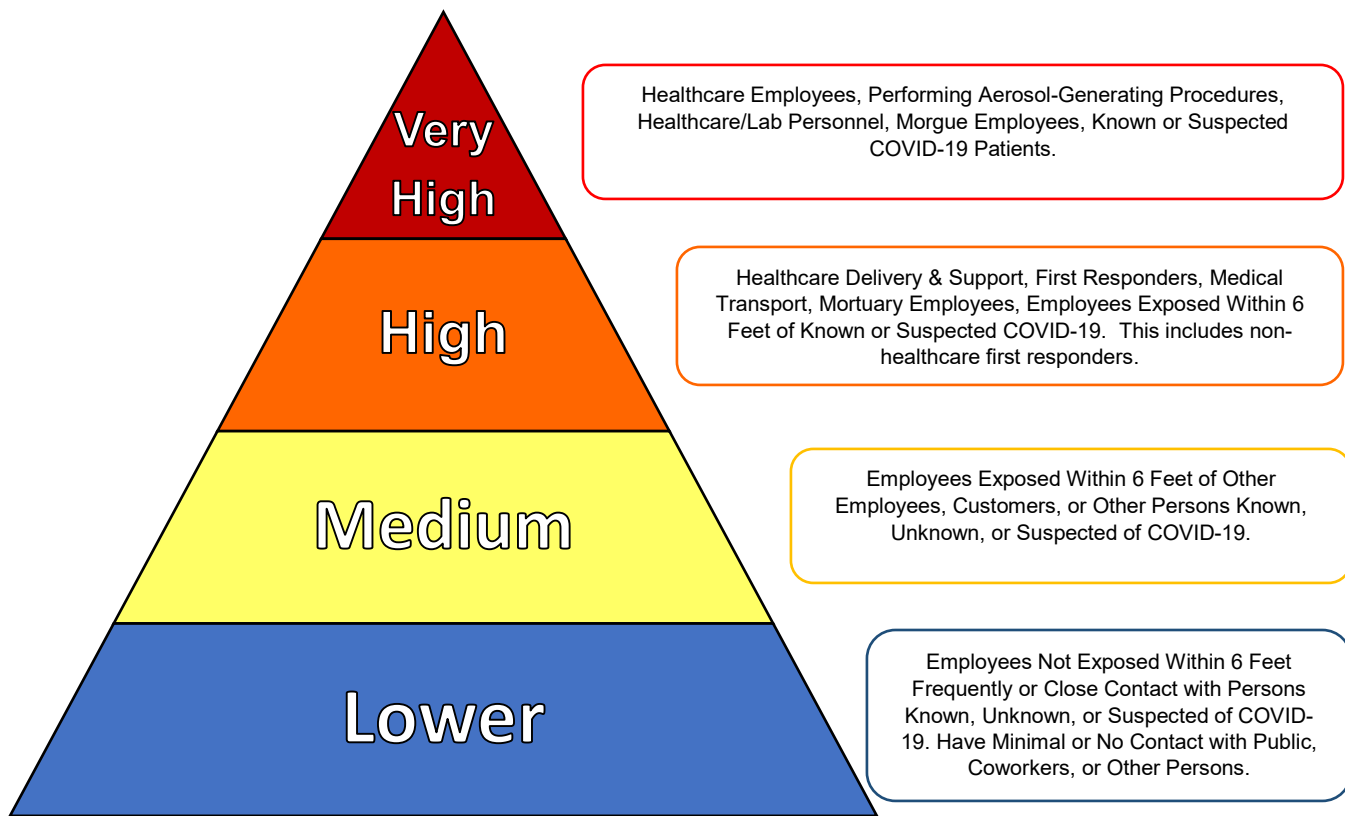
disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Medium”** exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Lower”** exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

| Job Task/Employee/Job Category ACCOUNT CLERK, ACCOUNTS PAYABLE CLERK, OFFICE MANAGERS, ASST. CO. ADM., ASST. FINANCE DIR., PSA BILLING CLERK, RECEPTIONIST, OFFICE ADMINISTRATORS, CONST. CONTRACT ADM., PSA CONST. INSP., CO. ENGINEER, PSA CUSTOMER SERV. SUPER., FINANCE DIR., E-911 EMPLOYEES, PUBLIC SAFETY ADM. ASST., ENGINEERING TECH. ASST., EXEC. SEC./CLERK TO BOS, FINANCE ACCOUNTANT, GARAGE EE'S, SHERIFF'S DEPT. GENERAL CLERK, GIS COORDINATOR, GROUNDS MAINT. EE'S, HR DIRECTOR, HR ASSISTANT, IT EE'S, PSA METER READER, PAYROLL SUPERVISORS, PSA WATER & SEWER EE'S, VISITOR CTR. ATTNDTS, PSA WTP EE'S |  |  |       |
|--|--|--|-------|
| Check the appropriate box for each hazard:   | Description of hazard(s):  | Engineering/Administrative Controls  | PPE   |
| Very High  | Does not require contact within 6 feet. Minimal direct contact with staff and customers. | Plexiglas placement in office spaces. Frequent hand washing, use of hand sanitizer and limited contact with co-workers and the public outside of six feet. | Masks |
| High   |  |  |       |
| Medium   |  |  |       |
| Lower  |  |  |       |

| <b>Job Task/Employee/Job Category</b> AFTER SCHOOL COUNSELORS, CENTRAL CAMP COUNSELOR, RANDOLPH PARK EE'S, RECREATION OFFICIALS   |  |   |  |
|---|--|---|--|
| <b>Check the appropriate box for each hazard:</b>   | <b>Description of hazard(s):</b>                           | <b>Engineering/Administrative Controls</b>  | <b>PPE</b>   |
| Very High   | Minimal occupational contact inside six feet.              | Social distancing as much as possible, frequent hand washing and use of hand sanitizer. | Masks  |
| High  |  |   |  |
| Medium  |  |   |  |
| Lower   |  |   |  |
| <b>Job Task/Employee/Job Category</b> BLDG. CODE OFFICIAL, BLDG. INSPECTOR, PSA CONVENIENCE CTR. ATTENDANTS, ECO. DEV., DIRECTOR, COUNTY ADMINISTRATOR, GEN. SERV. DIR/PSA EXEC. DIRECTOR, PLANNING & ZONING DIRECTOR, PUBLIC SAFETY DIRECTOR, PUBLIC SAFETY DEPUTY DIRECTOR, ENVIRONMENTAL SERV. TECH., GENERAL SERVICES EE'S, NRCC EE'S, PARKS & REC. EE'S, PSA SANITATION WORKER, PSA SANITATION DRIVER, VJCCA COORDINATOR, LIBRARY EE'S |  |   |  |
| <b>Check the appropriate box for each hazard:</b>   | <b>Description of hazard(s):</b>                           | <b>Engineering/Administrative Controls</b>  | <b>PPE</b>   |
| Very High   | Minimal occupational contact inside six feet.              | Social distancing as much as possible, frequent hand washing and use of hand sanitizer. | Masks, gloves (as needed), safety glasses (as needed). |
| High  |  |   |  |
| Medium  |  |   |  |
| Lower   |  |   |  |
| <b>Job Task/Employee/Job Category</b> COMMONWEALTH'S ATTORNEY POSITIONS, ASST. REGISTRAR, CIRCUIT COURT CLERKS, COMM. OF THE REVENUE EE'S, DEPUTY REGISTRAR, TREASURER'S OFFICE EE'S, REGISTRAR, VICTIMS ASSISTANCE   |  |   |  |
| <b>Check the appropriate box for each hazard:</b>   | <b>Description of hazard(s):</b>                           | <b>Engineering/Administrative Controls</b>  | <b>PPE</b>   |
| Very High   | Minimal occupational contact inside six feet.              | Social distancing as much as possible, frequent hand washing and use of hand sanitizer. | Masks  |
| High  |  |   |  |
| Medium  |  |   |  |
| Lower   |  |   |  |
| <b>Job Task/Employee/Job Category</b> SHERIFF'S DEPARTMENT, CODE ENFORCEMENT OFFICER, EMERGENCY MGT. COORDINATOR, EM DEPUTY COORD., ANIMAL CONTROL OFFICERS   |  |   |  |
| <b>Check the appropriate box for each hazard:</b>   | <b>Description of hazard(s):</b>                           | <b>Engineering/Administrative Controls</b>  | <b>PPE</b>   |
| Very High   | High exposure inside six feet to known or suspected cases. | Social distancing as much as possible, frequent hand washing and use of hand sanitizer. | Masks, gloves, safety glasses, gowns, face shields.    |
| High  |  |   |  |
| Medium  |  |   |  |
| Lower   |  |   |  |

| <i>Job Task/Employee/Job Category PUBLIC SAFETY EMPLOYEES, PUBLIC SAFETY DIRECTOR, PUBLIC SAFETY DEPUTY DIRECTOR</i> |   |   |  |
|--|---|---|--|
| <i>Check the appropriate box for each hazard:</i>  | <i>Description of hazard(s):</i>  | <i>Engineering/Administrative Controls</i>  | <i>PPE</i>   |
| Very High  | High potential for exposure during medical, postmortem or lab procedures. | Social distancing as much as possible, frequent hand washing and use of hand sanitizer. | Masks, respirators, gloves, safety glasses, gowns, face shields. |
| High   |   |   |  |
| Medium   |   |   |  |
| Lower  |   |   |  |

#### IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event there is an outbreak or pandemic due to an infectious disease, Pulaski County has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

1. Absenteeism – In the event that employees become infected or quarantined, other employees may be required to work additional hours, cancel vacations or temporarily relocate to cover other positions and/or offices as needed. Employees are to continue to follow the Pulaski County Personnel Policy regarding the request for leave to their supervisors.
  
2. Personal Hygiene:
  - All employees are required to practice self-distancing of no less than six feet, or wear appropriate PPE if within six feet of another individual.
  - Practice proper hand hygiene as outlined previously
  - Do not touch your face, eyes, nose, hair with unwashed hands
  - Limit contact as much as possible to computer, phone, tablets, etc.
  - Do not shake hands
  - Disinfect hands after filling vehicles with gasoline
  
3. Telework - The following guidelines shall be required for all employees required to telework from home. Positions will be identified by the supervisor and approved by Human Resources and the County Administrator. The purpose of this policy is to set forth administrative guidelines and determine personnel that will be required to telework should the offices be closed. Employees that are not determined to be essential personnel will be advised by their supervisor and must adhere to the telework requirements listed below.
  - The total number of hours employees are normally required to work will not change regardless of the work location. Supervisors will determine work schedules.

- Time worked at home will be paid in the same manner in which the employee received it onsite and will also be paid according to the FLSA.
  - Telework assignments do not change the conditions of employment or required compliance with all personnel policies.
  - An employee's compensation nor benefits will change.
  - Employees agree to apply themselves to their work during their work hours.
  - All work hours must be documented honestly and appropriately on all timesheets.
  - Supervisors may contact employees to relay information, hold work related meetings and discuss the progress of their work.
  - Telework is not intended to be used in place of paid leave.
  - Pulaski County may be liable for work related injuries or illnesses that occur during employee's established work hours in their alternate work locations. Therefore, all work related injuries must be reported to Company Nurse and their supervisor immediately.
  - Pulaski County will provide equipment and materials needed by the employee to effectively perform their duties or employees may be authorized to use their own equipment.
  - Pulaski County authorized equipment may only be used for authorized agency purposes only and by authorized employees.
  - Employees are responsible for protecting Pulaski County owned equipment issued from theft, damage and unauthorized use.
  - Employees must maintain confidentiality during teleworking. Employees must safeguard information used and accessed while teleworking.
  - Employees must agree to follow all applicable security procedures to ensure confidentiality and security of data.
  - Employees and Pulaski County must agree to the terms of teleworking before an employee will be allowed to work remotely.
  - Any sick, vacation or comp leave must be approved by the supervisor.
  - Employees required to telework must immediately report if they or their immediate family meet any of the conditions outlined above for the Emergency Paid Sick Leave.
4. Essential Personnel The following departments are required to report to work as essential personnel. Other departments and/or personnel may be added upon the County Administrator's discretion and may be required to work at the Emergency Operations Center (EOC) or may be reassigned to other departments. Essential employees may also be directed to work rotating days and will be informed by their supervisor if this type of schedule is implemented.
- PSA Commercial/Residential Refuse Collection
  - Water Treatment Plant
  - Water/Wastewater
  - Payroll
  - Human Resources
  - Finance
  - Garage
  - Environmental Services
  - General Services
  - Public Safety
  - E-911
  - County Administration

- Information Technology
  - Building Department
5. PPE – Employees of each department must adorn the proper PPE as outlined in the risk assessment diagram above. Masks must be two or more layers of washable, breathable fabric, fitting over the nose, under the chin and against the side of the face without gaps. Neck gaiters must be two or more layers. Face coverings cannot have exhalation valves or vents. Face shields are not substitutes for masks!
  6. Reduced Work Force – Should the office environment become infected a reduced workforce may be required as approved by the County Administrator, this may include reducing the number of employees on site and cross training in the event of an outbreak within the work environment.

## V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). The General Services Director will ensure the Environmental Services Crew be responsible for the disinfecting each area. The employer must make sure that adequate disinfection products are on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.

### Specific actions being taken:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;



- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

## VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

### 1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to Pulaski County; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms according to the current CDC guidelines, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

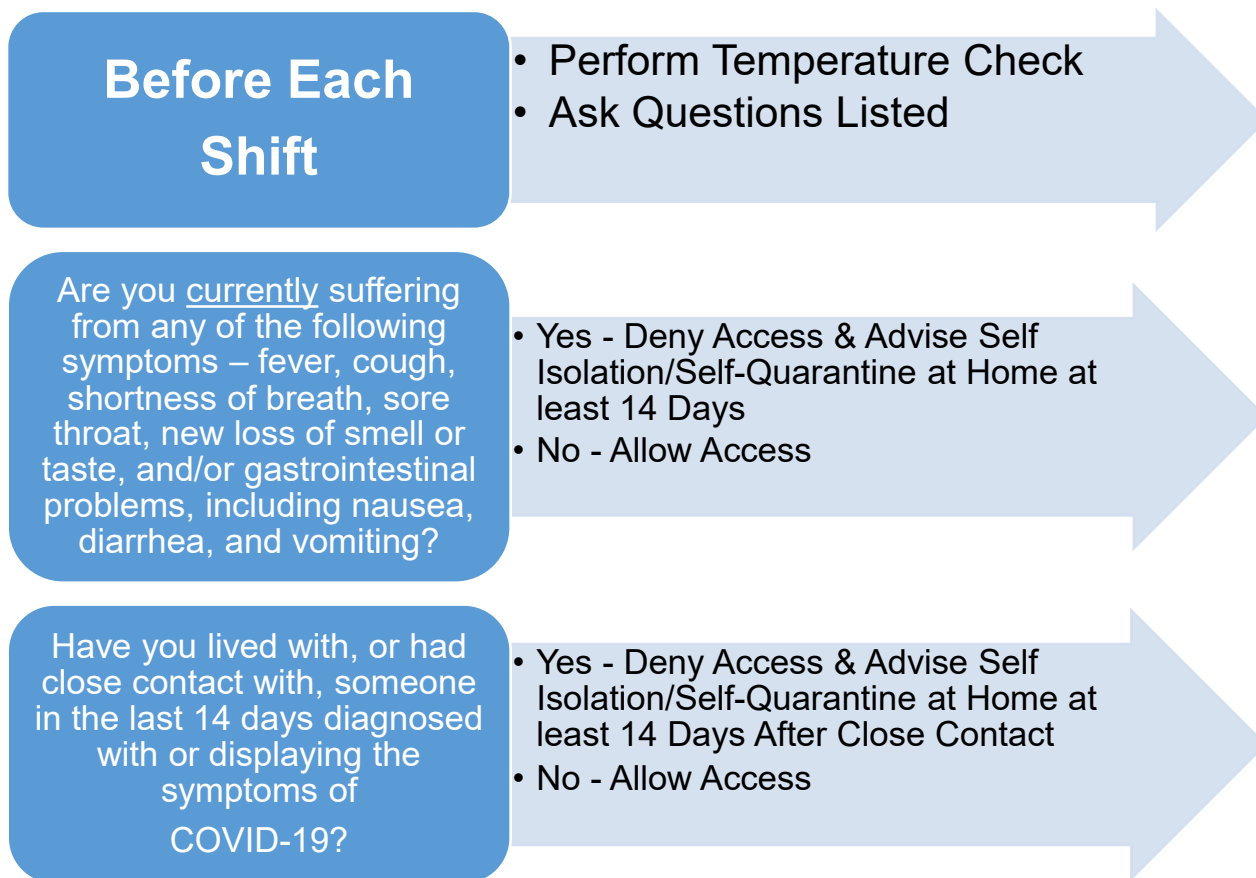
### 2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Pulaski County** screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. Temperature checks are performed using a touchless thermometer.
  - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily screening questions is listed below.



Employees who develop symptoms during their shift must immediately mask and isolate themselves. They must also notify their supervisor and/or Human Resources.

### 3. Return-to-Work Requirements

Employees should refer to the current CDC recommended return to work guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Pulaski County may accept written statements from employees confirming all the factors supporting their release.

Employees who are ill or experiences symptoms should stay home.

The following is an excerpt regarding the Emergency Sick Leave Policy:

**Effective:** April 1, 2020

**Eligibility:** Immediately eligible for paid sick leave (there is no 30 calendar day work requirement).

**Reasons for Sick Leave:** Employers are required to provide sick leave to employees who are unable to work or telework because:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject or advised to quarantine or isolate;
5. The employee is caring for a son or daughter whose school or place of care is closed or a child care provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury.

#### **Leave Entitlement:**

- **Full-time employees** – 80 hours at their regular rate of pay. However, when caring for a family member for reasons (4), (5) and (6) above, sick leave is paid at 2/3 of the employee’s regular rate. Employees who work more than a standard 40 hours per week (Public Safety, E-911, Sheriff’s Department, and Water Treatment Plant) will receive pay for the standard amount of time they are normally required to work per shift within a two week period.)
- **Part-time employees** – the number of hours that the employee works, on average, over a 2-week period.

The law limits paid leave to \$511 per day (\$5,110 total) where leave is taken for reasons (1), (2) and (3) noted above (general an employee’s own illness or quarantine); and \$200 per day (\$2,000 total) where leave is taken for reasons (4), (5) and (6) (care for others and school closures)

The employee is to first use sick leave under this new law then may decide to use any remaining accrued paid leave under the County policy.

Should employees have questions regarding the use of Emergency Sick Leave or Sick Leave per the County Personnel Policy, please contact Human Resources.

Pulaski County will follow state and federal guidance for return to work.

Guidance from the employee's health care provider will also be considered.

## VII. Procedures for Minimizing Exposure from Outside of Workplace

Pulaski County business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where customers might gather/wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of Pulaski County's facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- *All business partners that work within Pulaski County have been provided this Plan.*
- *When possible, Pulaski County will limit the number of visitors in the facility.*
- *Any individual entering one of the Pulaski County facilities may have their temperature checked and/or a questionnaire completed prior to entry.*
- *Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.*

Minimizing exposure from the general public:

- Social distancing practices to be observed:

- 6-foot distances are marked in areas where individuals might gather/wait.
- Limit number of individuals allowed into workplace.
- Minimize face to face contact:
  - Computer and/or workstations positioned at least 6 feet apart
- Information is posted at all Pulaski County facilities educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering Pulaski County may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between Pulaski County employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

### VIII. Training

All employees of Pulaski County will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Company's Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
  - When PPE is required

- What PPE is required
- How to properly don, doff, adjust and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

Retention of training records must be retained in employee files. These records are located in the Payroll department. The most recent training records will be maintained.

## Office Regulations

- a)** Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b)** Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c)** Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
- d)** Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e)** Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f)** Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- g)** Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- h)** Post signs about the importance of personal hygiene.

- i)** Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- j)** Institute cleaning and communications protocols when employees are sent home with symptoms.
- k)** Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- l)** Suspend all nonessential visitors.
- m)** Restrict all non-essential travel, including in-person conference events.