



County of Prince Edward (COVID – 19)

Infectious Disease Prevention 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

Prince Edward 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.

Name and title of health officers

Health Officers			
Name	Title	Department	Phone
Sarah Puckett	Asst County Administrator	County Administration	434-392-8837
Tony Epps	Sheriff	Sheriff	434-392-8101
Megan Clark	Commonwealth Attorney	Commonwealth Attorney	434-392-1902
Lynnette Coe	Clerk of Circuit Court	Clerk of Circuit Court	434-392-5145
Donna Nunnally	Treasurer	Treasurer	434-392-3454
Edna Trent-Goldman	Commissioner of Revenue	Commissioner of Revenue	434-392-3231
Lynnette Wright	Registrar	Registrar	434-392-4767
Roma Morris	Director Social Services	Social Services	434-392-3113
Patty Gulick	Cannery Manager	Cannery	434-223-8664
Ron Van Eps	Director of Public Works	Public Works	434-392-8837

For the purpose of ensuring compliance with the most recent safety and health requirements, *Sarah Puckett, Assistant County Administrator and Emergency Management Coordinator* 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”.

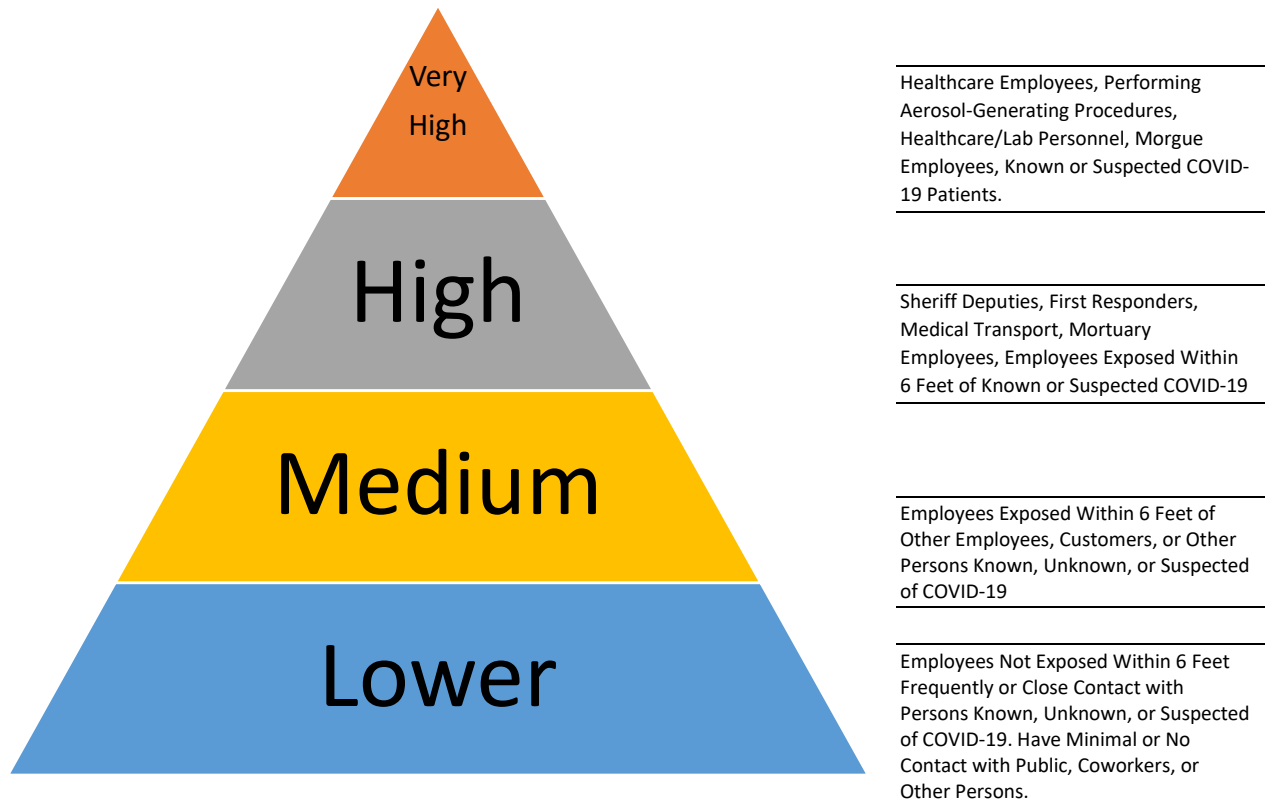
“Very High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer 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.

The following table lists various job descriptions, work areas, exposure risk, hazards faced and the PPE that has been provided.

PRINCE EDWARD COUNTY COVID-19 HAZARD ASSESSMENT

Job Description	Location	Risk Level	Hazards	PPE Provided
Asst. County Administrator	County Admin	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer
Admin. Associates	County Admin	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer
Director of Community Dev.	County Admin	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer

Community Dev. Specialist/ Emergency Mgmt. Coordinator	County Admin	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, Face Shield
Tourism Coordinator	Visitor Center	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves plexiglass shield
P/T Tourism Associates	Visitor Center	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, glove, plexiglass shield
Econ. Dev. Coordinator	Visitor Center	Low Risk	Low – maintains 6 feet distance with employees & public	Mask, hand sanitizer, plexiglass shield
Sheriff	Sheriff's Office	High Risk	High potential of exposure to known or suspected sources of SARS-CoV-2	Masks/respirators. gloves, hand sanitizer, face shield
Deputy Sheriffs	Sheriff's Office	High Risk	High potential of exposure to known or suspected sources of SARS-CoV-2	Masks/respirators. gloves, hand sanitizer, face shield
Dispatchers	Sheriff's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves
Bailiffs	Sheriff's Office	High Risk	High potential of exposure to known or suspected sources of SARS-CoV-2	Masks/respirators. gloves, face shield, hand sanitizer
Admin Support	Sheriff's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves
Clerk of Circuit Court	Clerk of Circuit Court	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Deputy Clerks	Clerk of Circuit Court	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Treasurer	Treasurer's office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier

Deputy Treasurers	Treasurer's office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Commissioner of Revenue	Commissioner of Revenue Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, glove, plexiglass shield
Deputy Commissioners	Commissioner of Revenue Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, glove, plexiglass shield
Registrar	Registrar's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, glove, plexiglass shield
Asst Registrars	Registrar's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, glove, plexiglass shield
Commonwealth Attorney	Commonwealth Attorney's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Asst Commonwealth Attorneys	Commonwealth Attorney's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Admin Associates	Commonwealth Attorney's Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Victim Witness Coordinator	Victim Witness Office	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, private office
Director Pubic Works	Public Works	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, private office
B & G Maint. Workers	Building & Grounds	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Custodians	Building & Grounds	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Director of Solid Waste	Landfill	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Heavy Equip Operators	Landfill	Low Risk	Low – maintains 6 feet distance with employees & public	Mask, hand sanitizer, plexiglass shield

Site Attendant	Convenience Sites	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Cannery Workers	Cannery	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Director Piedmont Court Services	Piedmont Court Services	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Administrative Assistant	Piedmont Court Services	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Probation Officer	Piedmont Court Services	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves,
Director of Social Services	Social Services Building	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Benefit Specialist	Social Services Building	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Case Managers	Social Services Building	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Office Manager	Social Services Building	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier
Receptionist	Social Services Building	Medium Risk	Medium Contact with employees & public inside 6 ft	Mask, hand sanitizer, gloves, floor to ceiling barrier

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

In the event that an outbreak or pandemic due to an infectious disease, **Prince Edward 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:

Employees are to stay home when they are ill. The County recognizes that many times, with the best of intentions, employees report to work even though they feel ill. Employees who

are ill should utilize their paid sick leave, annual leave, and other benefits when they are ill. In addition, for the COVID-19 pandemic, employees may be eligible for emergency paid sick leave under federal and/or state law.

Options for work scheduling will vary by department needs but may include telework, staggered shifts, and other administrative/work practice controls when feasible to reduce or eliminate contact with others inside six feet. These options should not be utilized when an employee is ill.

Employees have been made aware of sick leave policies and alternative working arrangements, as well as the paid sick leave available through the Families First Coronavirus Response Act (FFCRA). The posting of this information can be found on a bulletin board in each department and on the Prince Edward County website under Human Resources Policies. The Request for Emergency Paid Sick Leave (EPSL) and Leave Advancement can be made by contacting Human Resources at 434-392-8837.

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.

Mechanical HVAC systems designed for each building or workspace will be maintained in accordance with the manufacturers' instructions and comply with American National Standards Institute (ANSI) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) which include requirements for outdoor air ventilation. General Services will additionally be responsible to ensure that HVAC system filters are checked and replaced at the recommended interval and that the filters properly fit.

Additional precautions and actions Prince Edward County are taking to mitigate the spread of COVID-19:

- Large gatherings are minimized whenever possible to allow for proper physical distancing; in person staff meetings are postponed, cancelled or held remotely;
- Face coverings are being made available to all employees;
- Employees are required to maintain physical distance while on the job and during breaks;
- 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;
- Physical plastic or glass guards have been installed where possible;
- Departments have implemented flexible work hours or telework where possible, to limit the number of employees simultaneously working on-site;
- Employee interactions with the general public are modified to allow for additional physical space between parties; and
- Curb side pick-up has been established for pick-up and delivery for some offices.

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 **Prince Edward County**; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever of 100.4 or greater, 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, All **Prince Edward County** employees are required to conduct a self-health screening prior to arriving to the job-site:

A reference chart of the daily screening questions is listed below:

Health Screening Questions

Do you have a cough or shortness of breath?
Do you have a fever of 100.4 or greater?
Do you have two or more of the following symptoms: <ul style="list-style-type: none"> • Perception of a fever • Chills • Repeated shaking with chills • New or unusual muscle, joint or body pain • Headache • Sore throat • New loss of taste or smell?
Is someone you live with exhibiting symptoms such that they could answer yes to any of these questions?
Have you been exposed to someone within the last fourteen calendar days, regardless of whether they live with you that has a confirmed or presumed case of COVID-19?

If you answer yes to any of the questions above, do not report to your job site or immediately exit the building and notify your supervisor.

If you are found in the workplace with any of these symptoms, your supervisor is required to send you home. Please contact the Human Resources office at 434-392-8837 to find out your rights to access leave for these circumstances.

Employees who develop symptoms during their shift must immediately be isolated and report to their supervisor and/or Human Resources by telephone. They will be informed they must return home for quarantine and contact their immediate supervisor for advised care and return to work guidance.

3. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon authorization of their Department Director when they achieve the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and

- Negative results of an FDA Emergency Use Authorized molecular assay for SARS-CoV-2 from two consecutive specimens collected and tested at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon authorization of their Department Director when they achieve the following conditions per CDC Guidelines:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after 10 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Prior to returning to work, employees are required to receive approval from their Department Director.

Department Directors and Constitutional Officers should encourage sick employees to stay home under the following circumstances:

- Employees are to stay home when they are ill, even if the illness is not suspected to be COVID-19.
- Particularly for the duration of the ETS, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: a fever of 100.4° F [37.8°C] or greater, cough, chills, repeated shaking with chills, shortness of breath, muscle pain, headache, sore throat, or new loss of taste or smell, all without the use of symptom-reducing medications.
- Employees who are ill should utilize their paid sick leave, annual leave, paid time off, and other benefits when they are unable to work due to illness.
- Based on federal and state laws and regulations associated with the COVID-19 pandemic, employees may be eligible for emergency paid sick leave through December 31, 2020 or such future date as may be fixed by future amendments to these laws.
- Employees have been made aware of sick leave policies and alternative working arrangements, as well as the paid sick leave available through the Families First Coronavirus Response Act (FFCRA). For questions regarding leave you should contact Human Resources at 434-392-8837.

Prince Edward County will follow Commonwealth of Virginia and federal guidelines, whichever is the most restrictive at the time, for return to work guidance.

VII. Procedures for Minimizing Exposure from Outside of the Workplace

Prince Edward 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.

- 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 when possible
 - Limit the number of customers allowed into workplace at any given time
 - Minimize face to face contact with coworkers or customers

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

To minimize exposure from visitors, vendors or subcontractors:

- All subcontractors or vendors that provide contract within our workforce at **Prince Edward County** will be provided this Plan.
- When possible, **Prince Edward County** will limit the number of visitors in the facility.
- Any individual entering one of the **Prince Edward County** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks are required to be worn and will be available to visitors/vendors and subcontractors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries should be handled through curbside pick-up or delivery if feasible.

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 workstations positioned at least 6 feet apart
- Information is posted at **each Prince County** Location educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering **Prince Edward County facilities** 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 **Prince Edward County** employees and the public in high impact areas have been installed.
- Masks are required to be worn in every Prince Edward County facility and are available to the general public at each facility.
- Appropriate disinfectants will be provided so that individuals can clean work areas before and after use.

VIII. Training

All employees at **Prince Edward 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.
- 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

The following table is an example.

Date:		Trainer:	
Employee Name – (Printed)	Employee Name (Signature)	Work Area	COVID -19 Risk Level

Retention of training records must be retained in employee files. These records are located in Human Resources. The most recent training records will be maintained.

Industry Specific Guidelines

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., smoking areas or cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f)** Turn off water fountains.
- g)** Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h)** Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i)** Post signs about the importance of personal hygiene.
- j)** Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- k)** Institute cleaning and communications protocols when employees are sent home with symptoms.

I) 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.

m) Suspend all nonessential visitors.

n) Restrict all non-essential travel, including in-person conference events.

Outdoor:

Businesses or operations whose work is primarily and traditionally performed outdoors must:

a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

b) Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.

c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.

d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.