Albemarle County COVID-19 Reconstitution Guidance for Employees

Updated: July 15, 2020
For use during Phase 3

Governor Northam’s Forward Virginia plan is focused on ensuring a safe start to recovery. As a local government, we enter Phase 3 balancing our ongoing response to the COVID-19 public health emergency. We are closely monitoring local cases, testing capacity, percent positivity, and resource availability.

Albemarle County’s Response goals remain:
- to reduce transmission among staff and the public
- protect people who are at higher-risk for adverse health complications
- maintain essential services for the public

Our goals for Reconstitution are to:
- protect the health and safety of staff and residents
- support all people and communities
- facilitate a safe transition to “normal” County operations and community economic recovery

Phase 1 and 2 of Reconstitution resembled the response phase in many ways. The organization has continued to move forward with many staff teleworking, delivering services through the phone and virtually. For staff continuing to serve customers in-person, face coverings, physical distancing, and other requirements found in our customer interaction guidance have been the norm.

Phase 3 of Reconstitution carries forward many of the procedures and policies from Phases 1 and 2. The CDC has advised that in Phase 3, vulnerable populations are safer at stay home, individuals should minimize social gatherings, but gatherings of up to 250 people are permissible with physical distancing, and employers should encourage telework and close common areas in the workplace.

While Phase 3 in Virginia began on July 1, the Incident Management Team has determined that Albemarle County will proceed with some additional staff returning to work in the office buildings on July 20, with a minimum transition period of two weeks before making substantive changes to our operating status for the general public. To facilitate a transition of staff returning to onsite work, the Phase 3 guidance contained in this playbook will take effect Monday, July 20. Employees should not make any change to their worksite unless directed by their supervisor.

While we expect this guidance to be in effect for the duration of Phase 3, the Incident Management Team will revisit these policies and procedures as needed and issue revised guidance as necessary.
To keep each and every one of us safe, please review and follow the guidance contained in this playbook. If you have questions about this guidance, please email COVID19@albemarle.org.
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PHASE 3 - BEGINNING JULY 20TH

What County programs or services are operating?

- For the most part, all programs and services are operating and are being delivered through a combination of in-person, virtually and/or telephonically.
- The office buildings will reopen for walk-in customers during Phase 3, at the direction of the Incident Management Team. When the office buildings reopen to walk-in visitors, it is expected that the hours of operation will resume Monday through Friday, 8 am to 5 pm.
  - At COB-McIntire, visitors to Community Development may use the North Wing Entrance and all other visitors must use the front visitors entrance.
  - At COB-5th, all regular visitors entrances will be in operation.
- Parks remain open. Organized athletics programs/reservations will resume. The requesting organization must submit to Parks & Recreation and have approved a detailed plan for how it will meet state-issued guidelines for athletics.
- Community Centers will allow limited private rentals of up to 25 people, with screening prior to entry.
- Public meetings will remain virtual. Community use of County facilities remains unavailable.

To see a department summary of programs and services, read the Programs & Services Summary.

How do I know where I should report to work?

- Telework continues to be strongly encouraged.
- The County Office Buildings will reopen to the public at least two weeks following Monday, July 20, pending final direction from the Incident Management Team. It is expected that once the office buildings reopen, they will resume standard business hours – Monday through Friday, 8 am to 5 pm.
- Departments and divisions will manage onsite staffing to provide customer service to walk-in customers. The week of July 20th will be a transition period of at least 2 weeks for staff returning to work onsite – to train on new procedures and to plan for delivering onsite services.
- High-Risk Employees, as defined by current CDC guidelines, may return to work in Phase 3, beginning July 20. If you believe you qualify as high-risk and would like to access Families First Coronavirus Response Act (FFCRA) leave, please contact Human Resources for further information. A signed note from a healthcare professional is required to process FFCRA.
- Each employee should discuss with their supervisor before making a change in work location. If you have been working from home and have not been directed to return to the building, continue to work from home.

If I’m coming into the office, what should I expect entering the building?

- Review the Non-Public Safety Risk Mitigation Plan and the Reconstitution Phase Staff/Visitor Protection Plan. Key points from these documents are found in this summary, but both documents should be reviewed in their entirety prior to reporting to a County facility for work.
- Staff access to the building will be through designated staff entrances (see diagrams). Badge access to all other entrances will be restricted. Staff will not enter through visitors’ entrances at COB-McIntire and staff able to use alternate entrances at COB-5th are strongly encouraged to.
- Complete the Employee Screening Procedure self-evaluation each time you enter the building. If you’re sick – don’t come in. You will be required to use the Temperature Kiosk to monitor your temperature and submit a short employee screening verification each day you report to an office building.
Everyone – staff, contractors, and customers – is required to wear a cloth face covering as soon as they enter the building. Face coverings must be worn in common spaces at all times (public safety personnel in the field - follow departmental guidance). This includes hallways, break rooms, printing rooms, etc. Please do not wear N95s – these should be reserved for healthcare professionals on the front lines. If you have a reason why you cannot wear a cloth face covering, please inform your supervisor so a review by IMT can be initiated.

Hand sanitizing stations or bottles are available at all entrances. Everyone entering the building must sanitize their hands. Please wash your hands regularly throughout the workday.

Complete a temperature screen the first time you enter the County Office Buildings each day. Contactless infrared temperature screening kiosks are located at designated staff entrances in each office building. If the kiosk reads a temperature 100.4°F or greater and you believe it is in error, wait 5 minutes and scan again. If the kiosk reads a temperature 100.4°F or greater again, you cannot enter the building - contact your supervisor and return home.

All employees reporting to an office building will complete an employee screening attestation, through the COVID Self-Monitoring Log app, each day. If you respond “Yes” to the attestation, do not enter the building, contact your supervisor, and return home.

Elevators will be limited to one individual or members of one household unit at all times.

How will visitors enter the County Office Buildings?

Visitors, including customers and contractors, will be restricted to one entrance at each office building and will be encouraged to utilize a contactless temperature screen kiosk. Staff will not enter through visitors’ entrances at COB-McIntire in order to minimize opportunities for visitors to follow staff into the building, and staff able to use alternate entrances at COB-5th are strongly encouraged to.

Everyone – staff, contractors, and customers – is required to wear a cloth face covering as soon as they enter the building. Face coverings must be worn in common spaces at all times (public safety personnel in the field - follow departmental guidance). This includes hallways, break rooms, printing rooms, etc. Please do not wear N95s – these should be reserved for healthcare professionals on the front lines.

Customers that decline to wear a cloth face covering for medical reasons will be required to use the temperature screening kiosk. If their temperature report is within the normal range (<100.4°F), they will be asked the screening questions below by the front desk ambassador. If the customer affirms the screening questions, s/he will be given a sticker to wear that indicates to staff that the customer has passed the screening. If the customer receives a reading of 100.4°F or higher, s/he will be asked to return when s/he is symptom-free for at least 72 hours or seek services through alternate means (phone, internet).

Hand sanitizing stations or bottles are available at all entrances. Everyone entering the building must sanitize their hands.

Screening

- At COB-McIntire, visitors will be greeted in the lobby, asked screening questions, offered the opportunity to conduct the temperature screen, and then be permitted access to conduct their business.
- At COB-McIntire North Wing/Community Development, visitors will enter the lobby and be received at the intake desk following typical procedures. Signage and intake staff will indicate that customers conducting business with CDD and other departments will exit the North Wing and re-enter the building from the main Visitor’s Entrance.
- At COB-5th Street, building access will be managed in the front lobby through a temporary extension of the front desk ambassador program in-place at COB-McIntire for the “front” of 5th Street and through a phone screening as directed by a sign on the door at the
Stagecoach entrance. The ambassador (5th Street) or designated staff (Stagecoach side) will respond to visitors using the intercom system, asked screening questions, ensure they follow the posted building entry signage and procedures, and direct them within the building.

- Elevators will be limited to one individual or members of one household unit at all times.

How will physical distancing be observed in the building?

- Continue to utilize Teams to conduct meetings virtually whenever practical, even if team members are onsite.
- All conference rooms have been evaluated by FES to ensure occupants can maintain 6’ of distance and a “physical distancing occupancy limit” has been posted outside each conference space. Please observe this limit at all times. This applies to public/common conference rooms and department conference rooms.
- Consider eating in your office, outside, or, if you use a break room, maintain physical distance at all times. If a departmental break room is too small to maintain physical distance with more than one person, keep the space available to those needing to access a refrigerator, microwave, coffee, sink, etc. by eating in another location.
- Adjust shared workspaces so that 6’ can be maintained at all times.

What enhanced cleaning protocols are in-place?

- Review the Reconstitution Phase Staff/Visitor Protection Plan for full details.
- Nightly cleaning and sanitizing of all high-touch surfaces will continue in common spaces.
- You are responsible for cleaning your personal workspace each day – each department will be provided a cleaning station stocked with supplies from Facilities & Environmental Services. Consider wiping down your keyboard, mouse, desktop, doorknob, and other high-touch surfaces before you begin work each day.
- Pool and agency assigned vehicles have sanitizing wipes inside them and a box of gloves will be located on top of the “keyper”. Please get a pair of gloves when you checkout the vehicle and wipe down high-touch areas of the vehicle before and after use.

What do I do if I have to interact with other employees, customers, or contractors?

- Continue to utilize Teams to conduct meetings virtually whenever practical.
- In-person meetings of any sort are limited to no more than 2 hours.
- Follow the Customer Interaction Guidelines. This includes evaluating whether in-person contact is necessary, conducting a screening with the person before you begin interacting if in-person is necessary, maintaining physical distancing during the interaction, and sanitizing afterward.

What other measures are in place to limit risk of exposure?

- Though the CDC indicates it is less likely to contract COVID-19 through material exposure, we are taking the following precautions:
  - All packages (USPS, UPS, FedEx, etc.) are being accepted through the front desk and will be delivered to the final recipient by staff through the normal mail distribution process.
  - Mail will be distributed as typical. Employees are encouraged to wash or sanitize their hands after handling mail.
  - Tissues, sanitizing wipes, paper towels, sanitizing spray, gloves, and hand sanitizer are being provided to each department for use by employees
  - Recycling services are suspended for the time-being. Please dispose of all materials in the trash. We look forward to resuming recycling services once we can safely do so.
I work in a shared workspace – what changes should I make to support physical distancing?

- Limit sharing of high-touch work areas, including desks and computers.
- Where shared materials/tools is necessary, sanitize between each user.
- Configure shared spaces to provide 6’ between workstations/tables.
- Clean high-touch surfaces frequently.

Can I hold in-person meetings, trainings, or other events in County facilities in Phase 3?

- Public meetings will remain virtual. Community use of County facilities remains unavailable.
- Meetings should continue to be conducted virtually to the extent practicable – even if team members are onsite together.
- In-person meetings, if necessary, must follow physical distancing, should be kept as short as possible and are limited to no longer than 2 hours, and with the minimum number of staff attending.
- The buildings remain closed to the public, with limited exceptions, until further direction from the Incident Management Team, and not earlier than Monday, August 3. You should not schedule in-person meetings, trainings, or other events with non-staff in attendance prior to that date. Limited exceptions must be approved by the Department Director in advance.
- Meetings, trainings and events with attendance by non-staff traveling from outside of the county are not permitted. If you need to host such a meeting or event, please contact IT and/or CAPE to discuss what virtual options we have available.
- Please contact the IMT if you have a need that cannot be met in a virtual meeting environment, by emailing COVID19@albemarle.org.

Can I attend offsite in-person meetings, trainings, or other events in Phase 3?

- Attendance to work-related trainings, events, and conferences are permitted, but air travel is suspended until further notice. If you have an operational need for air travel, an exception may be made with approval from the County Executive’s Office.
- Local in-person meetings are permissible, but virtual meeting options should be thoroughly considered before scheduling. Follow the customer interaction guidelines if attending an in-person meeting.
- Please contact the IMT if you have a need that cannot be met in a virtual meeting environment, by emailing COVID19@albemarle.org.

What do I do if I have been exposed to COVID-19 or receive a positive diagnosis?

- Call the Designated Infection Control Officer (DICO), available 24/7 at 434-987-8890 and follow the Exposure and Return to Work Policy guidance. The DICO will maintain all documents related to the exposure as medical records in accordance with ADA, EEOC, DOL, and other applicable standards.
- Return to Work procedures follow CDC and Health Department guidelines.

If I have a symptom or symptoms that I cannot attribute to another condition, such as allergies, what should I do?

- Read and follow the guidance in the Exposure and Return to Work to Policy.
  - The first step is to report the illness here.

How will notifications be made if a staff member working onsite or in the field tests positive for COVID-19?
• Consistent with guidance from local health officials, any exposed coworkers will be notified on an individual basis.
• To protect individuals' privacy, no broad communications will be sent when there is a positive test result among staff.

What leave provisions apply during Phase 3?

• Families First Coronavirus Response Act (FFCRA) Leave – As has been the case since April 1, employees continue to have FFCRA leave options. Applying for FFCRA leave types is a requirement. The two leave types are Emergency Paid Sick Leave and Emergency Extended Family and Medical Leave.
• Effective July 20 the following changes will take place:
  o High Risk Employees – Employees using COVID-19 Admin Leave on the basis of a Pandemic Risk Form will conclude. Employees who continue to be unable to work or telework are encouraged to consider FFCRA Emergency Sick Leave. Employees are encouraged to review the Emergency Paid Sick Leave request form and provisions for using this leave type.
• Note: COVID-19 Admin Leave – COVID-19 Admin Leave will continue to be utilized for special circumstances only.
PHASE 2 – JUNE 5-JULY 19, 2020

What County programs or services are operating?
• For the most part, all programs and services are operating, but are being delivered virtually and/or telephonically.
• The office buildings remain closed to walk-in visitors, except Community Development, which continues to accept submissions on Mondays, Wednesdays, and Fridays, in the lobby only.
• The office buildings will receive limited visitors in-person and by appointment only, where in-person service is necessary.
• Many of the park amenities that closed in March will re-open, including restrooms, tennis and basketball courts, playgrounds, and picnic areas.

To see a department summary of programs and services, read the Programs & Services Summary.

How do I know where I should report to work?
• The County Office Buildings will remain closed to the public until at least Monday, July 6.
• Many staff will continue to work from home. Some staff may report back to a County Office Building at the direction of their supervisor. Some staff may work both from home and in the building, depending on task assignments, at the direction of their supervisors. More staff will resume field work in Phase 2. A few staff and our public safety personnel have been and will continue to work in a County building, fire station, or other field assignment.
• Each employee should discuss with their supervisor before making a change in work location. If you have been working from home and have not been directed to return to the building, continue to work from home.
• High-Risk Employees, as defined by current CDC guidelines, should not return to work in the buildings until Phase 3. Please contact your supervisor.

If I’m coming into the office, what should I expect entering the building?
• Review the Non-Public Safety Risk Mitigation Plan and the Reconstitution Phase Staff/Visitor Protection Plan. Key points from these documents are found in this summary, but both documents should be reviewed in their entirety prior to reporting to a County facility for work.
• Enter the office buildings using a staff-only or secondary visitors entrance to the extent practical. This will minimize opportunities to have visitors follow employees into the building as we seek to manage building access for the general public.
• Complete the Employee Screening Procedure self-evaluation each time you enter the building. If you’re sick – don’t come in.
• Everyone – staff, contractors, and customers – is required to wear a cloth face covering as soon as they enter the building. Face coverings must be worn in common spaces at all times (public safety personnel in the field - follow departmental guidance). This includes hallways, break rooms, printing rooms, etc. Please do not wear N95s – these should be reserved for healthcare professionals on the front lines.
• Hand sanitizing stations or bottles are available at all entrances. Everyone entering the building must sanitize their hands. Please wash your hands regularly throughout the workday.
• At COB-5th Street, building access will be managed in the front lobby through a temporary extension of the front desk ambassador program in-place at COB-McIntire. The ambassador will respond to visitors using the intercom system, ensure they follow the posted building entry signage and procedures, and direct them within the building.

How will physical distancing be observed in the building?
• Continue to utilize Teams to conduct meetings virtually whenever practical.
• All conference rooms have been evaluated by FES to ensure occupants can maintain 6’ of distance and a “physical distancing occupancy limit” has been posted outside each conference space. Please observe this limit at all times. This applies to public conference rooms and department conference rooms.
Consider eating in your office, outside, or, if you use a break room, maintain physical distance at all times. If a departmental break room is too small to maintain physical distance with more than one person, keep the space available to those needing to access a refrigerator, microwave, coffee, sink, etc. by eating in another location.

Adjust shared workspaces so that 6’ can be maintained at all times.

What enhanced cleaning protocols are in-place?
- Review the Reconstitution Phase Staff/Visitor Protection Plan for full details.
- Nightly cleaning and sanitizing of all high-touch surfaces will continue in common spaces.
- You are responsible for cleaning your personal workspace each day – each department will be provided a cleaning station stocked with supplies from Facilities & Environmental Services. Consider wiping down your keyboard, mouse, desktop, door knob, and other high-touch surfaces before you begin work each day.
- Pool and agency assigned vehicles have sanitizing wipes inside them and a box of gloves will be located on top of the “keyper”. Please get a pair of gloves when you checkout the vehicle and wipe down high-touch areas of the vehicle before and after use.

What do I do if I have to interact with other employees, customers, or contractors?
- Continue to utilize Teams to conduct meetings virtually whenever practical.
- Follow the Customer Interaction Guidelines. This includes evaluating whether in-person contact is necessary, conducting a screening with the person before you begin interacting if in-person is necessary, maintaining physical distancing during the interaction, and sanitizing afterward.

What other measures are in place to limit risk of exposure?
- Though the CDC indicates it is less likely to contract COVID-19 through material exposure, we are taking the following precautions:
  - All packages (USPS, UPS, FedEx, etc.) are being accepted through the Mail Room and will be delivered to the final recipient by staff through the normal mail distribution process.
  - Mail will resume regular distribution. Employees are encouraged to wash or sanitize their hands after handling mail.
  - Tissues, wipes, gloves, and hand sanitizer are being provided to each department for use by employees.
  - Recycling services are suspended for the time-being, to limit visitors in the building. Please dispose of all materials in the trash. We look forward to resuming recycling services once we can safely do so.

I work in a shared workspace – what changes should I make to support physical distancing?
- Limit sharing of high-touch work areas, including desks and computers – and clean between each user.
- Configure shared spaces to provide 6’ between workstations/tables.
- Clean high-touch surfaces frequently.
PHASE 1 MAY 14-JUNE 4, 2020

What County programs or services are operating?

- For the most part, all programs and services are operating, but are being delivered virtually and/or telephonically.
- The building remains closed to visitors, with limited exceptions.
- To see a department summary of programs and services, read the Programs & Services Summary.

How do I know where I should report to work?

- Most staff will continue to work from home. Some staff may work both from home and in the building, depending on task assignments. A few staff and our public safety personnel have been and will continue to work in a County building, fire station, or other field assignment.
- Each employee should discuss with their supervisor before making a change in work location. If you have been working from home and have not been directed to return to the building, continue to work from home.
- High-Risk Employees, as defined by current CDC guidelines, should not return to work in the buildings until Phase 3. Please contact your supervisor.

If I’m coming into the office, what should I expect entering the building?

- Review the Phase 1 Non-Public Safety Risk Mitigation Plan and the Reconstitution Phase Staff/Visitor Protection Plan. Key points from these documents are found in this summary, but both documents should be reviewed in their entirety prior to reporting to a County facility for work.
- Complete the Employee Screening Procedure self-evaluation each time you enter the building. If you’re sick – don’t come in.
- Everyone – staff, contractors, and customers – is required to wear a cloth face covering as soon as they enter the building. Face coverings must be worn in common spaces at all times (public safety personnel - follow departmental guidance). This includes hallways, break rooms, printing rooms, etc. Trust us – you get used to them! Please do not wear N95s – these should be reserved for healthcare professionals on the front lines.
- Hand sanitizing stations or bottles are available at all entrances. Everyone entering the building must sanitize their hands. Please wash your hands regularly throughout the workday.

How will physical distancing be observed in the building?

- Continue to utilize Teams to conduct meetings virtually whenever practical.
- All conference rooms have been evaluated by FES to ensure occupants can maintain 6’ of distance and a “physical distancing occupancy limit” has been posted outside each conference space. Please observe this limit at all times. This applies to public conference rooms and department conference rooms.
- Consider eating in your office, outside, or maintain physical distance in break rooms.
- Adjust shared workspaces so that 6’ can be maintained at all times.

What enhanced cleaning protocols are in-place?

- Review the Reconstitution Phase Staff/Visitor Protection Plan for full details.
- Nightly cleaning of all high-touch surfaces will continue in common spaces.
- You are responsible for cleaning your personal workspace each day – each department will be provided cleaning supplies through Facilities & Environmental Services. Consider wiping down your
keyboard, mouse, desktop, door knob, and other high-touch surfaces before you begin work each day.  
- Pool vehicles have sanitizing wipes inside them and a box of gloves will be located on top of the “keyper”. Please get a pair of gloves when you checkout the vehicle and wipe down high-touch areas of the vehicle before and after use.

What do I do if I have to interact with other employees, customers, or contractors?

- Follow the Customer Interaction Guidelines. This includes evaluating whether in-person contact is necessary, conducting a screening with the person before you begin interacting if in-person is necessary, maintaining physical distancing during the interaction, and sanitizing afterward.  
- Facilities & Environmental Services has worked with departments interacting in-person with customers, including installing sneeze guards and providing dropboxes.

What other measures are in place to limit risk of exposure?

- Though the CDC indicates it is less likely to contract through material exposure, we are taking the following precautions:
  - All mail and packages (USPS, UPS, FedEx, etc.) are being accepted through the Mail Room and held for 36 hours before delivery to the final recipient  
  - Tissues, wipes, and hand sanitizer are being provided to each department for use by employees  
  - Gloves are available for those handling customer paperwork that cannot be held for 36 hours  
  - Recycling services are suspended for the time-being, to limit visitors in the building. Please dispose of all materials in the trash. We look forward to resuming recycling services once we can safely do so.

I work in a shared workspace – what changes should I make to support physical distancing?

- Limit sharing of high-touch work areas, including desks and computers – and clean between each user  
- Configure shared spaces to provide 6’ between workstations/tables  
- Clean high-touch surfaces frequently

Can I hold in-person meetings, trainings, or other events in County facilities in Phase 1?

- For the most part, no.  
- In-person meetings with internal staff may proceed under Phase 1, if necessary, following physical distancing within offices and/or conference rooms.  
- The buildings remain closed to the public, with limited exceptions. You should not schedule in-person meetings, trainings, or other events with non-staff in attendance.  
- If you need to host a larger meeting or event, please contact IT and/or CAPE to discuss what virtual options we have available.  
- Please contact the IMT if you have a need that cannot be met in a virtual meeting environment, by emailing COVID19@albemarle.org.

Can I attend in-person meetings, trainings, or other events in Phase 1?

- All work-related trainings, events, and conferences have been suspended through at least June 30.
• Local in-person meetings are permissible, but virtual meeting options should be thoroughly considered before scheduling. Follow the customer interaction guidelines if attending an in-person meeting.
• Please contact the IMT if you have a need that cannot be met in a virtual meeting environment, by emailing COVID19@albemarle.org.

What do I do if I have been exposed to COVID-19 or receive a positive diagnosis?

• Call the Designated Infection Control Officer (DICO), available 24/7 at 434-987-8890 and follow the Exposure and Return to Work Policy guidance. The DICO will maintain all documents related to the exposure as medical records in accordance with ADA, EEOC, DOL, and other applicable standards.
• Return to Work procedures follow CDC and Health Department guidelines.

What leave provisions apply during Phase 1?

• For Phase 1, there is no change to the Temporary Emergency leave Provisions that were established April 1, 2020.
  o Phase 1 will allow for the continued application of the organization’s stance to protect employees who submitted a Pandemic Risk Form, so long as the reason for submission remains consistent with current CDC guidelines (i.e. the age threshold being 65-years old, being diabetic, having a chronic lung condition, etc. - please note the CDC has revised the higher-risk age threshold to 65 years old).
  o Families First Coronavirus Response Act (FFCRA) Leave will continue to be an option for employees unable to work/telework. The two leave types are Emergency Paid Sick Leave and Emergency Extended Family and Medical Leave. See Temporary Pandemic Leave Provisions - Phase 1 for more details.
Albemarle County Department Program & Service Summary

**Phase 3**

**Board of Supervisors**
The Board of Supervisors Office Administration continues to provide support to the Board of Supervisors through a combination of telework and on-site staffing.

**County Executive’s Office**
The County Executive’s Office is operating all programs and services through a combination of telework and on-site staffing. Communications efforts will continue at much higher-than-normal levels, and public and employee engagement opportunities remain virtual in Phase 3.

**Community Development**
Community Development will continue to provide most programs and services through a combination of telework and on-site staffing. When the building is open, we will also be open 5 days a week from 8 am until 5 pm. Some services may be slightly modified and appointments are encouraged. We encourage submittal of all applications online while continuing to accept paper applications. Inspections continue in the field using documented safety protocol. Public meetings will continue to be held virtually for all public bodies supported by Community Development.

**County Attorney**
The County Attorney’s Office is operating all programs and services through a combination of telework and on-site staffing. The office is hand-signing documents, which has been delegated to the attorney in the office.

**Economic Development**
Economic Development is operating all of its programs and services, though using different service delivery methods. Services have shifted to include existing small business and expanded to include microloan program, education seminars, and resources and counseling. One staff member is working in the office and others are teleworking, with limited visits to the office. Phase 3 will bring back limited in-person site visits, but continue to primarily rely on virtual meeting, email, and telephone correspondence. Digital community engagement began in Phase 2 on key projects. Staff will begin meeting with the public by appointment only and make every effort for these meetings to occur outdoors.

**Facilities and Environmental Services**
FES continue to provide programs and service through a combination of telework and on-site staffing. Internal recycling has been paused during the building closure. Adjustments continue due to the pandemic, including increased disinfection of high-touch surfaces and centralized acceptance of packages delivered directly to the office buildings.

**Finance**
Finance is operating all programs and services through a combination of telework and on-site staffing. All divisions will have one employee available on-site daily. Customer service windows will be open once the
building is open to the public. Online payments made via e-check will have fees waived in perpetuity. Appraisal site visits will continue. Delinquent collections efforts have been suspended.

**Fire/Rescue**
Fire Rescue has been heavily involved in the response to COVID-19, with staff working to support the regional Emergency Operations Center and the organization’s Incident Management Team, which is ongoing. ACFR continues to respond to calls for service with enhanced personal protective equipment protocols in place. In Phase 3, field inspections will resume and trainings/education will continue using a combination of in-person and virtual platforms. Business and permit inspections by Prevention program still paused.

**Human Resources**
Human Resources is providing its programs and services through a combination of telework and on-site staffing. In Phase 3, the department will continue to hold office hours for specific services (e.g., retirement counseling, leave consults, etc.).

**Information Technology**
Information Technology (IT) is operating all of its programs and services through a combination of telework and limited on-site staffing to support physical hardware and systems. Most functions are being delivered virtually and will continue into Phase 3.

**Parks & Recreation**
Parks & Recreation continues to operate and maintain County properties, but some programming will continue to be impacted by COVID-19 in Phase 3. Administrative staff will continue to primarily telework. Field staff has continued to report to the field and will continue to do so. The Parks Ambassador Program, which was created to support responsible use of parks during the pandemic, will continue in Phase 3 as supplemental field staffing. Summer programming, including classes, athletics programs, and summer camp, and summer swim, are canceled. Parks facilities and amenities, including tennis courts, basketball courts, fields, picnic tables, grills, picnic shelter pavilions, and restrooms will open in Phase 3. Field reservations for organized sports will begin in Phase 3, groups will submit plan as how they will follow all CDC guidelines. No picnic shelter reservations will be accepted and shelters open for first come first serve up to 50% of the posted capacity and with members of different households maintaining 6’ physical distance at all times. Dog parks are limited to 10 people. Open spaces, trails, and boat launches continue to remain open. Community Center reservations for groups of 25 or less will begin in Phase 3 when the County Office Buildings re-open to the public, following all CDC guidelines.

**Police**
Police continue to operate all essential programs and services. Administrative and operational support staff will continue to primarily telework where possible, but report to the office as needed. All Service Unit Specialist will be required to report to office once COB Fifth St. opens to customers. Criminal investigations rely on telework and have shifted to conducting all interviews in the field, whenever possible. Patrol staff will continue to respond priority 1 and 2 calls for service. Tele-reporting will remain an option where ECC indicates positive COVID screen. Officers in the field must wear face coverings during all encounters with the public. Officers will begin assisting/participating in approved community engagement events.
Social Services
Social Services is providing its programs and services through a combination of telework and on-site staffing. In-person meetings are conducted by appointment only. In-person home visits and other client-related activities are conducted if the situation warrants that, otherwise, activity is done virtually. On-site staffing provides support for those working remotely by scanning and emailing documents as well as putting documents in the mail. Our school-based staff are all working remotely as is our UVA Medicaid staff.

Voter Registration
Voter Registration continue to operate all programs and services. Trainings have moved to a virtual meeting platform.
PHASE 2

Board of Supervisors
The Board of Supervisors Office Administration continues to provide support to the Board of Supervisors through a combination of telework and on-site staffing.

County Executive’s Office
The County Executive’s Office is operating all programs and services through a combination of telework and on-site staffing. Communications efforts will continue at much higher-than-normal levels, and public and employee engagement opportunities remain virtual in Phase 2.

Community Development
Community Development will continue to provide most programs and services through a combination of telework and on-site staffing. Lobby hours remain limited to Mondays, Wednesdays, and Fridays from 8:30 am until 4 pm. Many application types can be submitted online. Inspections continue in the field using documented safety protocol. Public meetings are being held virtually for many, but not all, public bodies supported by Community Development.

County Attorney
The County Attorney’s Office is operating all programs and services through a combination of telework and on-site staffing. Litigation was suspended by order of the Virginia Supreme Court, with exceptions for Department of Physical Services cases and other emergencies, through the end of May. At present, local courts are planning to reopen in the first half of June. The office is hand-signing documents, which has been delegated to the attorney in the office.

Economic Development
Economic Development is operating all of its programs and services, though using different service delivery methods. Services have shifted to include existing small business and expanded to include a microloan program, educational seminars, and resources and counseling for business resources. Staff are primarily teleworking, with limited visits to the office. Phase 2 will bring back limited in-person site visits, but continue to rely primarily on virtual meetings, email and telephone correspondence. Digital community engagement begin in Phase 2 on key projects.

Facilities and Environmental Services
FES continue to provide programs and service through a combination of telework and on-site staffing. Internal recycling has been paused during the building closure. Adjustments continue due to the pandemic, including increased disinfection of high-touch surfaces and centralized acceptance of packages delivered directly to the office buildings.

Finance
Finance is operating all programs and services through a combination of telework and on-site staffing. Payroll is primarily virtual, however does in-office work during payroll processing. Most divisions have one person in each week to open, scan, and route incoming mail. Customer service windows will be closed, but payments will be accepted through the automated payment kiosk and the parking lot drop boxes, and online, facilitated by an ambassador stationed at the Visitors Entrance. Limited in-person payments will be
available by appointment. Online payments made via e-check currently have fees waived. During Phase 2, appraisal site visits will resume.

**Fire/Rescue**

Fire Rescue has been heavily involved in the response to COVID-19, with staff working to support the regional Emergency Operations Center and the organization’s Incident Management Team, which is ongoing. ACFR continues to respond to calls for service with enhanced personal protective equipment protocols in place. In Phase 2, field inspections will resume and trainings/education will continue using virtual platforms. Business and permit inspections by Prevention program still paused.

**Human Resources**

Human Resources is providing its programs and services through a combination of telework and on-site staffing. In Phase 2, the department will continue to hold office hours for specific services (e.g., retirement counseling, leave consults, etc.).

**Information Technology**

Information Technology (IT) is operating all of its programs and services through a combination of telework and limited on-site staffing to support physical hardware and systems. Most functions are being delivered virtually and will continue into Phase 2.

**Parks & Recreation**

Parks & Recreation continues to operate and maintain County properties, but some programming will continue to be impacted by COVID-19 in Phase 2. Administrative staff will continue to primarily telework. Field staff has continued to report to the field and will continue to do so. The Parks Ambassador Program, which was created to support responsible use of parks during the pandemic, will continue in Phase 2 as supplemental field staffing. Summer programming, including classes, athletics programs, and summer camp, and summer swim, are canceled. Parks facilities and amenities, including tennis courts, basketball courts, fields, picnic tables, grills, picnic shelter pavilions, and restrooms will open in phase 2. No field reservations for organized sports, but fields are open for free play. No picnic shelter reservations will be accepted and shelters open for first come first serve up to 50% of the posted capacity and with members of different households maintaining 6’ physical distance at all times. Dog parks are limited to 10 people. Open spaces, trails, and boat launches continue to remain open.

**Police**

Police continue to operate all programs and services. Administrative and operational support staff will continue to primarily telework but report to the office as needed. Criminal investigations rely on telework and have shifted to conducting all interviews in the field, whenever possible. Patrol staff will continue to respond to Priority 1 and 2 calls and utilize online and teleservice reporting for crimes that have occurred in the past. Officers in the field will continue to wear face coverings.

**Social Services**

Social Services continue to operate all programs and services but have shifted to primarily virtual service delivery. Benefits applications are only being accepted through the online application. Mandated site/home visits continue to occur with staff wearing face coverings. Most interviews and client contacts are occurring virtually or telephonically. As School properties continue to be closed, Bright Stars remains closed. In Phase
2, limited in-person client meetings may occur onsite and/or at a location outside of Albemarle County, on a case-by-case basis.

**Voter Registration**

Voter Registration continue to operate all programs and services. Trainings have moved to a virtual meeting platform. Voters are encouraged to vote by mail for the upcoming primary election in June. In-person voting continues with curbside service at the 5th Street Office Building.

**PHASE 1**

**Board of Supervisors**

The Board of Supervisors Office Administration continues to provide support to the Board of Supervisors through a combination of telework and on-site staffing.

**County Executive’s Office**

The County Executive’s Office (including OMB) is operating all programs and services through a combination of telework and on-site staffing. Communications efforts will continue at much higher-than-normal levels, and public and employee engagement opportunities remain virtual in Phase 1.

**Community Development**

Community Development will continue to provide most programs and services through a combination of telework and on-site staffing. Lobby hours remain limited to M, W, and F from 8:30 AM until 4 PM. Many application types can be submitted online. Inspections continue in the field using documented safety protocol. Public meetings are being held for many, but not all, public bodies supported by Community Development.

**County Attorney**

The County Attorney’s Office is operating all programs and services through a combination of telework and on-site staffing. Litigation is suspended by order of the Virginia Supreme Court, with exceptions. The office is hand-signing documents, which has been delegated to the attorney in the office.

**Facilities and Environmental Services**

FES continue to provide programs and service through a combination of telework and on-site staffing. Internal recycling has been paused during the building closure. Adjustments continue due to the pandemic, including increased disinfection of high-touch surfaces and continued delay of mail due to 36-hour quarantine procedure.

**Finance**

Finance is operating all programs and services through a combination of telework and on-site staffing. Payroll is primarily virtual, however does in-office work during payroll processing. Most divisions have one person in each week to open, scan, and route incoming mail. Customer service windows will be closed, but payments will be accepted through the automated payment kiosk and the parking lot drop boxes, and online. Online payments made via e-check will have fees waived.
**Fire/Rescue**

Fire Rescue has been heavily involved in the response to COVID-19, with staff working to support the regional Emergency Operations Center and the organization’s Incident Management Team, which is ongoing. ACFR continues to respond to calls for service with enhanced personal protective equipment protocols in place. In Phase 1, some field inspections will come back on and trainings/education will shift to virtual platforms. Business and permit inspections by Prevention program still paused.

**Human Resources**

Human Resources is providing its programs and services through a combination of telework and on-site staffing. In Phase 1, the department will institute office hours for specific services by appointment (e.g., retirement counseling, leave consults, etc.).

**Information Technology**

Information Technology (IT) is operating all of its programs and services through a combination of telework and limited on-site staffing to support physical hardware and systems. Most functions are being delivered virtually and will continue into Phase 1.

**Economic Development**

Economic Development is operating all of its programs and services, though using different service delivery methods. Staff are primarily teleworking, with limited visits to the office. Phase 1 will bring back limited in-person site visits, but continue to rely primarily on virtual meetings, email and telephone correspondence. Digital community engagement will begin in Phase 1 on key projects.

**Parks & Recreation**

Parks & Recreation continues to operate and maintain County properties, but some programming will continue to be impacted by COVID-19 in Phase 1. Administrative staff will continue to primarily telework. Field staff has continued to report to the field and will continue to do so. The Parks Ambassador Program, which was created to support responsible use of parks during the pandemic, will continue in Phase 1 as supplemental field staffing. Summer programming, including classes, athletics programs, and summer camp, and summer swim, are canceled. Reservations for field use and pavilions are canceled/not available. Parks facilities and amenities, including tennis courts, basketball courts, picnic tables, grills, pavilions, and restrooms, remain closed. Dog parks are limited to 10 people. Open spaces, trails, and boat launches remain open.

**Police**

Police continue to operate all programs and services. Administrative and operational support staff will continue to primarily telework but report to the office as needed. Criminal investigations rely on telework and have shifted to conducting all interviews in the field, whenever possible. Patrol staff will continue to respond to Priority 1 and 2 calls and utilize online and teleservice reporting for crimes that have occurred in the past. Officers in the field will continue to wear face coverings.

**Social Services**

Social Services continue to operate all programs and services but have shifted to primarily virtual service delivery. Benefits applications are only being accepted through the online application. Mandated site/home visits continue to occur with staff wearing face coverings. Most interviews and client contacts are occurring virtually or telephonically. As School properties continue to be closed, Bright Stars remains closed.
Voter Registration

Voter Registration continue to operate all programs and services. Trainings have moved to a virtual meeting platform. Voters are encouraged to vote by mail for the upcoming Scottsville Town Council election in May and the primary election in June. In-person voting continues with access management of the 5th Street Office Building.
COVID-19 Non-Public Safety Risk Mitigation Plan

Phase 3

**Purpose:** This guidance is intended to help Albemarle County employees and supervisors in non-public safety positions to maintain a healthy and safe work environment while working throughout the COVID-19 pandemic. This guidance is based on recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

**Risk Analysis:** Since the County Office Buildings were never fully closed to employees, Phase 3 of Reconstitution is very similar to operations throughout the other reopening phases. In Phase 3, some additional employees will return to the building, and at some point in Phase 3, County Office Buildings will reopen to the public with continued modified access.

**Occupational Risk**

OSHA has defined the following risk exposure categories for workers based on COVID-19, based on the type of work, the ability to maintain physical distance and the likelihood of contact with known or suspected COVID-19 patients. The CDC states, “COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus.” Read more information here. This guide attempts to limit the foreseeable risk to non-public safety employees in the lower and medium exposure risk categories.

- **Very High Exposure Risk:** Jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

- **High Exposure Risk:** Jobs are those with high potential for exposure to known or suspected sources of COVID-19.

- **Medium Exposure Risk:** Jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.

- **Lower Exposure Risk:** Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

**Employees with Higher Health Risk:**

High Risk Employees – Employees using COVID-19 Admin Leave on the basis of a Pandemic Risk Form will conclude. Employees who continue to be unable to work or telework are encouraged to consider FFCRA Emergency Sick Leave. Employees are encouraged to review the Emergency Paid Sick Leave request form and provisions for using this leave type.

*Note: COVID-19 Admin Leave – COVID-19 Admin Leave will continue to be utilized for special circumstances (e.g. mandated quarantining following a negative screening) only.*

According to the CDC, certain employees may be at a higher risk for severe illness if they contract COVID-19, including older adults and people with certain medical conditions. These employees may be eligible for emergency paid sick leave with a supporting health care provider note regardless of their occupational exposure risk. More information on County COVID-19 leave codes and eligibility can be found here.
Risk Mitigation: The following strategies shall be instituted to mitigate the foreseeable risks associated with Phase 3 of the COVID-19 reconstitution.

Facility Access

The buildings remain closed to the public, with limited exceptions, until further direction from the Incident Management Team, and not earlier than Monday, August 3.

Identification of Symptomatic Persons

It is a critical step in reducing the potential risk to identify employees, customers and other visitors who are symptomatic so they may be removed from the workplace, limiting exposure to the remaining occupants.

Employees

All employees should self-monitor for signs and symptoms of COVID-19, even if they are teleworking. Employees who are working at/in County buildings, vehicles, and facilities shall complete a self-assessment – please see Employee Screening Procedure for details.

If an employee develops symptoms consistent with COVID-19, or believe they have been exposed to someone suspected or known to have COVID-19, they should notify the County’s infection control team using the form or contact them at 434-987-8890 for urgent assistance. Additional information can be found in the Exposure and Return to Work Policy.

Customers and Visitors

Customers and visitors shall continue to be screened prior to providing in-person services, whether on or off site using the Customer Interaction Guidelines.

Physical Distancing

Strict physical distancing (maintaining 6 feet or more from one another) should be adhered to whenever possible. During Phase 3, the following strategies shall be continued in order to maintain physical distancing:

- Telework for most non-public safety employees continues in Phase 3; department head approval is required before returning to onsite work.
- Virtual meetings should be considered prior to scheduling in-person meetings.
- Shared desks and work areas should be avoided whenever possible. If unavoidable, the area shall be disinfected between users.
- Breaks should be staggered to limit the number of people in break areas and restrooms.
- Stagger work schedules to reduce the number of employees in an office at any given time.
- Open every other service counter and/or workstation where applicable.

Facility Use/Modification

To reinforce physical distancing during reconstitution, the following modifications will be made to the use of County facilities in Phase 3:

- FES will evaluate all conference rooms and break rooms to determine a physical distancing maximum occupancy. The capacity will be posted and must be followed at all times.
- Room 241 is limited to use by the IMT.
• Community use of County facilities remains unavailable.
• Sneeze guards have been installed at open reception areas, including the front desk ambassador, and Community Development.
• Temperature screening kiosks are posted at commonly-used employee and visitor’s entrances at both office buildings. Badge access to all other entrances is disabled.

Conducting Meetings

• Public meetings will remain virtual. Community use of County facilities remains unavailable.
• Meetings should continue to be conducted virtually to the extent practicable – even if team members are onsite together.
• In-person meetings, if necessary, must follow physical distancing, should be kept as short as possible and **are limited to no longer than 2 hours**, and with the minimum number of staff attending.
• The buildings remain closed to the public, with limited exceptions, until further direction from the Incident Management Team, and not earlier than Monday, August 3. You should not schedule in-person meetings, trainings, or other events with non-staff in attendance prior to that date. Limited exceptions must be approved by the Department Director in advance.
• Mail and packages are being received centrally at the front desk of each office building.

Face Coverings

Pursuant to the Commonwealth of Virginia’s mandate, and consistent with CDC recommendations, the County will require the use of a cloth face covering while in all areas of the facility, with the exception of an employee’s office when no other persons are present. Face coverings help slow the spread of disease by people who may have the virus.

In the event an employee cannot wear a face covering due to medical reasons, they should notify their supervisor for alternative safety measures.

Visitors and customers will also be required to wear a cloth face covering, as long as no medical exception exists.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

During Phase 3 the following guidelines will apply to the use of face coverings:

• If no medical exception exists, customers and visitors are required to wear a face covering to enter the facility and continue wearing it as long as they remain in the building.
• Employees and contractors are required to wear a face covering during the following circumstances:
  • During in-person customer service interactions
  • In a public setting outside of a County facility, while being compensated by Albemarle County or in an uncompensated status but identifiable as a County employee by their vehicle, clothing, ID badge, etc.
• In common areas of County facilities including:
  o Hallways, lobbies, corridors
  o Shared offices or other spaces where strict social distancing is unable or difficult to maintain
  o Conference rooms
  o Break rooms and kitchens where strict social distancing is unable or difficult to maintain
  o Copy and storage rooms
  o Restrooms
  o County vehicles with more than 1 occupant
If you do not have a face covering consistent with CDC recommendations, notify your department head. Additional information about the use, fit and cleaning of face coverings can be found here.

Personal Hygiene

Handwashing

Upon entering a County facility all personnel shall clean their hands using the available sanitizing stations. Routine handwashing is recommended throughout the day, anytime they are visibly soiled, and after removing PPE. If soap and water is not immediately available, then hand sanitizer should be used. Additional information on proper handwashing can be found here.

Respiratory etiquette

Employees should cover mouth and nose with a tissue when coughing or sneezing. Use the nearest waste receptacle to dispose of the tissue after use. Employees should wash hands with soap and water, or if that is not available hand sanitizer should be used. Additional information on respiratory hygiene can be found here.

Cleaning and Disinfecting

FES has increased the cleaning schedule to include nightly disinfecting of high-touch surfaces in common areas, such as doorknobs, safety rails, sinks and elevator buttons. FES will also provide disinfectant wipes to all departments so personnel can clean their work areas throughout the day. Special emphasis should be placed on high-touch surfaces such as keyboards, phones, arm rests, etc.

Pool vehicles have sanitizing wipes inside them, and a box of gloves will be located on top of the “keeper” box. Please get a pair of gloves when checking out a vehicle and wipe down high-touch areas of the vehicle before and after use.

Personal Protective Equipment (PPE)

It’s not anticipated that PPE, such as N95 masks, gowns or eye protection, will be required for non-public safety employees. However, gloves will be made available to departments that have a need to handle mail or paperwork or other materials not easily sanitized. Instruction on the proper donning and doffing of gloves can be found here.

Individual Work Area Evaluation

The risk mitigation strategies above should adequately address the risk for most employees; however, some work areas or specific processes may require additional measures to further minimize the risk. Each department head will evaluate those areas as necessary and should contact FES if they feel additional measures need to be taken to address a unique risk.
Phase 1 & 2

**Purpose:** This guidance is intended to help Albemarle County employees and supervisors in non-public safety positions to maintain a healthy and safe work environment while working throughout the COVID-19 pandemic. This guidance is based on recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

**Risk Analysis:**
Since the County Office Buildings were never fully closed, phase 1 of reconstitution is very similar to operations throughout the Governor’s stay at home order. In phase 1, a minimal number of employees will return to the building, but the building will remain largely closed to the public with limited exceptions.

**Occupational Risk**
OSHA has defined the following risk exposure categories for workers based on COVID-19, based on the type of work, the ability to maintain physical distance and the likelihood of contact with known or suspected COVID-19 patients. The CDC states, “COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus.” Read more information [here](#). This guide attempts to limit the foreseeable risk to non-public safety employees to the lower and medium exposure risk categories.

- **Very High Exposure Risk:** Jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

- **High Exposure Risk:** Jobs are those with high potential for exposure to known or suspected sources of COVID-19.

- **Medium Exposure Risk:** Jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.

- **Lower Exposure Risk:** Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

**Employees with Higher Health Risk:**
Certain employees are at a higher risk for severe illness if they contract COVID-19 and may be eligible for emergency paid sick leave with a supporting health care provider note regardless of their occupational exposure risk. More information on County COVID-19 leave codes and eligibility can be found [here](#).

Based on the most recent CDC guidance those persons with higher risk include:

- People 65 years and older *(Previously, high risk was defined as greater than 60 years of age)*
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
Risk Mitigation:

The following strategies shall be instituted to mitigate the foreseeable risks associated with Phase 1 of the COVID-19 reconstitution.

Facility Access
During phase 1 the building will remain closed to the general public with limited in-person services by appointment only. Personal visitors should be avoided whenever possible; if necessary, they should be met outside.

Identification of Symptomatic Persons
It is a critical step in reducing the potential risk to identify employees, customers and other visitors who are symptomatic so they may be removed from the workplace, limiting exposure to the remaining occupants.

Employees
All employees/contractors should self-monitor for signs and symptoms using the adopted Employee and Contractor Screening Procedures, which includes a regular affirmation of health status.

Employees/contractors who are working at/in County buildings, vehicles, and facilities shall complete a self-assessment anytime they are entering County properties. The self-assessment is to affirm that the employee is free of COVID-19 signs and symptoms that are not attributable to another condition (such as seasonal allergies) and/or cleared by a health professional to be in the workplace.

Symptoms include:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

The self-assessment shall be done as a mindful process and will not be documented by any other means. If the employee/contractor is unable to affirm a clear health status, they shall not enter County properties.

If an employee develops symptoms consist with COVID-19 or believe they have been exposed to someone suspected or known to have COVID-19 they should notify the County's infection control team using the form or contact them at 434-987-8890 for urgent assistance. Additional information can be found in the Exposure and Return to Work Policy.

Customers and Visitors
Customers and visitors shall continue to be screened prior to providing in person services, whether on or off site using the Customer Interaction Guideline.

Physical Distancing
Strict physical distancing (maintaining 6’ from one another) should be adhered to whenever possible.
During phase 1 the following strategies shall be implemented to maintain physical distancing:

- Telework for most non-public safety employees continues in phase 1; department head approval is required before returning to onsite work
- Virtual meetings should be considered prior to scheduling in-person meetings
- Shared desks and work areas should be avoided whenever possible. If unavoidable, the area shall be disinfected between users.
- Breaks should be staggered to limit the number of people in break areas and restrooms
- Stagger work schedules to reduce the number of employees in an office at any given time
- Open every other service counter and/or workstation where applicable

**Facility Use/Modification**
To reinforce physical distancing during reconstitution, the following modifications will be made to the use of County facilities in phase 1:

- Common conference rooms will be limited to use by the IMT or other groups at IMT approval
- FES will evaluate all conference rooms and break rooms to determine a Phase 1 Maximum Occupancy. The capacity will be posted and must be followed at all times.
- Mail and packages will be held by FES for 36 hours prior to delivering to individual departments. If materials are time sensitive and can’t wait 36 hours, gloves should be utilized to open/handle the items.

**Face Coverings**
The CDC recommends the use of a cloth face covering while in public settings. Face coverings help slow the spread of the virus by people who may have the virus, but not know it (asymptomatic and pre-symptomatic individuals). Face coverings are also beneficial in areas where other physical distancing measures are difficult to maintain.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

During phase 1 the following guidelines will apply to the use of face coverings:

- Customers and visitors are required to wear a face covering to enter the facility and continue wearing it as long as they remain in the building.
- Employees and contractors are required to wear a face covering during the following circumstances:
  - During in-person customer service interactions
  - In a public setting outside of a County facility, while being compensated by Albemarle County or in an uncompensated status but identifiable as a County employee by their vehicle, clothing, ID badge, etc.
  - In common areas of County facilities including:
    - Hallways, lobbies, corridors
    - Shared offices or other spaces where strict physical distancing is unable or difficult to maintain
    - Conference rooms
    - Break rooms and kitchens where strict physical distancing is unable or difficult to maintain
    - Copy and storage rooms
If you do not have a face covering consistent with CDC recommendations, notify your department head. Additional information about the use, fit and cleaning of face coverings can be found here.

Personal Hygiene

Handwashing
Upon entering a County facility all personnel shall clean their hands using the available sanitizing stations. Routine handwashing is recommended throughout the day, anytime they are visibly soiled, and after removing PPE. If soap and water is not immediately available, then hand sanitizer should be used. Additional information on proper handwashing can be found here.

Respiratory etiquette
Employees should cover coughs and sneezes using tissues or by using the inside of their elbow. Tissues should be immediately disposed of in the trash. Employees should wash hands with soap and water, or if that is not available hand sanitizer should be used. Additional information on respiratory hygiene can be found here.

Cleaning and Disinfecting
FES has increased the cleaning schedule to include nightly disinfecting of high-touch surfaces in common areas, such as doorknobs, safety rails, sinks and elevator buttons. FES will also provide disinfectant wipes to all departments so personnel can clean their work areas throughout the day. Special emphasis should be placed on high-touch surfaces such as keyboards, phones, arm rests, etc.

Pool vehicles have sanitizing wipes inside them, and a box of gloves will be located on top of the “keeper” box. Please get a pair of gloves when checking out a vehicle and wipe down high-touch areas of the vehicle before and after use.

Personal Protective Equipment (PPE)
It’s not anticipated that PPE, such as N95 masks, gowns or eye protection, will be required for non-public safety employees. However, gloves will be made available to departments that have a need to handle mail or paperwork that is not able to be handled for 36 hours. Instruction on the proper donning and doffing of gloves can be found here.

Individual Work Area Evaluation

The risk mitigation strategies above should adequately address the risk for most employees; however, some work areas or specific processes may require additional measures to further minimize the risk. Each department head will evaluate those areas as necessary and should contact FES if they feel additional measures need to be taken to address a unique risk.
## COVID-19 Reconstitution Phase Staff/Visitor Protection Plan

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<td>Up to 70% No High-Risk Persons</td>
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<tr>
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<td>Cleaned, Sanitized w/Fogger Nightly</td>
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<tr>
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<td>Cleaned Nightly</td>
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<td>Wipes and/or Spray by FES</td>
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<td>Cleaning Stations by FES</td>
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<td><strong>Hand Sanitizer Stations</strong></td>
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<td><strong>Facial Coverings</strong></td>
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<td><strong>Plastic Gloves</strong></td>
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<td>Conference Rooms, Service Counters</td>
<td>Conference Rooms, Service Counters</td>
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<td><strong>Signage</strong></td>
<td>Initial CDC Guidance</td>
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<td>Refined for New Operational Posture</td>
<td>Refined for New Operational Posture</td>
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Employee COVID-19 Screening Procedure
Revised for Phase 3

Purpose: To prevent the spread of COVID-19 by identifying employees who are experiencing symptoms consistent with COVID-19 prior to entering a County facility and restricting their access. Contractors should follow customer screening procedure.

Procedure:

1. Entry Points:
   a. Signage shall be placed at all employee entry points to remind employees of the screening and to reinforce the need to go home if they feel sick
   b. Employees will come in through designated employee entrances - avoid using visitor entrances when possible
   c. All employees shall wash or sanitize their hands immediately upon entering the facility
   d. Hand sanitizer shall be provided at all entry points

2. Screening Process: The following screening process should be used each time the employee reports to work, excluding telework, and every 12 hours of continuous work thereafter.
   a. Employee Self-screening:
      i. Employees who are working at/in County buildings, vehicles, and facilities shall complete a self-assessment anytime they are entering County properties. The self-assessment is to affirm that the employee is free of COVID-19 signs and symptoms that are not attributable to another condition and/or cleared by a health professional to be in the workplace.
      ii. The self-assessment shall be done as a mindful attestation and will only be documented by affirming yes or no. All statements and symptoms are listed as a group in order to minimize collection of personal health information:
         1. During the past 72 hours, have you had any of the following symptoms that you cannot attribute to another condition (such as allergies or exercise)? Symptoms may include those below - please visit CDC website for most updated list.
            a. Fever or chills
            b. Cough
            c. Shortness of breath or difficulty breathing
            d. Fatigue
            e. Muscle or body aches
            f. Headache
            g. Chills
            h. New loss of taste or smell
            i. Sore throat
            j. Congestion or runny nose
            k. Nausea, vomiting, or diarrhea
      Additionally:
         2. Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days?
         3. In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?
iii. If the employee is unable to affirm a clear health status, they shall not enter County properties. The form/app will advise the employee not to enter the facilities, and to provide their supervisor’s name, and their contact phone number for follow up.

iv. If the employee completes the form with a “Yes” response (indicating concern for illness and/or exposure), the app will send the supervisor an email notifying them that an employee has done so. If the employee completes the form with a “No” response, the app will not send the supervisor a notification email.

v. The department directors and their designees will have access to a list that will track which employees have completed the form.

vi. If an employee develops symptoms consistent with COVID-19 or believes they have been exposed to someone suspected or known to have COVID-19, they should notify the County’s infection control team using the form or contact them at 434-987-8890 for urgent assistance. Additional information can be found in the Exposure and Return to Work Policy.

b. **Temperature screening:** There will be temperature kiosk stations and/or thermometers located at most County worksites. Employees who are reporting to buildings with thermometers shall complete a temperature check upon arrival. The kiosks will provide temperature/fever measurement information to the user only. There will be signage nearby advising employees not to enter the facilities if they have a fever above the CDC recommended measure of 100.4° F. If an employee measures a temperature above 100.4° F, the employee shall wait 5 minutes then do a recheck. If their temperature is still above 100.4° F, the employee shall leave the building and notify their supervisor.

i. For information on when the employee can return to work – see Exposure and Return to Work Policy.

ii. The temperature kiosks will also provide aggregate reports to FES and Infection Control Team showing number of users and number of measurements in the fever range, but they will not provide any identifying information about the users.
Customer Interaction Guidance – July 2020 Update
(For non-public safety employees)

Purpose: This guidance is intended to help Albemarle County employees and supervisors in non-public safety operational jobs maintain health and safety during customer interactions throughout the COVID-19 pandemic but may be adapted to control other infections as needed. This guidance is based on recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

Background: OSHA has provided risk exposure categories for workers based on COVID-19 - this guidance is intended for use by employees in the two lower risk categories:

Medium Exposure Risk: jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.

Lower Exposure Risk: jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public.

Application: This guidance should be used by employees during all in-person customer interactions until further notice, unless the employee is using a more rigorous screening and protection process - such as public safety operational staff.

Process: Employees and customers should follow the following guidance when conducting in-person interactions.

1: Public education – Albemarle County will provide the public accurate and timely information about the spread of infection, what people should do when they are sick, and County policies being implemented. This will be done using media outlets, social media, signage, and other available resources. Signage will be placed at the entryways instructing people not to enter if they are sick and/or considered a patient under investigation (PUI) by CDC standards.

2: Attempt to use non-in-person interactions whenever possible – Is there a virtual way to address the customer’s needs (online, telephone, virtual meeting, etc.)? Employees should always use the non-in-person option when possible.

For 3 and 4: If possible, ask the appropriate questions from 6 feet or further away and BEFORE the customer has approached the service area/customer interaction area.

3: In the event non-in-person options do not exist, customers will be required to adhere to one of the following:
   - Customers shall wear a face covering, and/or;
   - Customers who cannot wear a face covering for medical reasons will be required to be identifiable by wearing an adhesive sticker after completing a temperature screening which measures no higher than the CDC guidance of 100.4° F. If the customer temperature measures above that threshold, they can wait 5 minutes and recheck temperature. If their temperature still measures above 100.4° F, they cannot proceed to in-person interactions.
4: All customers to the main entrances to COB McIntire and COB 5th Street shall complete a Screening/Risk Assessment:

- Have you been diagnosed with COVID-19 or tested and are awaiting test results?
- Has a health professional advised you to isolate or quarantine due to a COVID-19 exposure?
- Have you had any symptoms of COVID-19 now or in the last 72 hours? Symptoms continue to evolve - check [CDC website](https://www.cdc.gov) for most current list.
  - Cough
  - Shortness of breath or other difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
  - Abdominal distress, vomiting, or diarrhea

If the answer to any of the questions above is yes, then in-person service is not allowable. Advise the customer that they are not able to enter the facility or receive in person service currently. Refer them to the customer service line (434-243-7929) to explore alternative options.

5: In-person interaction – After the customer has completed screening steps, then advise them to sanitize their hands using the provided hand sanitizer. Then allow the customer access to the facility and direct them to the appropriate person/office. In-person interaction should be conducted in the lowest risk method possible, considering the following:

- Employees and customers shall wear face coverings as recommended by CDC and VDH
- Customers unable to wear a face covering for medical reasons will be identified by wearing a sticker
- Employees should maintain a minimum of 6' distance from other employees and from customers
- Conduct the interaction outside in fresh air if possible

6: Clean and sanitize – Once interaction is complete, encourage customer to use hand sanitizer as they exit the building. Employees should clean the customer interaction area with wipes, sprays, and/or paper towels provided by FES.

7: Wash hands - Once cleaning is complete, employees should immediately wash hands thoroughly in a manner consistent with guidance from the CDC.

**Additional notes for field/site work or home visits:** For employees conducting work in a field, site and/or home visit setting, incorporate any/all above practices as practicable. Before going out to meet with customers, gather any supplies needed to protect employee and customer health such as educational materials or flyers, hand sanitizer, face covering, gloves, cleaning supplies plastic bins, etc.

Prior to conducting work at a customer’s site or home, the following additional precautions should be taken:

A. Conduct interactions and/or business in a room with as few people as possible. This may be a vacant room or a room with enough space to maintain 6 feet of distance between employee(s) and customers who are not already in the same household.

B. Confirm that any persons on the site who will be interacting with or in the same room as employee(s) will be wearing face coverings as recommended by the CDC.

C. Conduct the screening as noted in number 4 above for anyone who will be interacting with or in the same room as the employee.
D. If any items above are not in compliance advise the customer that we are unable to provide on-site service until they are able to comply.

E. In the case of a confirmed or presumed positive COVID-19 case where the person was ill while at the site, county personnel are prohibited from providing on-site service until one of the following two conditions are met (in addition to A-C, above):
   i. It has been a minimum of 7 days since the most recent case has left the site, or
   ii. The site has been disinfected according to CDC guidelines.
COVID-19 Customer Interaction Guide

July 11, 2020

Customer requests in person service at county facility

Is there a virtual way to address the customer’s needs (online, telephone, virtual meeting, etc)?

Yes

Advice the customer that they are not able to enter the facility or receive in person service at this time. Refer them to the customer service line (434-243-7929) to explore alternative options.

Customer Interaction Complete

No

All customers are required to wear a face covering and complete the screening questions below:

✓ If they are unable to wear a face covering due to a medical condition, then a temperature screening is required

Screening questions:

✓ Have you been diagnosed with COVID-19 or awaiting test results?
✓ Has the Health Department advised you to isolate or quarantine due to a COVID-19 exposure?
✓ Have you had any of the following symptoms now or in the last 72 hours:
  (Symptoms continue to evolve, check CDC and VHHDH website for current list)
  • 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, vomiting or diarrhea

Sanitize any areas the customer came in contact with and then wash/sanitize your hands.

Did the customer answer yes to any of the screening questions?

Yes

Customer interaction should be conducted in the lowest risk method possible, considering the following:

✓ Wear face covering
✓ Maintain a minimum of 6’ distance
✓ Conduct the interaction outside in fresh air if possible

No

Advise the customer to sanitize their hands and then allow access to the facility and direct the customer to the appropriate person/office.
COVID-19 Exposure and Return to Work Policy

July 2020 Update

Purpose: Protect the workplace and employees from exposure to communicable diseases such as the SARS-CoV-2 (COVID-19) pandemic, direct timely notification of illnesses to County Infection Control Officer(s) and provide guidance to employees on expected actions for post exposures follow up.

Scope: This policy applies to all Albemarle County Local Government Employees and Volunteers. For the purpose of this document the term employee includes Albemarle volunteers unless specifically noted.

Procedure: The following procedure outlines the process for reporting COVID-19 related symptoms or exposures, the process to determine if isolation and/or work restrictions are required, and when an employee can return to work after being placed on isolation and/or work restrictions.

1. Reportable Conditions- The following situations pose a significant and imminent risk to the employee, their co-workers, and our customers. It is essential they be reported to the infection control team in a timely manner immediately so steps can be taken to limit the potential spread of COVID-19.  

   a. Confirmed or Suspected Case of COVID-19
      i. Employee is COVID-19 positive or presumed positive
      ii. Employee has been advised by their health care provider to quarantine or isolate
   
   b. Travel of the Following Nature:
      i. In the last 14 days, the employee has traveled internationally  
      ii. In the last 14 days, the employee has traveled on a cruise ship or river boat  
   
   c. Non-Work Related (Household/Close Contact)
      i. Employee is living in the same household as a COVID-19 positive or presumed positive person
      ii. Employee is caring for a COVID-19 positive or presumed positive person
      iii. Being within approximately 6 feet of a person with COVID-19 for 15 minutes or longer
      iv. A COVID-19 positive patient coughed or sneezed directly on the employee outside of work
   
   d. Work Related Exposure
      i. An employee has had close contact (within 6 feet for 15 minutes or longer) with a person exhibiting signs/symptoms of COVID-19 during the course of their job
   
   e. Personal Illness

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i. Employee experiences signs and symptoms consistent with COVID-19 including any one or more of the following. This list is evolving – see CDC website for most current list:

- Fever or chills
- Cough
- Shortness of breath or other difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

2. Reporting Procedure- An employee that meets any of the reportable conditions noted above shall notify the designated infection control officer (DICO) at their earliest opportunity using the link below, but no later than 24 hours from the onset of the condition. If the employee is at work when they become aware of the condition, they should don a facemask or face covering, as available, avoid direct contact with other employees, notify their supervisor by electronic means, notify the DICO, and immediately leave the worksite. If the employee is experiencing severe symptoms such as difficulty breathing, persistent pain or pressure in the chest, new confusion, or bluish lips/face they should call 911 or seek medical attention immediately. If the employee is not at work when they become aware of the condition, they shall notify their supervisor, contact the DICO, and not return to the worksite for any reason until cleared to Return to Work.

   **Click here to report an illness or exposure**

   *If urgent or unable to access online form, call:*

   Designated Infection Control Officer (DICO) 434-987-8890 (available 24/7)

3. Exposure Investigation- Upon notification of a reportable condition as noted above, the infection control team will take the following actions.

   a. Conduct Investigation- The DICO taking the report will document all pertinent information and develop a timeline of other potentially exposed employees.
b. Assess Risk and Provide Initial Guidance- Based on the DICO’s investigation, they will assess risks based on current CDC and VDH guidelines and provide initial guidance on the need for isolation and/or work restrictions. 4,5

c. Notify Potentially Exposed Employees- If the exposed employee is confirmed positive or symptomatic for COVID-19 then employees that have had close contact with the exposed employee will be notified by the DICO. They will be advised to self-monitor and adhere to social distancing guidelines but will not disclose any information that could identify the exposed employee. 6

4. Post Exposure Follow-Up-

   a. Hospital Coordination- If the patient was transported to the hospital the DICO will contact the hospital to determine the status of the patient’s COVID-19 testing results.

   b. Health Department Coordination- The DICO will work closely with the local health department to ensure all people that were potentially exposed are notified and the appropriate self-isolation and work restrictions are being implemented.

   c. Employee Monitoring- The DICO will contact any employee required to monitor their signs and symptoms daily to record their symptoms and determine any needs.

   d. Employee Testing- The employee’s health care provider will determine the need for testing. In the case of expedited testing for emergency responders, the DICO will coordinate the testing with TJHD and UVA.

   e. Work Force Housing- Employees that experience a work-related exposure, are directed to self-isolate by the DICO, Health Department or their medical care provider and are unable to return home due to concerns about the potential risk to their family and/or roommate(s) will be offered work force housing. This may consist of a local hotel room or a dedicated facility consistent with Virginia Health Department guidelines. Any approved costs associated with work force housing including, lodging and food, for the duration of the self-isolation will be paid by the County. The DICO will assist in determining the employee’s needs and securing of work force housing if required.

   f. Facility Decontamination- The DICO, in conjunction with TJHD and FES, will determine the need for sanitizing of a facility that has had a confirmed or suspected case of COVID-19. If required, FES will coordinate the cleaning and disinfection in accordance with CDC guidelines. 7

5. Employee Privacy- The DICO will maintain any documents related to the exposure as medical records in accordance with ADA, EEOC, DOL, and other applicable standards. Mandated reporting under this policy is restricted solely to COVID-19 diagnoses and COVID-19 related symptoms and exposures. Employees should not report any other underlying, pre-existing, or unrelated medical condition or disability.

6. Return to Work- Employees who have been prescribed quarantine or isolation directives will be permitted to return to work in accordance with CDC and Health Department guidelines and in conjunction with the employee’s health care provider. Telework should be prioritized for asymptomatic employees on work restrictions.

   a. Confirmed or suspected case of COVID-19 1,4,8,9

      i. Non-test-based strategy. Self-isolate and exclude from work until:

         1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND

         2. improvement in respiratory symptoms (e.g., cough, shortness of breath), AND

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7 Community, Work and School - Cleaning and Disinfecting Accessed 07/07/2020, CDC updated 05/21/2020.
3. At least 10 days have passed since symptoms first appeared

   ii. Test-based strategy. Self-isolation and exclude from work until:
       1. Resolution of fever without the use of fever-reducing medications AND
       2. Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
       3. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for
detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens
       collected ≥24 hours apart (total of two negative specimens)

   iii. If the employee was never tested for COVID-19 but had an alternate diagnosis (e.g., tested positive
       for influenza), criteria for return to work should be based on that diagnosis.

b. Household or close contact

   i. Employee must remain in self-quarantine and on work restrictions for 14 days after the close
      contact is released from isolation

   ii. If the employee develops symptoms see confirmed or suspected case

c. Confirmed exposure (other than household/close contact) 1,4

d. Critical Personnel- In cases of severe staffing shortages, it may be necessary to allow asymptomatic
   employees that are deemed essential to mission critical services to return earlier than the standard
   recommendations. This decision would only be considered after consultation with the Health Department
   and local government leadership. 1,4,10

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10 Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with
Definitions: 4

**Close contact** - is defined as follows being within approximately 6 feet (2 meters) of a person with COVID-19 for 15 minutes or more.

**Active monitoring** - means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms (e.g., cough, shortness of breath, sore throat). For HCP with high- or medium-risk exposures, CDC recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.

**Self-monitoring** - HCP should monitor themselves for fever by taking their temperature twice a day and remain alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat). Anyone on self-monitoring should be provided a plan for whom to contact if they develop fever or respiratory symptoms during the self-monitoring period to determine whether medical evaluation is needed.

**Self-monitoring with delegated supervision** - in a healthcare setting means HCP perform self-monitoring with oversight by their healthcare facility’s occupational health or infection control program in coordination with the health department of jurisdiction, if both the health department and the facility are in agreement. On days HCP are scheduled to work, healthcare facilities could consider measuring temperature and assessing symptoms prior to starting work. Alternatively, a facility may consider having HCP report temperature and absence of symptoms to occupational health prior to starting work. Modes of communication may include telephone calls or any electronic or internet-based means of communication.

**Quarantine** - is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Isolation** - is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**Healthcare Personnel** - For the purposes of this document HCP refers to all paid and unpaid persons serving as a first responder or in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials, including body substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air. For this document, HCP does not include clinical laboratory personnel.
COVID-19 Return to Work Guideline

Infection Control Officer Receives Report

**Household/Close Contact**
Employee reports living with or caring for someone positive for COVID-19.

- Place employee on self-quarantine and work restrictions
- Has it been at least 14 days since the close contact was released from isolation?*
  - Yes
  - Yes
  - Has the employee developed any symptoms prior to being released from isolation?
    - No
    - No additional monitoring or work restriction required
  - No
  - Has it been at least 10 days since the employee tested positive or symptoms began?**
    - Yes
    - Yes
    - Has the employee been symptom free for a minimum of 72 hours without fever reducing medications?
      - Yes
      - No additional monitoring or work restriction required
      - No
    - Has the employee developed any symptoms prior to being released from isolation?
      - No
      - No additional monitoring or work restriction required
      - Yes

**Confirmed & Suspected Case**
Employee reports testing positive or having symptoms consistent with COVID-19.

- Place employee on self-isolation and work restrictions
- Has it been at least 10 days since the employee tested positive or symptoms began?**
  - Yes
    - Yes
    - Has it been at least 14 days since the exposure occurred?*
      - Yes
        - Has the employee developed any symptoms prior to being released from isolation?
          - No
          - No additional monitoring or work restriction required
          - Yes
        - Advising employee to self-monitor for 14 days unless patient status is determined to be negative
      - No
        - Place employee on self-quarantine and work restrictions unless patient status is determined to be negative

**Confirmed Exposure**
Employee reports an exposure to someone that is positive or has symptoms consistent with COVID-19.

- Is the exposure low risk?*
  - Yes
    - Place employee on self-quarantine and work restrictions unless patient status is determined to be negative
    - Yes
    - Advising employee to self-monitor for 14 days unless patient status is determined to be negative
  - No

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* To mitigate staffing shortages, personnel in critical infrastructure roles in the community may be permitted to work after exposure if they do not have symptoms and if the Health Department and County approve.

** A test-based strategy, consisting of 2 negative tests, 24 hours apart, may satisfy this requirement as well.
Employee Entry Diagrams

- Employees
- Visitors

COB-McIntire Entry Points
COB-5TH ENTRY POINTS