



**16 VAC 25-220, Emergency Temporary
Standard/Emergency Regulation**

**CAMPBELL COUNTY RESPONSE TO PLAN FOR
INFECTIOUS DISEASE PREVENTION:**

SARS-COV-2 VIRUS THAT CAUSES COVID-19

EFFECTIVE July 22, 2020

In response to Virginia's enactment of 16 VAC 25-220 (in compliance with VA Code 40.1-22(6)(a) or 2.2-4011, and as described in 16 VAC 25-60-20 and 16 VAC 25-60-30) Campbell County will take the following measures to mitigate the spread of COVID-19 through safety protocols and proactive communication.

Campbell County requires all staff to:

- Wear a mask in common/public areas and when in the presence of others when on the job and during breaks (those who cannot wear masks should adhere to the remaining health and safety protocols to limit spread and exposure of the virus).
- Maintain 6ft social distancing while in the workplace/on County property.
- Wash hands routinely with soap and water for 20 seconds or more.
- Cover sneezes and coughs.
- Avoid touching eyes, nose and mouth.
- Routinely clean and disinfect frequently touched surfaces.

Note: Wearing a mask does not negate the need to maintain social distancing.

Additionally, staff are asked to frequently use hand sanitizing agents as provided to each service area when hand washing is not an immediate/viable option.

Hand sanitizing stations will be placed throughout the organization. Employees should contact Public Works immediately to notify if additional supplies are needed at these units.

These policies, in alignment with the Campbell County handbook, will apply to all full-time employees, permanent and seasonal part-time employees, contractors, interns and volunteers under the direct employ of the Campbell County Board of Supervisors, and will be referred to within this document as "employee(s)".

As the County's Emergency Manager, the County Administrator is authorized to enforce the policies and directives within this document and/or change them at any time for the overall health and safety of employees and the general public.

Adherence to these policies will be in alignment with disciplinary action as outlined in the Employee Handbook, if behaviors are deemed to put others' health at risk.

NOTE: Campbell County Public Safety, Law Enforcement and Social Services personnel will be guided and governed by more stringent standards/protocols

and training established by their respective regulatory agencies and codes which may differ from this policy.

Anti-body testing:

Anti-body test results shall not be used to make decisions about returning employees to work who were previously classified as known or suspected COVID-19.

Employees who test positive by anti-body testing and were not otherwise previously classified as known or suspected COVID-19 may go to work provided they are not COVID-19 symptomatic and follow general recommendations to prevent infection with SARS-CoV-2 while at work (i.e., self-monitor for COVID-19 symptoms; wash hands often; cover coughs and sneezes; avoid touching eyes, nose, and mouth; avoid close contact with other persons inside six feet; clean and disinfect frequently touched surfaces daily).

However, nothing in this policy shall be construed to require Campbell County to allow an employee who tested positive by anti-body to return to work.

There shall be no change in use of PPE by employees who test positive for COVID 19 anti-bodies.

Assessment of Workplace for Hazards: Exposure Risk Levels:

The Campbell County Department of Public and Employee Relations (PER) will be responsible for maintaining a list of all positions, reviewing risk factors, and categorizing each role into the aforementioned risk categories. This listing will be posted on the Employee Portal on the PER page. See [16 VAC 25-220](#) for details and requirements for each risk category.

Those in high/very high risk categories will be trained and provided with personal protective equipment in compliance with their agency's governing protocols. Respective plans for County departments with high/very high risk categories will be administered by the Director or Chief Officer of that agency.

Should anyone's duties shift to ensure contingency of operations, employees and PER staff will be notified by the position's supervisor and informed of any duties that may change the role's placement in the designated risk category.

Training:

All employees who serve in agencies with hazards or job tasks classified at "very high" or "high" exposure must be provided with COVID 19 training, regardless of

an individual employee's risk classification. Training will include:

- characteristics of the SARS-CoV-2 virus and COVID-19 disease
- ability of each employee to recognize the hazards of the SARS-CoV-2 virus and symptoms of the COVID-19 disease
- instructions and procedures to minimize these hazards
- requirements of the VA 16-25-220 standard/regulation
- characteristics and methods of transmission of the SARS-CoV-2 virus
- symptoms of the COVID-19 disease
- Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus
- safe and healthy work practices, including but not limited to, physical distancing
- disinfection procedures, disinfecting frequency, noncontact methods of greeting
- when PPE is required, how to properly don, doff, adjust, and wear PPE; proper care, maintenance, useful life, and disposal of PPE; and limitations of PPE.

Employees will be instructed via an online training, relative to each service area's governing policies. Upon successful completion of the training, each employee will be provided with a certificate indicating their understanding of the required knowledge elements as stated above.

If the employee has previously and successfully completed a training (within the last six months) that adequately addresses the topics and procedures listed above, written verification of that training must be provided to the Department of Public and Employee Relations to be recorded and dated as meeting training criteria.

Self-Monitoring:

In addition to hand washing, sanitizing work areas, wearing masks, and social distancing, all employees are required to self-monitor their health status on a daily basis. Employees are expected to contact their supervisors and self-quarantine immediately if observing any of the following signs/symptoms.

Employees are also asked to monitor the health of those in their households and that of close contacts for possible symptoms and/or exposure risks, reporting any possible exposure to their supervisors as soon as possible.

Per the CDC, those with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever (100.4 degrees or above) 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 or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19.

Digital Monitoring On-site:

Additionally, Departments are encouraged to obtain digital thermometers to assist employees in self-monitoring their health status, with each staff person checking his/her temp each day when reporting for duty, to the extent as such action is possible. If digital monitoring is used, no records of a respective employee's health should be recorded. Anyone with a fever 100.4 or above should go home and follow self-isolation guidance.

Directors may contact the Department of Finance and Strategic Initiatives if COVID funding is needed to purchase monitoring equipment.

Quarantine:

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.

Who needs to quarantine?

Quarantine will be immediately enacted for:

Those experiencing two or more of the symptoms listed on page 3 (these individuals should quarantine and get tested immediately).

Those who are known to have COVID -19 (meaning any person symptomatic or asymptomatic, who has tested positive for SARS-CoV- 2)

and

Those who may be infected with COVID-19(meaning any person not a currently known or suspected COVID-19 person, but who has potentially been exposed through:

- o Contact **within 6 feet** of or resides with someone **who has COVID-19 (without masks/face coverings being worn)** within the last 14 days. (Note: The CDC defines close contact as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.)

Please note that quarantine scenarios may vary on a case-by-case basis. Those with questions on whether or not to quarantine should contact their department head for coordination with County Administration to determine the appropriate course of action.

Until further notice, those with 2 degrees or more of separation from a known or suspected COVID 19 person should wear a mask when in the presence of others, **and** maintain a 6 ft. distance from others while in the workplace.

Travel:

Personal Travel Guidance Within the United States

Those who venture generally outside the Region 2000 area (Campbell County, Bedford County, Amherst County, City of Lynchburg and Appomattox County) for more than a 24 hour period are required upon return to work to:

- self-isolate within their respective work spaces, avoiding contact with others as much as possible throughout the work day, and
- wear a mask at all times when in the presence of others while on County property and in public spaces.

If traveling within the United States employees should continue to follow all CDC/VDH recommendations to avoid exposure to Covid-19/coronavirus.

Avoid crowding and poor social distancing, bearing in mind that bars, beaches, and crowded restaurants are all ideal areas for spreading the virus.

If County leadership is made aware that adherence to these recommendations was not followed, employees will be required to self-quarantine for fourteen (14) days upon return and will be required to use vacation or personal leave for that time frame.

For the protection of staff and the public, the County Administrator **may require anyone traveling** to quarantine for 14 days upon return, if the situation warrants. This will be determined on a case-by-case basis depending on location and exposure risk. Work from home accommodations may be considered during this quarantine period, if essential to County operations as deemed so by the Department Head and County Administrator. If work from home is not available, leave allocations would be applied per the County handbook.

This protocol is in alignment with the Centers for Disease Control (CDC) and Virginia Department of Health guidelines to ensure the safety of staff, their families, and our community as a whole.

International Air Travel or Ship/Cruise Travel

Employees who are planning to fly internationally or vacation on a ship/cruise MUST self-quarantine for fourteen (14) days upon return. During this timeframe, the employee should monitor his/her health and report any changes to his/her supervisor immediately.

If choosing any of these means of travel, employees will be required to use leave allocations afforded per the County Handbook during the mandatory self-quarantine period, if work from home options are not available for his/role.

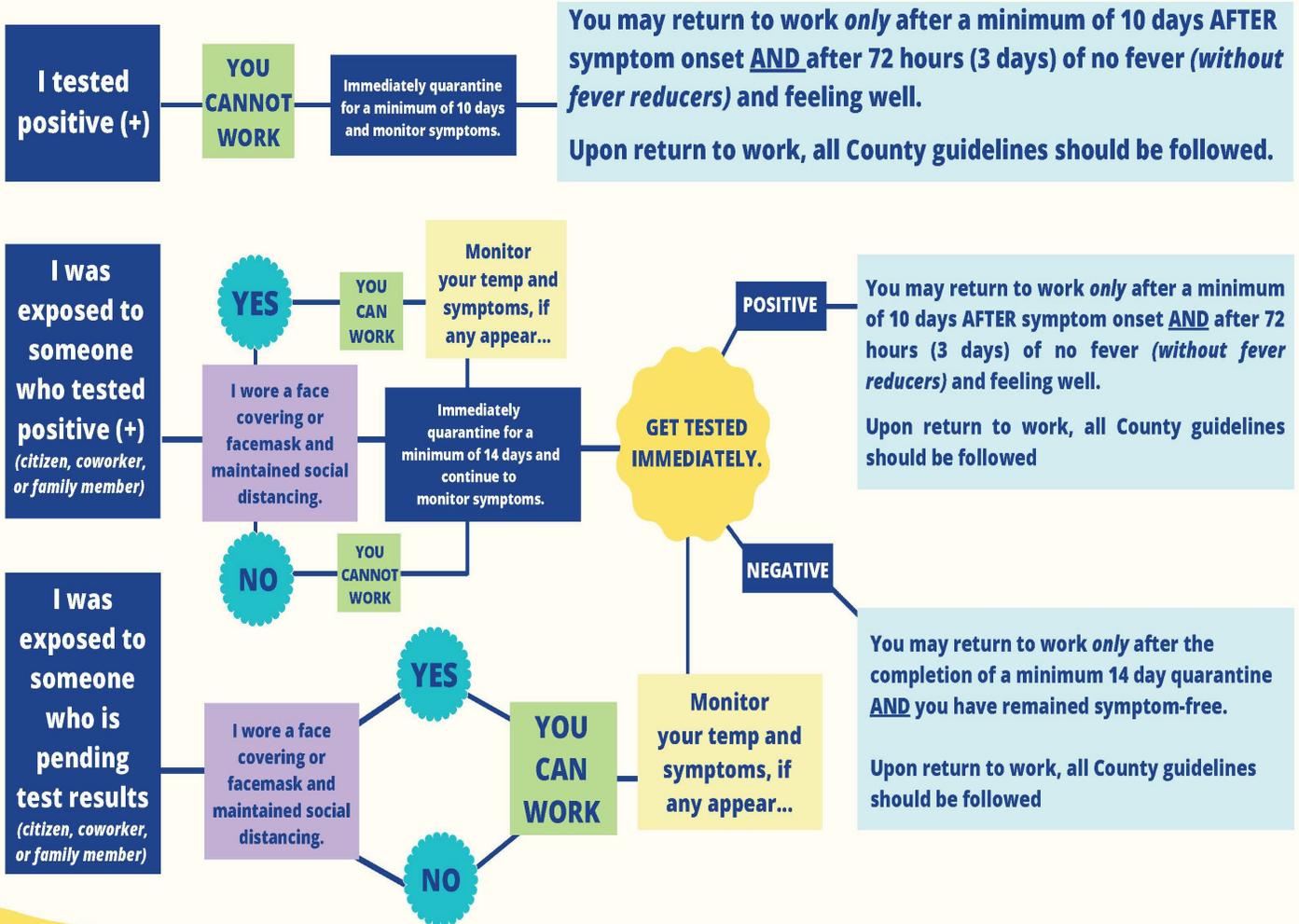
Steps to take

The following flow chart (page 8) will guide quarantine durations and “return to work” time frames for those with symptoms, positive tests, and exposure, based on CDC and the Virginia Department of Health contact exposure guidelines. Those with travel-related quarantines will follow the guidance in the “Travel” section of this policy (page 5-6).

Again, if permitted to work per the following chart (page 8), employees are required to follow established safety policies (i.e. wear a mask, social distance, clean work areas, etc.).

SHOULD I RETURN TO WORK?

SAFE ACTIONS FOR EMPLOYEE RETURN POST-COVID-19 EXPOSURE



BE SAFE.

NOTE: If you develop symptoms, or have been exposed to anyone who has tested to positive, or is pending test results, please contact your supervisor immediately. Supervisors will be provided with guidance.

Reporting Exposure, Symptoms, and Test Results:

Whether symptomatic or asymptomatic, any employee who is a known COVID-19 person (currently tests positive for COVID 19 or who is a suspected COVID-19 person (as previously defined) should contact his/her supervisor via text or phone call immediately upon knowledge of infection/positive test or possible exposure, and remove themselves immediately from County facilities.

Any infected or symptomatic/test pending employee will likewise be required to report any direct contacts he/she had with others at work within the past 14 days that may be at risk of exposure.

Supervisors with knowledge of a confirmed COVID 19 case or suspected case in the employee pool are required to immediately contact the Department of Management Services (Darlene Cowart, HR and Benefits Coordinator extension 9794 or hr@campbellcountyva.gov) As general (non-emergency) County departments operate on a Monday-Friday, 8:30 a.m. – 5:00 p.m. work schedule, notifications should occur as soon as possible within those time frames. If occurring over the weekend, notifications should occur prior to start of business on Monday morning.

A template form for reporting exposures/possible exposures can be found [here](#).

Management Services staff will promptly inform the County Administrator and Director of Public and Employee Relations of departmental cases/suspected cases and record these occurrences in compliance with OSHA reporting regulations.

Those in direct contact (within 14 days prior) with an infected individual/someone who tested positive with COVID-19 will be notified by their respective supervisor via email, phone call, or text as soon as possible (and within a 24 hour period; if over a weekend, by 9:30 a.m. on Monday.

Offices operating 24 hour services will contact affected employees as soon as possible, and within a 24 hour time frame.

The Department of Public and Employee Relations staff will assist supervisors with messaging and informing employees of possible exposure, upon request/as needed.

Exposure messaging will contain only the following:

- Statement of possible exposure (dates/general location)
- Recommendation/instructions toward quarantine or other health/communication directives (**based on the provided flow chart on page 8**)
- How to access sick leave policies and contact information for assistance with Families First CARES Act, FMLA, and Short-Term Disability, as well as work from home options (if applicable), leave allowances and time keeping protocols.

The name of the infected party shall not be conveyed (in compliance with the ADA). However, names of any infected/affected employees may be provided confidentially to designated Management Services and PER staff to ensure the respective employees receive benefits information and other required information in a timely manner.

Return to Work Status:

Campbell County will make “return-to-work” decisions founded primarily on time-based strategies, as recommended by the CDC and the Central Virginia Department of Health.

No employee confirmed or suspected of having/carrying COVID-19 will be permitted to work, **per the flow chart on page 8**, and based on the last date of contact with a person who has COVID-19 or is suspected of having COVID.

Based on the position/risk factors for public exposure, Department heads may require an employee’s negative COVID 19 test result, before return-to-work status is reinstated.

Campbell County will cover any cost of required testing and make reasonable efforts to maintain compensation for employees who are ill or waiting test results, as determined by law and through available leave allocations/options.

Employees seeking to return to work based on COVID 19 testing, should, when possible, consult with the Central Virginia Department of Health and/or their physician for documented clearance before returning to County facilities.

Return-to-work will be coordinated with the employee’s immediate supervisor and department head once the safety measures indicated in this policy have been fulfilled.

The County Administrator may require additional quarantine/self-isolation beyond what is stipulated in this policy, if deemed necessary for the safety of the organization.

EMS/First Responders Return to Work:

It is recognized that certain positions in emergency services may have different instructions and return to work policies than that of the general employee pool. Directive messaging and return to work protocols for these roles will be governed by the official health director for such function and their overarching regulatory agency (i.e. BREMS, Health Director's Office, etc.)

Sick Leave Policy:

Absences from work due to COVID 19 will be covered in alignment the County's leave policies as indicated in the County handbook. Employees should contact the Department of Management Services for information on the [Families First Coronavirus Response Act \(FFCRA\) time allocations](#), FMLA coverage, and Short-term Disability benefits. Information on sick leave and other allocations are available on the Employee Portal and by contacting Darlene Cowart, HR and Benefits Coordinator at decowart@campbellcountyva.gov; hr@campbellcountyva.gov or at extension 9794.

Employment and Cleaning Standards:

Cleaning and disinfecting of work areas/surfaces must be in compliance with OSHA and DOL standards, and will be managed through the Department of Public Works.

In addition to the requirements contained in 16 VAC – 25-200 the County shall comply with the VOSH sanitation standard/regulation applicable to its industry.

Employees that interact with customers, the general public, contractors, and other persons, will be provided with and immediately use supplies to clean and disinfectant surfaces where there is the potential for exposure to the COVID 19 virus (by themselves or other employees). The County will likewise ensure adherence to VOSH hazard communication standards applicable to respective areas of service.

Areas in the place of employment where known COVID-19 and suspected COVID-19 employees or other persons accessed or worked will be disinfected prior to allowing other employees access to the areas. This requirement will not apply if the area(s) in question have been unoccupied for seven or more days.

All common spaces, including bathrooms, frequently touched surfaces and doors will at a minimum be cleaned and disinfected at the end of each shift. Where feasible, shared tools, equipment, and vehicles shall be cleaned and disinfected prior to transfer from one employee to another.

The County will ensure that disinfecting chemicals/products used by staff are approved by the Environmental Protection Act (EPA) and listed on List N for use against COVID 19 and emerging viral pathogens. Public Works staff will ensure compliance with manufacturer's instructions for all disinfecting chemicals and products when in use for sanitation regarding COVID 19 (e.g., concentration, application method, contact time, PPE, etc.).

All employees will have easy, frequent access, and permission to use soap and water, and hand sanitizer where feasible, during for the duration of work. Employees assigned to a work station where job tasks require frequent interaction inside six feet with other persons shall be provided with hand sanitizer where feasible at their work station.

Mobile and off-site crews will be provided with hand sanitizer where feasible for use during the duration of work at a work site and shall have transportation immediately available to nearby toilet facilities and handwashing facilities which meet the requirements of VOSH laws, standards and regulations dealing with sanitation

Individual work areas and any food preparation areas should be cleaned frequently with sanitizing agents provided by the Public Works Department. Public Works teams will provide employee training/guidance on each product's proper use for individual work stations.

Cleaning of Exposed Areas:

Supervisors will contact the Public Works/Maintenance Department immediately to alert cleaning crews of any COVID 19 exposed areas. These areas will be cleaned as soon as possible per OSHA safety guidelines.

Contractors and Other Service Providers to the Organization:

All subcontractors and companies that provide the County with contract or temporary labor that has any worker suspected or confirmed to have COVID-19 must stay home/away from County facilities, and alert County Administration to any confirmed or suspected COVID 19 immediately. It is advised that the contracting companies adopt non-punitive sick leave policies toward these situations.

Face Coverings/Masks:

Employees are expected to wear a cloth face covering/mask or equivalent grade mask when entering any commonly used space (hallways, restrooms, copy areas, supply rooms, kitchens, open office settings, garages, lobbies/public areas, etc.). An employee may refrain from wearing a mask in his/her own cubicle/office if no one else is present in that specific work area.

If any employee needs a face mask, he/she should contact the Department of Public and Employee Relations at extension 9818 or at per@campbellcountyva.gov.

Those with health issues that prevent the wearing of a mask/face covering are asked to socially distance from others at all times and take needed precautions to mitigate the possible shedding of the virus. Those who cannot wear a mask should coordinate with their supervisor to conduct their work in a manner where they are not in direct contact (within 6 feet) of the public and other staff members.

Requests by an employee not to wear PPE will be handled in accordance with applicable federal and state standards.

Common Areas, Break Areas, and Lunchrooms:

Break rooms and internal lunch areas in all County buildings should be temporarily closed to seating until further notice. These areas may be accessed individually to retrieve or heat food items if face covering/masks are worn and social distancing maintained.

Riding in Vehicles:

Staff is encouraged to coordinate needed transportation so that only one employee is present in a vehicle. In instances where multiple employees (two or more) must ride together, masks must be worn by all parties for the duration of any trip, regardless of distance. County vehicles should be sanitized to the best of occupants' abilities upon returning to the fleet for use by other parties. All PPE must be adequate and applicable to its respective industry standard. (i.e. ambulances, fire trucks, etc. may have additional industry standards than that of the general employee pool).

Discrimination:

Discrimination against an employee for exercising rights under this standard/regulation is prohibited.

No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions of this standard/regulation or Title 40.1 of the Code of Virginia for themselves or others.

No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears their own personal protective equipment, including but not limited to a respirator, face mask, face shield, or gloves, if such equipment is not provided by the employer, provided that the PPE does not create a greater hazard to the employee, or create a serious hazard for other employees.

No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.

Contingency Planning:

All staff are asked to cross-train to perform tasks, services and projects should any team member become compromised, or ill. Staff should update team members regularly on project and task status, discuss roles/operations, and ensure team members have access to information should one or multiple teammates become ill.

Posting:

These policies will be updated as needed throughout the COVID 19 pandemic and posted on the employee portal under the Employee and Public Relations page.

Policy Changes:

As the COVID-19 pandemic is dynamic in its effects, this policy may adapt as needed based on the guidance of the CDC, VDH, or other vetted information in order to maintain the safety and health of County staff and our residents.

Updates to this policy will be posted/noted as such in subsequent versions of the document and will take precedence over previous versions.

Minimum Standards and Policy Duration:

These policies reflect the minimum standards required per VAC-16-25-220. Constitutional Offices, affiliated state agencies, emergency service providers and other service functions may coordinate with the County Administrator to enact more stringent protocols to ensure staff and public safety.

Per VAC 16-25-220, this emergency temporary standard shall expire within six months of its effective date or when superseded by a permanent standard, whichever occurs first, or when repealed by the Virginia Safety and Health Codes Board.

Sources:

www.CDC.gov
[Virginia Department of Health](#)
[Central Virginia Health District](#)
[Virginia Department of Labor](#)

16 VAC 25-220 – Emergency Temporary Standard *will inform these policies beginning July 22, 2020 until such time they are rescinded by the VA Department of Labor.*