

COVID-19 SAFETY EMPLOYEE TRAINING



» SAFETY AT WORK

In July 2020 the Department of Labor (DOL) passed [16VAC25-220 Temporary Standard for Infectious Disease Prevention](#) which requires all employers in the state of Virginia to adhere to specific regulations toward decreasing the spread of COVID-19.

These DOL regulations, Campbell County's Response Plan, and a chart categorizing County positions' risk levels can be found on the Public and Employee Relations (PER) portal site in the [COVID-19 folder](#) or by clicking the links below:

- [16VAC25-220 Temporary Standard for Infectious Disease Prevention](#)
- [Campbell County Policy/Response Plan for COVID-19](#)
- [COVID-19 Risk Level by Position](#)

This presentation will touch on some of the key points addressed in these regulations and policies. As part of this training you are required to read over these documents in full and confirm that you understand their content.



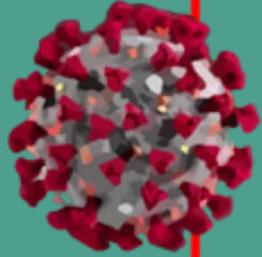
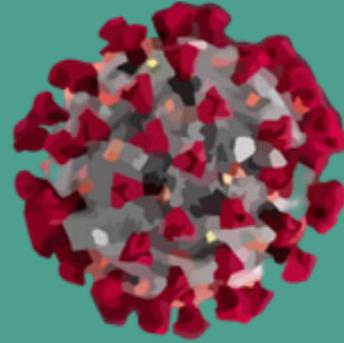


SAFETY AT WORK

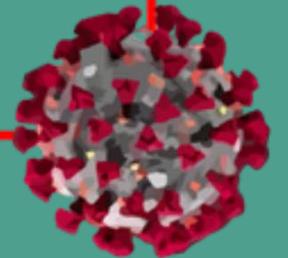
Campbell County identified the following COVID 19 Risk Categories

	Risk Level - Very High (none in our organization)	Risk Level - High	Risk Level - Medium	Risk Level - Low
Type of Work	Front Line Hospital Work Medical Work Collecting Specimens Autopsies ICU Workers Intubating Patients	First Responders Cannot perform duties outside of 6ft distance	Cleaning Services Protective Services Disposing of trash Cleaning frequently touched services Working in close proximity with youth and families in homes or unprotected areas	General Office Employees Can typically operate at a 6 ft. distance from others, work outside, from home or from behind a protective barrier
Type of Hazard	Contact with Known Hazards	May have physical contact with a potential COVID 19 carrier/hazards	May come into contact with tainted materials or surfaces May be required to come into contact with exposed children or families while working cases	Risk of exposure can be controlled by the employee by social distancing, hand washing and wearing a mask
Employees Potentially Affected	Doctors Nurses Dentists Medical Examiners	EMTS/Fire Fighters Law Enforcement	Custodians Youth Services Witness/Protection Advocates	General/Administrative Staff





WHAT IS COVID-19? HOW IS IT SPREAD?



»» WHAT IS COVID-19?

- COVID-19 is a respiratory disease caused by a coronavirus called SARS-CoV-2.
- SARS-CoV-2 is a new strain of coronavirus that scientists first identified in December 2019.
- Because it is a new disease, humans have not built immunity to it, and scientists are still learning how to treat it and refining ways to diagnose it.
- Coronaviruses are common in humans and many animal species. For example, the common cold is caused by a coronavirus. However, COVID-19 can cause more serious health issues.



»» WHAT IS COVID-19?

- COVID-19 is not the same as the flu. Seasonal flu is caused by a different virus, called Influenza A. The seasonal flu vaccine is effective in preventing many flu illnesses, but it does not protect against COVID-19. Similarly, prescription medications to treat flu are not used to treat COVID-19.
- The first confirmed case of COVID-19 was in December 2019 in China.



»» WHAT ARE THE SYMPTOMS?

- COVID-19 affects different people in different ways. Infected people may have symptoms appear 2-14 days after exposure to the virus; while some may have **no symptoms at all**. It can affect anyone of any age.

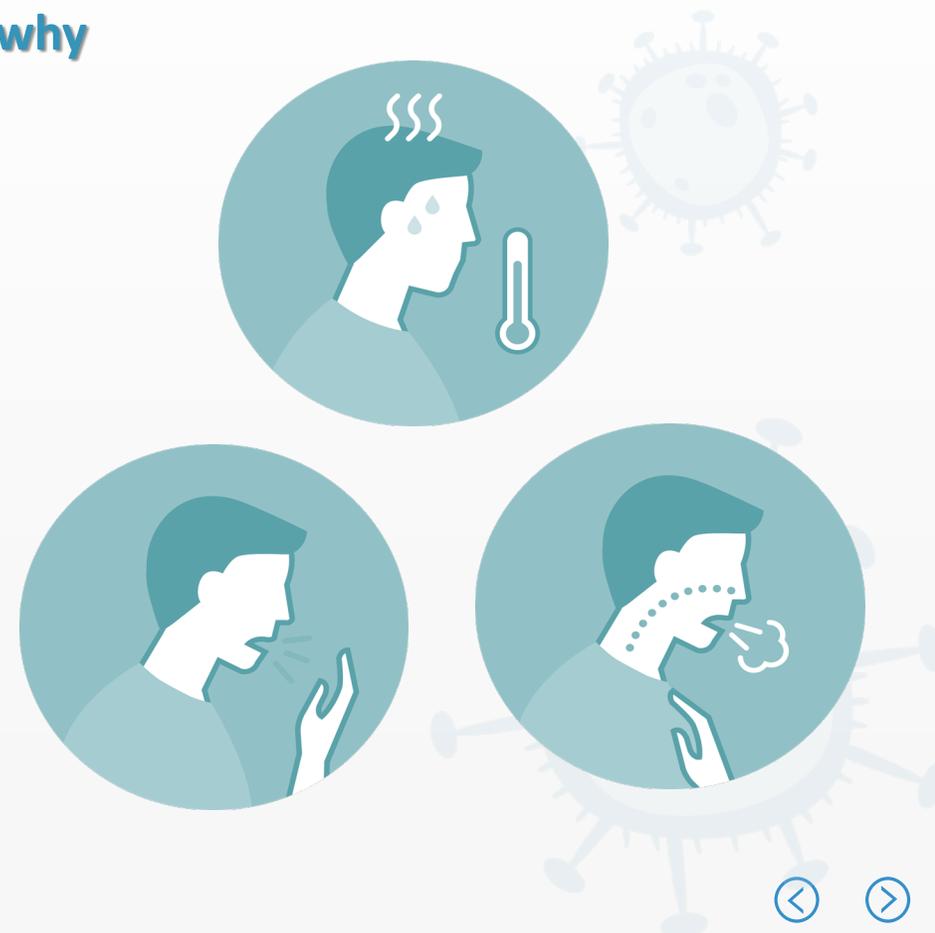
You can still spread the virus to others, even if you feel well. That's why safety precautions are critical during this pandemic.

- The most common symptoms include:

- *Fever or chills*
- *Cough*
- *Shortness of breath/difficulty breathing*

- *Other symptoms are:*

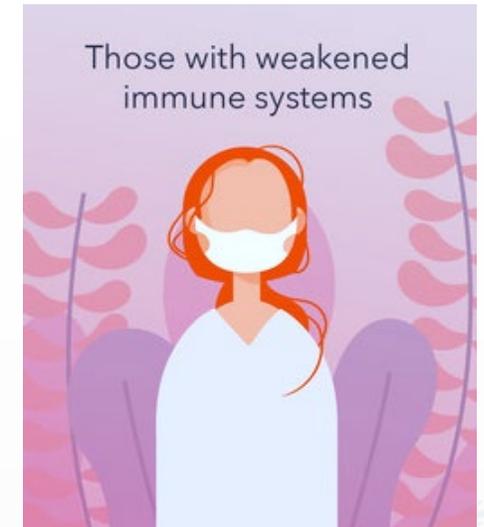
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*



»» WHO IS AT RISK?

Illness can be more severe in specific groups of the population. Those who are considered at higher risk may include:

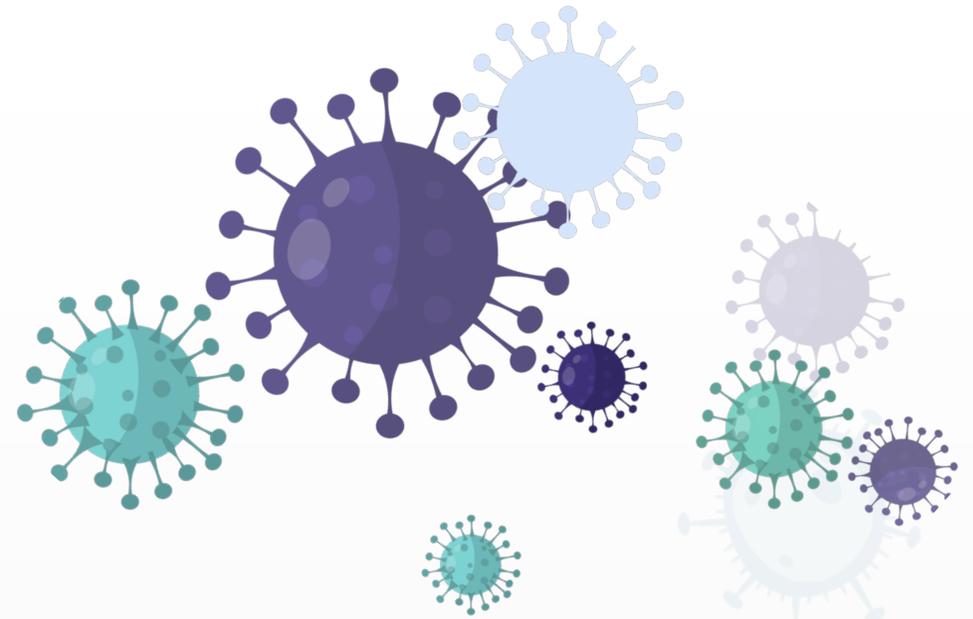
- *Adults age 65 years and older;*
- *Individuals of any age with weakened immune systems or who have underlying health conditions like cancer, lung disease, cardiac disease, sickle cell disease, autoimmune disorders, hypertension, asthma, diabetes, body mass index over 30, etc. Ask your doctor if you are in a higher risk category.*
- *Children who have medical complexity, who have neurologic, genetic, metabolic conditions or who have congenital heart disease; and*
- *Pregnant women.*



HOW DOES COVID-19 SPREAD?

DIRECT CONTACT

- SARS-CoV-2 can be spread from person to person through respiratory droplets:
 - *The virus resides in the respiratory fluids that coat the respiratory tract, which includes nose, mouth, throat, and lungs, and other mucous membranes (such as the eyes).*
 - *Droplets of this fluid are produced through coughing and sneezing. If an infected person coughs or sneezes, these droplets are sprayed into the surrounding air.*
 - *Infection occurs when a droplet carrying the virus enters another person's mucous membranes in the nose, mouth, throat, lungs, or eyes.*
 - *The droplet could be transmitted through the air or shared through touching, such as if an infected person coughs into his hand and then touches or shakes hands with someone who then touches his eyes, nose, or mouth.*

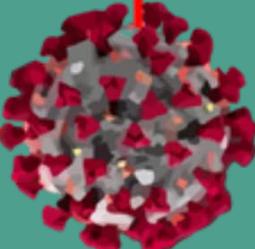
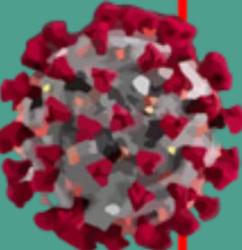
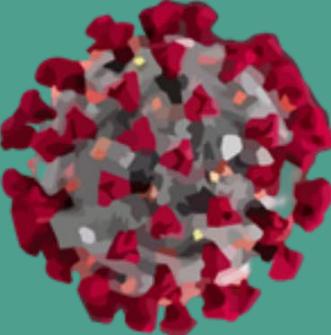


»» HOW DOES COVID-19 SPREAD?

INDIRECT CONTACT

- One study found that the virus can exist on surfaces and spread that way.
 - *Example: If an infected person sneezes and touches a doorknob or countertop, and then another person touches that surface and then subsequently touches their mouth, nose, or eyes.*
- Consistent sanitization, including disinfecting commonly used surfaces, such as door knobs and faucets combined with frequent hand-washing, is crucial.





HOW CAN WE REDUCE THE SPREAD OF COVID-19?



»» WHAT ARE WE DOING TO SLOW THE SPREAD?

Campbell County instituted the following protocols when offices resumed in-person services on May 18, 2020. These protocols to prevent the spread of COVID-19 include:



Awareness

- Continued reminders of CDC/VDH guidelines, (frequent hand-washing and sanitization, encouraging social distancing (6 ft. rule).
- Continual communication on COVID 19 protocols, plans and benefits available to employees.



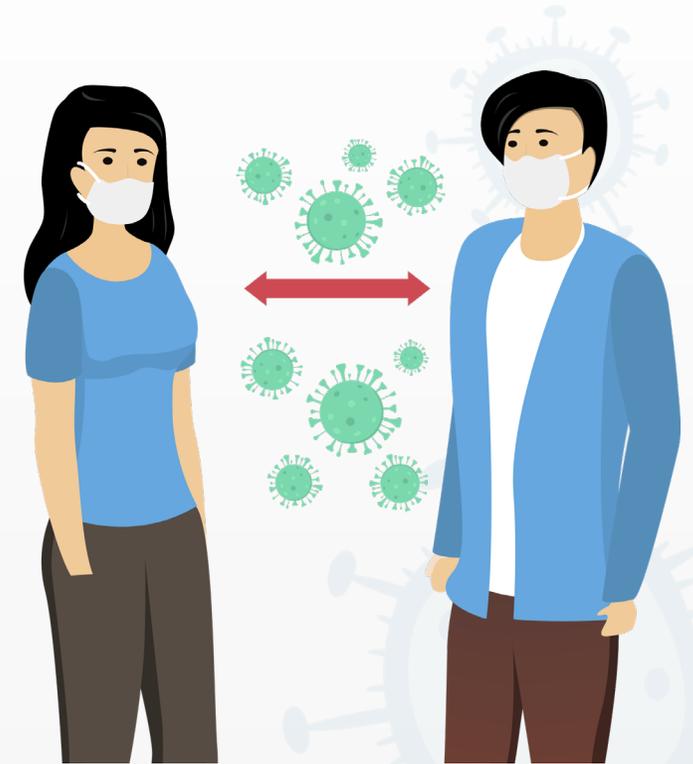
Work Formats

- Ongoing work from home/telework options and staggered work-shifts.
- Modified work and meeting spaces (protective barriers, re-organizing work areas for social distancing).
- Use of technology and online services instead of face to face meetings and personal contact.



- Distribution of sanitization products and cotton face masks to each employee*.
- Increased cleaning and sanitization measures.
- Stay at home requirements for those exhibiting symptoms and/or awaiting results.
- Adherence to guest limits in indoor spaces; closure of gathering spaces, such as breakrooms.

***Effective May 29, 2020, through Governor Northam's Executive Order 63, any person age 10 or older must wear a face covering when visiting indoor public spaces. Please visit www.governor.virginia.gov regarding the legalities of non-compliance.**



Please note that Public Safety/Law Enforcement staff and personnel in high or medium risk categories may have additional required steps based on their industry standards and individual department safety plans.



»» PERSONAL ACTIONS: PLEASE CONTINUE...

As an employee, we ask that you do your part by:

- **Monitoring for symptoms continually. Staying home** when you are sick.
- **Maintaining social distancing of at least 6 ft. from others.**
- **Covering your coughs** and sneezes with a tissue, or in your sleeve (if not tissue). **Not touching your face.**
- **Cleaning** frequently touched surfaces.



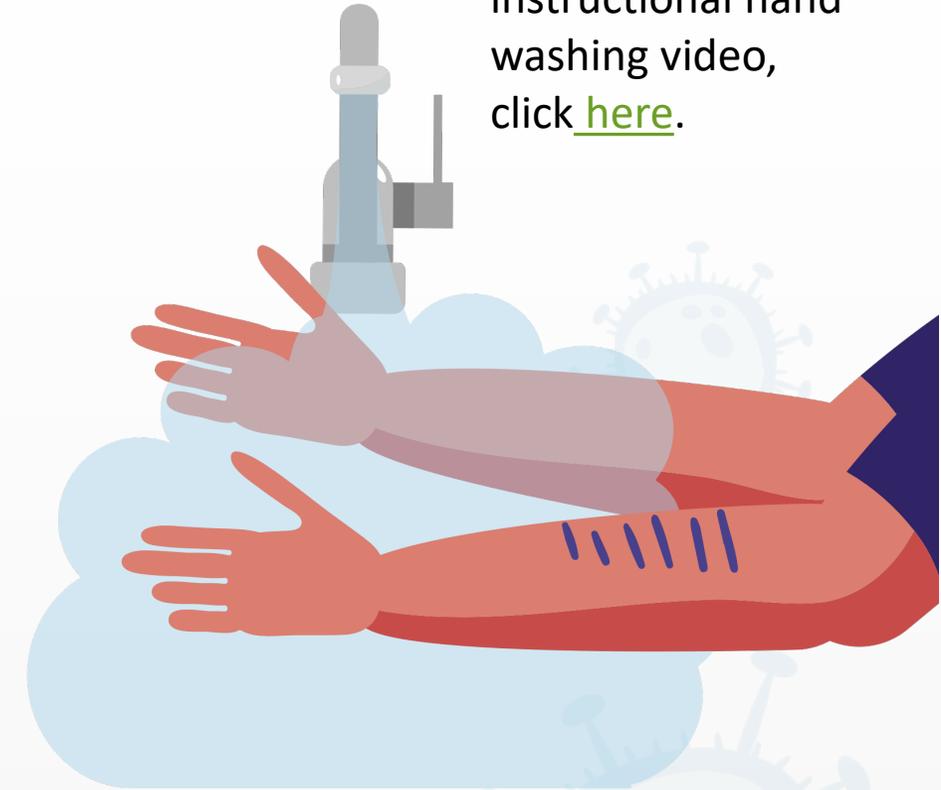
» PERSONAL ACTIONS: PLEASE CONTINUE TO...

Wash your hands often with soap and water for at least **20 seconds**.

Key times to wash your hands:

- **After** blowing your nose, coughing, or sneezing;
- **After** touching common public items
(door handles, ATM machines, public countertops);
- **Before, during, and after** preparing food;
- **Before** eating food;
- **Before and after** caring for someone who is sick;
- **Before and after** treating a cut or wound
- **After** using the restroom; or
- **After** touching garbage.

For an instructional hand washing video, click [here](#).



Wash Up,
Campbell County!

»» PERSONAL ACTIONS

Use PPE (personal protection equipment) or face masks properly. (see chart on right)

This includes not only the wearing and adjusting of the face mask, but also disposal of single-use masks, after use.

Fabric masks should be laundered regularly and stored in a clean/dry location.

Masks should be worn when in contact with others and in public County spaces, especially if social distancing is not possible.

Masks are not a guaranteed safeguard against the wearer contracting COVID 19, but are a safety measure to significantly reduce the wearer from spreading virus to others.

If you need a mask, please contact the PER Department at extension 9818.



How to **put on, use, take off and dispose** of a mask

1



Before putting on a mask, wash hands with alcohol-based hand rub or soap and water

2



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

3



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks

4



To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water



» ENVIRONMENTAL ACTIONS

Dispose of items properly.

Do not leave used masks, tissues, gloves, etc. in parking lots or common spaces for others to throw away.

If possible, please wrap these items in a paper towel and deposit into the trash.

PPE protocols for those in emergency services will be determined by their respective regulatory agency/standards.



»» WHAT IS THE SANITIZATION PROTOCOL?

HAND SANITIZING

If for some reason you cannot wash your hands regularly, hand sanitizer can be used as an alternative. However, as it is less effective than handwashing and is in higher purchasing demand, it should be applied as directed, yet used conservatively.

CDC Recommended Application of Hand Sanitizer

- *Put enough sanitizer on your hands to cover all surfaces.*
- *Rub your hands together until they feel dry (this should take around 20 seconds).*
- *Do NOT rinse or wipe off the hand sanitizer before it's dry; it may not work well against germs.*

Hand sanitizer stations have been strategically placed at high traffic areas throughout the County complex/County facilities and each office will have access to a limited amount. Public Works has a moderate supply of re-fill sanitizer/re-fill bags to meet projected needs.



»» WHAT IS THE SANITIZATION PROTOCOL?

SURFACE CLEANING

Custodial staff will continue cleaning/disinfecting high contact surfaces daily, particularly in high traffic areas and public spaces.

SHARED RESPONSIBILITY

The cleanliness of our combined workplace is a shared responsibility, thus it is everyone's duty to clean and keep their work stations properly sanitized. All staff should clean frequently-touched surfaces in their areas of service regularly.

*To properly disinfect, the solution needs to be in contact with the surface for at least **5 minutes**. A list of EPA-approved products that are expected to be effective against COVID-19 is available [here](#).*



»» WHAT IS THE SANITIZATION PROTOCOL?

Public Works has a limited supply of spray disinfectant that can be applied to/wiped from hard surfaces. It is important to note that this canned product is highly concentrated and approved for surface cleaning only.

Upon requesting disinfectant for an office/department, Public Works staff will instruct you on proper application when they deliver the product to you.

PLEASE NOTE: Disinfectant wipes are in extremely high demand. While small quantities are currently stocked internally, re-fills can be on back order for extended periods. Please use wipes only if necessary.



»» WHAT IS THE SANITIZATION PROTOCOL?

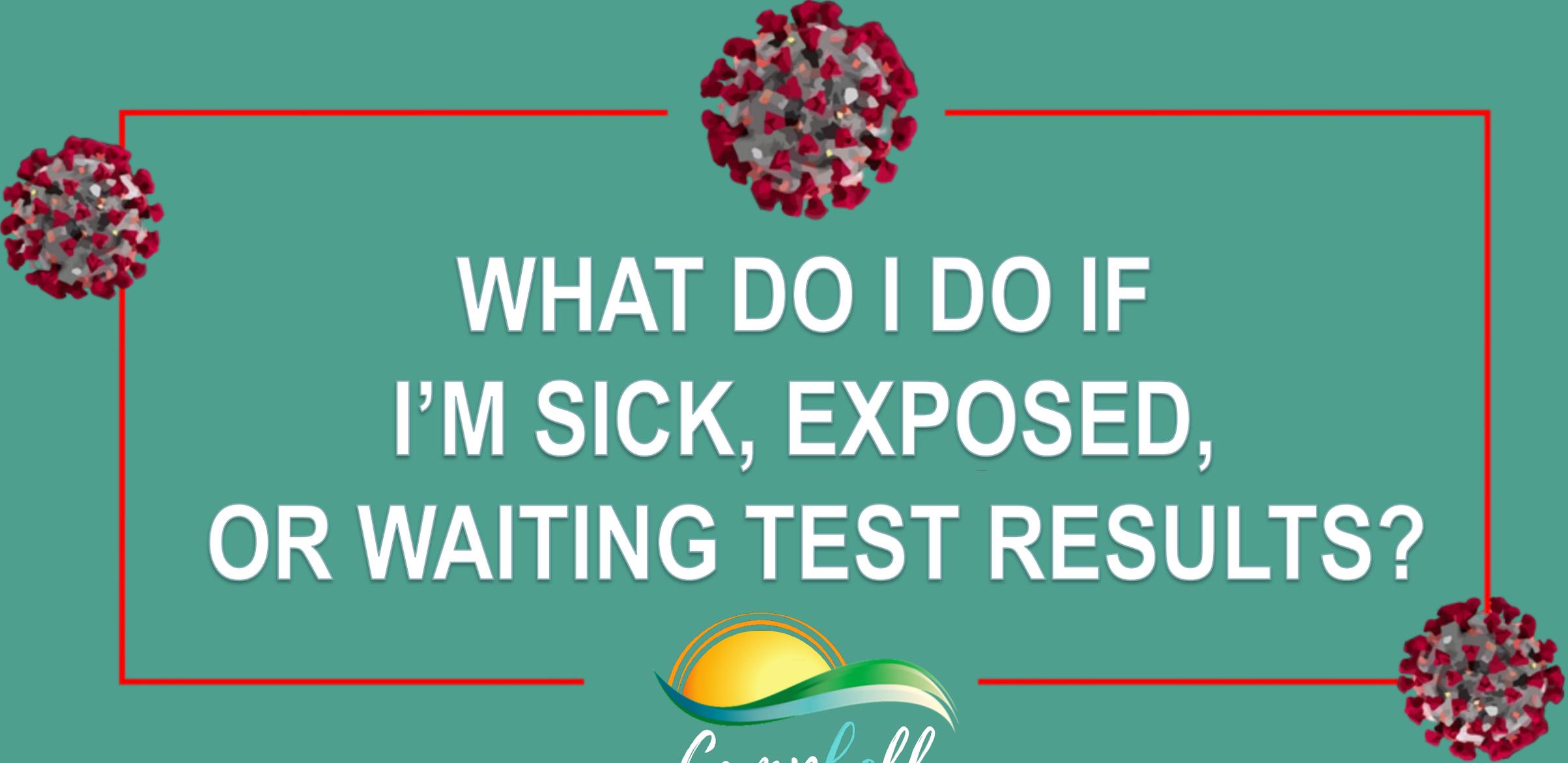
SUPPLY REQUESTS

In order to accurately track supply costs associated with COVID-19, please only obtain cleaning products through the [Public Works work order system](#).

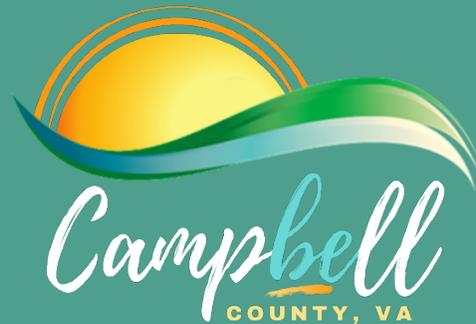
Those with departmental logins will now notice a special tab indicating where supply requests can be submitted specifically for COVID 19 purposes.

If you have any questions regarding how to use sanitation products or how to request them, please contact Public Works staff at (434) 332-9844.





**WHAT DO I DO IF
I'M SICK, EXPOSED,
OR WAITING TEST RESULTS?**

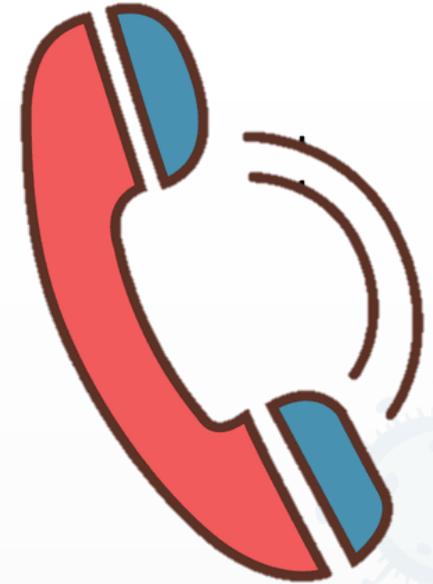


»» WHAT DO I DO IF EXPOSED?

REPORT POTENTIAL EXPOSURE TO YOUR SUPERVISOR

*If you are having symptoms, fear you have been exposed to the COVID-19/Coronavirus, or have been in contact with someone who is potentially positive, the first thing to do is **contact your supervisor immediately**.*

Your supervisor will discuss any telework or other leave options during your quarantine/isolation, or while test results are pending.



»» WHAT DO I DO IF EXPOSED?

SUPERVISORS: REPORT ANY CASES/EXPECTED CASES/EXPOSURES TO MANAGEMENT SERVICES IMMEDIATELY

Upon receiving notice from the employee, a supervisor will:

- Complete the **COVID-19 Reporting Form** (also found the PER portal page) **as soon as possible and** within 24 hours.
- Submit the form to Management Services via **hr@campbellcountyva.gov**.
- **Inform others who may have been exposed in the workplace, without giving the name or personal information of the affected employee.**
PER and Management Services staff can assist in messaging, if needed.

Management Services Staff will reach out to the employee directly to determine if Families First Coronavirus Response Act (FFCRA) or other benefits apply. Please contact Darlene Cowart at extension 9794 if you have questions regarding FFCRA or COVID-19 related time reporting.



»» WHEN CAN I COME BACK TO WORK?

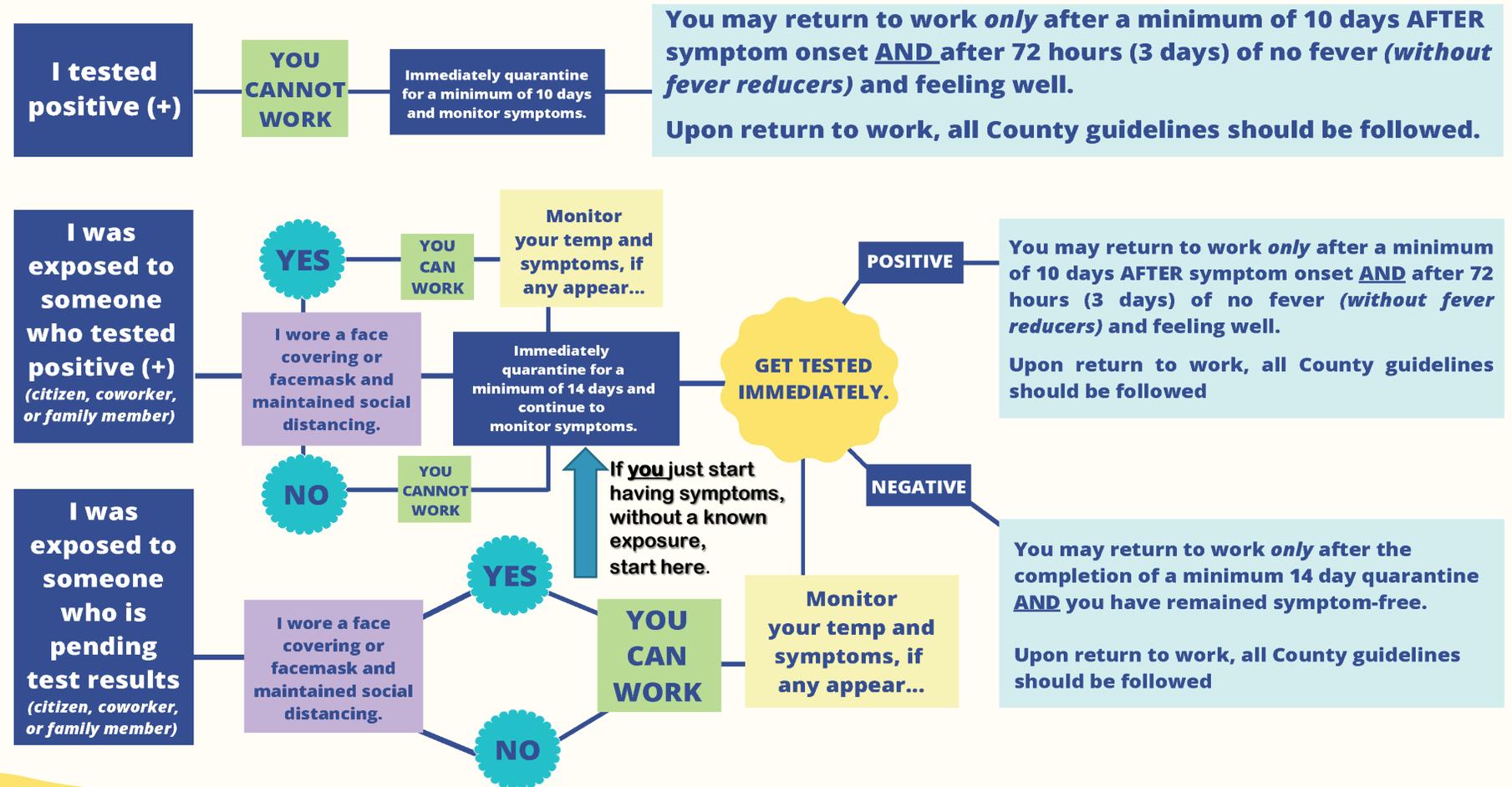
SAFE ACTIONS FOR EMPLOYEE RETURN POST-COVID-19 EXPOSURE

Campbell County cares about our employees, and as such, we want to be careful when it comes to allowing employees to return too soon.

Please follow this flowchart so that our workplace can maintain the safest practices possible.

*Campbell County uses the time based strategy to determine “return to work” status.

SAFE ACTIONS FOR EMPLOYEE RETURN POST-COVID-19 EXPOSURE



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.

BE SAFE.





SAFTY ACTION AND PLANS

In addition to our safety protocols and return to work policies, Campbell County has also developed a **Policy/Response Plan for COVID-19**. This plan addresses various measures and topics to guide our organization throughout this pandemic.

Again, upon completion of this presentation you must acknowledge via electronic signature that you've read and understood this policy in its entirety.



Some topics our plan covers:

- *Safety Requirements for All Employees*
- *COVID-19 Testing*
- *Assessment of Workplace Hazards*
- *Training*
- *Self-Monitoring/Symptoms*
- *Quarantines*
- *Travel*
- *Return to Work Guidance*
- *Reporting Cases*
- *Sick Leave/Families First Coronavirus Response Act*
- *Cleaning Standards*
- *Communication with Contractors/ Contracted Services*
- *Use of Common Areas*
- *Riding in Vehicles*
- *Contingency Planning*
- *Non-Discrimination Policies*
- *Where information Is Posted*
- *Changes, Duration, and Minimum Standards*



»» SOME KEY POINTS TO REMEMBER

HEALTH AWARENESS

We encourage our residents and employees to be mindful of their individual health and monitor daily for symptoms. During a pandemic, increasing self-hygiene and monitoring health, both physical and mental, is a best practice. Also, [Optima EAP](#) resources are provided free of charge to County employees to support mental health and wellness.

MASKS AND FACE COVERINGS

We have provided employees with a cotton face mask as well as posted flyers to remind the public of Governor Northam's Executive Order 63 requiring masks in public spaces.

SPACE CLOSURES

We have temporarily closed or limited venues where people gather in larger groups (senior centers, library programs, sporting events, etc.). Likewise, the organization has closed areas that are considered to be 'high-traffic' areas, such as breakrooms, common areas, etc.



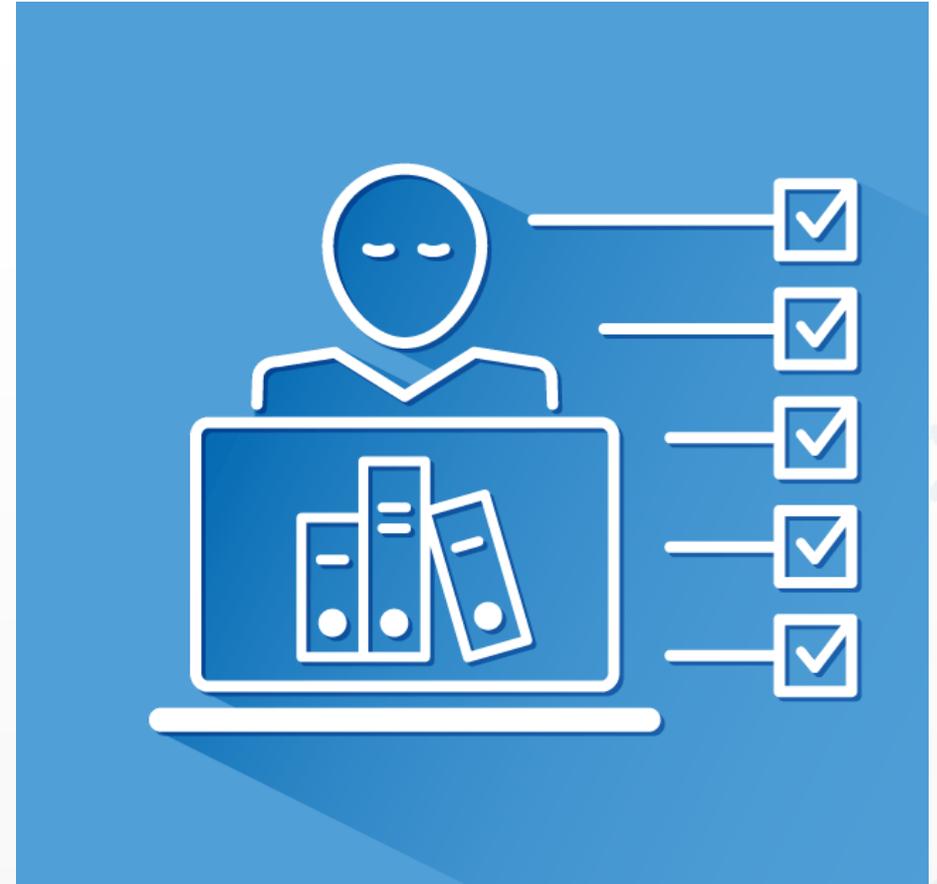


REGULATIONS AND TRAINING

In conjunction with the Department of Labor and Industry's Virginia Occupational Safety and Health (VOSH) adoption of 16VAC25-220), all employees are required to be trained on COVID 19 safety and health practices.

Specific career categories in the organization, such as first responders (CCSO/CCPS), youth and victim services, and custodians are required to:

- develop individual departmental COVID-19 response plans;*
- follow additional safety protocols per that service industry's area's specific standards; and*
- undergo additional training as determined by regulating officials (i.e. Public Safety's EMS Medical Director, BREMS, VOSH/OSHA and VA Court System, etc.).*



»» PLANS AND ACTIONS

ALTERED SCHEDULES

We support tele-work and altered schedules to minimize person to person contact in office. We encourage you to chat with your supervisors or department heads to develop work plans and schedules that address work needs while keeping employees safe.

CONTINGENCY PLANS

All staff are asked to cross-train to perform tasks, services and projects should any team member become compromised, or ill.

Remember to 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.



»» SAFE AND FAIR WORKPLACE

Non-Discrimination Workplace:

Campbell County will not:

- discriminate against any employee for exercising rights under this standard/regulation is prohibited.
- discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions of the 16 VAC 25-220 standard/regulation or Title 40.1 of the Code of Virginia for themselves or others.
- 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.
- 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.



NON-DISCRIMINATION

»» HOW CAN I STAY UPDATED?

The state of COVID-19 evolves daily.

Make informed decisions based on facts, not fear.

To see the most up-to-date information and to monitor travel advisories, please visit our **[COVID-19 Response website](#)**. There are also other state and federal sites

- <https://www.virginia.gov>
- <https://www.cdc.gov/>
- <https://www.vdh.virginia.gov/>

Subscribe to email notifications and emergency alerts from Campbell County.

- [**Campbell County Notify Me News Updates**](#)
- [**Campbell County CodeRed Emergency Alert System**](#)



» SAFETY AT WORK

Again, please view these documents (links provided) and confirm that you have read and understood them for your safety and that of your teammates.

- [16VAC25-220 Temporary Standard for Infectious Disease Prevention](#)
- [Campbell County Response Plan for COVID-19](#)
- [COVID-19 Risk Level by Position](#)

Additionally, if you need safety information/instructions on other hazard scenarios (heat illness, weather emergencies, seasonal flu, etc.) please visit [Campbell County's emergency preparedness webpage](#).



»» REFERENCES

- CDC (2020a). About Coronavirus Disease 2019 (COVID-19).
<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
- CDC (2020b). Interim Environmental Cleaning and Disinfection Recommendations for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19).
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- CDC (2019). When and How to Wash Your Hands.
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- CDC (2017). Get Your Household Ready for Pandemic Flu.
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>

