



## **Dinwiddie County**

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

**September 24, 2020**

***Revised December 9, 2020***

## I. Purpose

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

## II. Responsibilities

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

<b>Health Officer(s)</b>			
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Phone Number</b>
W. Kevin Massengill	County Administrator	Administration	804-469-4500
Crystal Spain	Director	Human Resources	804-469-4500
Dennis Hale	Chief	Fire & EMS	804-469-5388
Dawn Titmus	Captain	Fire & EMS	804-469-5388
Doretha Pegram	HR Technician	Human Resources	804-469-4500

For the purpose of ensuring compliance with the most recent safety and health requirements, Crystal Spain, Director of Human Resources is responsible for implementing and administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. Mrs. Spain is also responsible for providing employees with a copy of this plan upon request.

### III. Determination of Exposure Risk by Job Duty

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

**“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

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

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

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

The following table identifies the overall risk level associated with each position. The risk level identified is the highest risk the position should encounter based on:

- A. the job tasks being undertaken; the work environment (e.g. indoors or outdoors); the known or suspected presence of SARS-CoV-2 virus; the presence of a person known or suspected to be infected with the SARS-CoV-2 virus; the number of employees and/or other persons in relation to the size of the work area; the working distance between employees and other employees or persons; the duration and frequency of employee exposure through contact inside of six feet with other employees or persons (e.g., including shift work exceeding 8 hours per day); and
- B. the types of hazards encountered, including potential exposure to the airborne transmission of SARS-CoV-2 virus; contact with contaminated surfaces or objects, such as tools, workstations, or breakroom tables, and shared spaces such as shared work vehicles; industries or places of employment where employer sponsored shared transportation is a common practice.

Position Title	Risk Level
4-H Program Technician	Lower
Accounting Technician	Lower
Administrative Assistant	Lower
Administrative Coordinator II	Lower
Administrative Program Assistant I	Lower
Administrative Program Assistant II	Lower
Administrative Services Manager	Lower
Animal Control Manager	Medium
Animal Control Officer	Medium
Assistant Commonwealth's Attorney I	Lower
Assistant Director of Parks, Recreation & Tourism	Medium
Assistant Director Public Works	Medium
Benefit Programs Specialist I	Lower
Benefit Programs Specialist I	Lower
Benefit Programs Specialist II	Lower
Benefit Programs Specialist III	Lower
Benefit Programs Specialist IV	Lower
Benefit Programs Supervisor	Lower

<b>Position Title</b>	<b>Risk Level</b>
Building Inspector	Medium
Building Official	Medium
Bus Driver	Medium
CDL Driver	Lower
Chief Deputy Clerk I	Lower
Children's Services Act (CSA) Management Specialist	Lower
Clerk of Circuit Court	Lower
Clerk to Board of Supervisors / Administrative Assistant	Lower
Code Compliance Officer	Lower
Commissioner of the Revenue	Lower
Commonwealth's Attorney	Lower
Communications Officer	Medium
Communications Shift Supervisor	Medium
Community Service Worker Coordinator	Medium
County Administrator	Lower
County Attorney	Lower
Custodian	Medium
Deputy Clerk of Circuit Court I	Lower
Deputy Clerk of Circuit Court II	Lower
Deputy Clerk of Circuit Court IV	Lower
Deputy Commissioner of the Revenue I	Lower
Deputy Commissioner of the Revenue II	Lower
Deputy Commissioner of the Revenue III	Lower
Deputy Commissioner of the Revenue IV	Lower
Deputy County Administrator - Finance & General Services	Lower
Deputy County Administrator - Planning & Community Development	Lower
Deputy Sheriff - Captain	Medium
Deputy Sheriff - Law Enforcement	Medium
Deputy Sheriff - Investigator	Medium
Deputy Sheriff - Lieutenant	Medium

<b>Position Title</b>	<b>Risk Level</b>
Deputy Sheriff - Major	Medium
Deputy Sheriff - Corporal	Medium
Deputy Sheriff - Security	Medium
Deputy Sheriff I - Community Relations	Medium
Deputy Sheriff - Sergeant	Medium
Deputy Treasurer I	Lower
Deputy Treasurer II	Lower
Deputy Treasurer IV	Lower
Director of Children's Services	Lower
Director of Economic Development	Lower
Director of Emergency Communications	Lower
Director of Human Resources	Lower
Director of Information Technology	Medium
Director of Parks, Recreation & Tourism	Medium
Director of Planning, Zoning, Code Compliance	Lower
Director of Social Services	Lower
Director Public Works	Medium
EMS Technician I - Basic	High
EMS Technician II - Intermediate	High
EMS Technician III - Paramedic	High
Environmental Inspector	Lower
Equipment Operator	Medium
Family Services Specialist I	Medium
Family Services Specialist II	Medium
Family Services Specialist III	Medium
Family Services Supervisor	Medium
Fire & EMS - Captain	High
Fire & EMS - Chief	High
Fire & EMS - Lieutenant	High
Firefighter / Medic I	High

<b>Position Title</b>	<b>Risk Level</b>
Firefighter / Medic II	High
Firefighter / Medic III	High
Food Services Manager	Medium
Fraud Investigator	Lower
Grants / Community Information Coordinator	Lower
Grounds Maintenance Worker	Medium
Human Resources Technician	Lower
Human Services Assistant III	Lower
Information Technology Technician	Medium
Instructor	Medium
Lead Custodian	Medium
Maintenance Worker II	Medium
Manned Site Attendant	Medium
Marketing Manager	Lower
Network Administrator	Medium
Office Manager	Lower
Office Manager / Administrative Assistant	Lower
Office Services Assistant	Lower
Park Services Crew Leader	Medium
Park Services Laborer	Medium
Park Services Lead	Medium
Pound Attendant	Lower
Pound Attendant Assistant	Lower
Procurement Technician	Lower
Program Support Specialist	Lower
Program Support Technician	Lower
Public Works Coordinator	Lower
Public Works Supervisor	Medium
Recreation Aide	Medium
Recreation Manager	Medium

<b>Position Title</b>	<b>Risk Level</b>
Recreation Specialist	Medium
Recreation Technician	Medium
Registrar	Medium
Secretary	Lower
Self-Sufficiency Specialist III	Lower
Senior Planner / Zoning Administrator	Lower
Sheriff	Medium
Systems Administrator	Medium
Training / Recruitment & Retention Officer	Medium
Treasurer	Lower
Victim Witness Program Coordinator	Lower
Victim Witness Technician	Lower
Virginia Juvenile Community Crime Control Act (VJCCCA) Community Counselor	Lower
Youth Workforce Development Manager	Lower

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

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

These plans are outlined in the County’s Remobilization Guidelines. In the event there is an outbreak in the workplace, the County will revert to a previous phase of remobilization where there is less interaction with the public, more employees teleworking, fewer employees in the workplace, while maintaining essential services.

#### **V. Basic Infectious Disease Prevention and Control Measures**



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

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected according to the Dinwiddie County COVID – 19 Remobilization Guidelines. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Primary sanitation procedures will be completed by Public Works staff. All employees are responsible for supplementing the sanitation efforts for their respective work areas. All disinfectants will be provided by Public Works; no other products shall be used. All products meet OSHA guidelines for use in killing coronaviruses, including COVID-19. All primary sanitation procedures will be documented using a log that includes the date and employee's initials. Public Works employees will also ensure the proper safety data sheets are maintained for all disinfectant supplies used. Public Works employees shall use the appropriate personal protective equipment (PPE) when utilizing disinfectants that require protection.

Additional required precautions and actions are:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are required to maintain physical distance when on County property, even when on break, as well as before and after working hours;
- Employee work stations are greater than six feet apart or have appropriate physical barriers separating them;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and

- Employee interactions with the general public are modified to allow for additional physical space or protective barriers between parties.

The County will promote frequent and thorough hand washing by providing employees, customers, visitors, the general public, and other persons with a place to wash their hands. If soap and running water are not immediately available, hand sanitizers will be made available.

In the event that County staff becomes aware that supply chains or delayed deliveries may impact the availability of PPE for County government operations, staff shall immediately advise Gene Jones, Director of Public Works. Mr. Jones will consult with Dennis Hale, Chief of Fire & EMS if needed.

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

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

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

### **1. Employee Self-Monitoring**

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

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

breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

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

## 2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Dinwiddie County employees are required to complete a self-screening on a daily basis. A more stringent screening process may be followed in Public Safety positions having a medium or high exposure risk.

Employees shall answer the following questions before entering the worksite:

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

A reference chart of the above daily screening process follows:

**STOP**  
**PROTECT**  
**YOURSELF**



# SELF ASSESSMENT

**BEFORE YOU COME TO WORK,  
ASK YOURSELF:**

**1**

Do I have a fever, cough, shortness of breath, sore throat  
new loss of smell or taste, nausea, diarrhea or vomiting?

**2**

Do I live with or have I had close contact with someone  
in the last 14 days diagnosed with or displaying signs  
of COVID-19?



IF YES, DO NOT COME TO WORK;  
CONTACT YOUR SUPERVISOR IMMEDIATELY.

Employees who develop symptoms during their shift must immediately report to their supervisor; the supervisor must immediately notify Human Resources and/or the Chief of Fire & EMS or the EMS Captain.

### 3. Return-to-Work Requirements

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

Under the symptom based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 10 days have passed since symptoms first appeared **AND**
- At least 24 hours have passed with no fever *without* fever-reducing medication **AND**
- Other symptoms of COVID-19 are improving (*loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*)

Employees who experienced severe illness from COVID-19 (those admitted to a hospital, needed supplemental oxygen, or required more than 10 days from the onset of symptoms to recover), must provide a written release from a physician authorizing a return to work.

Employees who test positive for COVID-19 yet do not experience any symptoms may return to work after 10 days have passed since the date they received their positive result.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis may return to work after 14 days have passed since the last close contact with the diagnosed individual, assuming the employee has not experienced any symptoms.

Employees who come into close contact with or who may live with an individual with symptoms may return to work after either 14 days have passed since the last close contact with the symptomatic individual or upon the symptomatic individual receiving a negative COVID-19 test **and** becoming symptom free.

*Dinwiddie County may require written statements from employees confirming all the factors supporting their release.*

Dinwiddie County implemented a Public Health Emergency Leave Policy that encourages employees to stay at home when they are symptomatic or have been exposed to someone who is symptomatic. The Public Health Emergency Leave Policy is in compliance with The Families First Coronavirus Response Act Policies; posters outlining this federally mandated benefit are posted in common areas at each County worksite. If employees have questions regarding the use of Public Health Emergency Leave or the Families First Coronavirus Response Act, they should contact Human Resources.

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

Dinwiddie County strongly encourages citizens to conduct business on-line and via phone. The use of virtual meetings is also strongly encouraged. When employees engage with others face-to-face, the following social distancing measures shall be in place:

- 6-foot distances are marked in areas where customers may gather/wait
- In person meetings should take place by appointment, attendees shall be at least 6 foot apart
- Posted occupancy limits shall be enforced
- Face coverings shall be worn when engaging face-to-face within 6 foot
- Sneeze guards and any additional provided safeguards shall remain in place

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

Any visitor entering Dinwiddie County facilities shall complete the COVID-19 Visitor Screening procedure. Employees responsible for greeting the public must ask each visitor the following screening questions:

1. Have you had close contact with or cared for someone diagnosed with COVID-19 in the last 14 days?

2. Have you experienced any symptoms of COVID-19 within the last 14 days (fever, cough, shortness of breath, respiratory problems, nausea, loss of taste or smell, fatigue, muscle or body aches)?
3. Do you currently have a fever?

If a visitor answers “yes” to any of the questions, he/she shall be asked to leave the facility and contact the employee/office they need to visit by phone so that staff can assist them remotely.

All vendors and contractors must complete a temperature screening when entering any Dinwiddie County facility. A designated employee shall be identified at each facility to conduct thermal body temperature checks. This individual will have a face covering and gloves available for use. Any vendor who presents a body temperature of 100 degrees Fahrenheit or higher shall be prohibited from entering the facility. It is only necessary for each vendor and contractor to be screened one time per day. Vendors and contractors will be provided with verification that a temperature check has been completed.

All County contractors and vendors shall be expected to abide by this policy when performing any work for the County. The County will make effort to provide a copy of this policy to contractors who regularly access County facilities.

To further minimize exposure from visitors, vendors and contractors, anyone entering a County facility who does not have a face covering will be offered one.

Signage regarding COVID-19, including advice to stay home if sick, socially distance, wash hands, and cover faces will be liberally posted.

## **VIII. Training**

All employees at Dinwiddie County will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the

procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Temporary Standard.
- Dinwiddie County's Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- Requirements for PPE, including how to properly don, doff, adjust and wear PPE

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

Training records must be retained in employee personnel files.

### **IX. Employee Feedback**

Employee feedback on the development and implementation of this Infectious Disease (COVID-19) Preparedness and Response Plan is sought and welcomed. Employee feedback should be directed to Crystal Spain, Director of Human Resources.

### **IX. Compliance with COVID-19 Related Executive Orders**

All persons shall comply with all COVID-19 executive orders of the Governor. Constitutional Officers and Department Heads are responsible for being knowledgeable about the Governor's COVID-19 executive orders, both presently and as they may be amended, and ensuring compliance with such orders by their respective departments.



# Industry Specific Guidelines

## Industry Specific Guidelines

Dinwiddie County is subject to the following industry specific guidelines based on operations in the following environments:

### Construction Industry Guidelines

The Director of Public Works is responsible for ensuring that operations within the Department include the following:

- Dinwiddie County's screening process for employees, visitors, contractors and vendors is in place at each worksite.
- Dedicated entry point(s) at every worksite for visitors, contractors and vendors for screening.
- Instructions for the distribution of personal protective equipment and designated on-site locations for soiled face coverings.
- Use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
- Choke points and high-risk areas where employees must stand near one another are identified and controlled through physical barriers, social distancing, and PPE.
- Sufficient hand-washing or hand-sanitizing stations at the worksite are easily accessible by employees.
- Restrict unnecessary movement between sites.
- Create protocols for minimizing personal contact upon delivery of materials to sites.

### Office Regulations

Constitutional Officers and Department Heads within office environments are responsible for ensuring that operations within their respective environments include the following:

- Dedicated entry point(s) for all employees to reduce congestion at one entrance.

- Face coverings are worn in shared spaces, including during in-person meetings and in restrooms and hallways if employees are within six feet of one another.
- At least six feet of distance is between employees by spreading out workspaces, placing physical barriers between workspaces, staggering workspace usage, restricting non-essential common space (e.g., breakrooms), providing visual cues to guide movement and activity.
- Social gatherings and meeting are prohibited that do not allow for social distancing or that create unnecessary movement through the office.
- Disinfecting supplies are provided and require employees to wipe down areas used by others immediately after use.
- Signage regarding hygiene remains posted.
- High-touch surfaces are disinfected between use (e.g., whiteboard markers, copiers) and the use of shared items is minimized when possible (e.g., pens, remotes, and whiteboards).
- Nonessential visitors are prohibited.
- Nonessential travel is prohibited, including travel to conferences.