

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

I. Purpose

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

II. Responsibilities

Middlesex County has assigned the following individuals 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.

Matt Walker, County Administrator 804-758-4330

Betty Muncy, Assistant County Administrator 804-758-4330

Ann Marie Ricardi, Assistant County Administrator 804-758-4330

For the purpose of ensuring compliance with the most recent safety and health requirements, **Ann Marie Ricardi, Assistant County Administrator**, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

The County has determined the COVID-19 exposure risk level of all worksite functions to ensure that the appropriate hazard controls have been applied – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High", "High", "Medium", and "Lower".

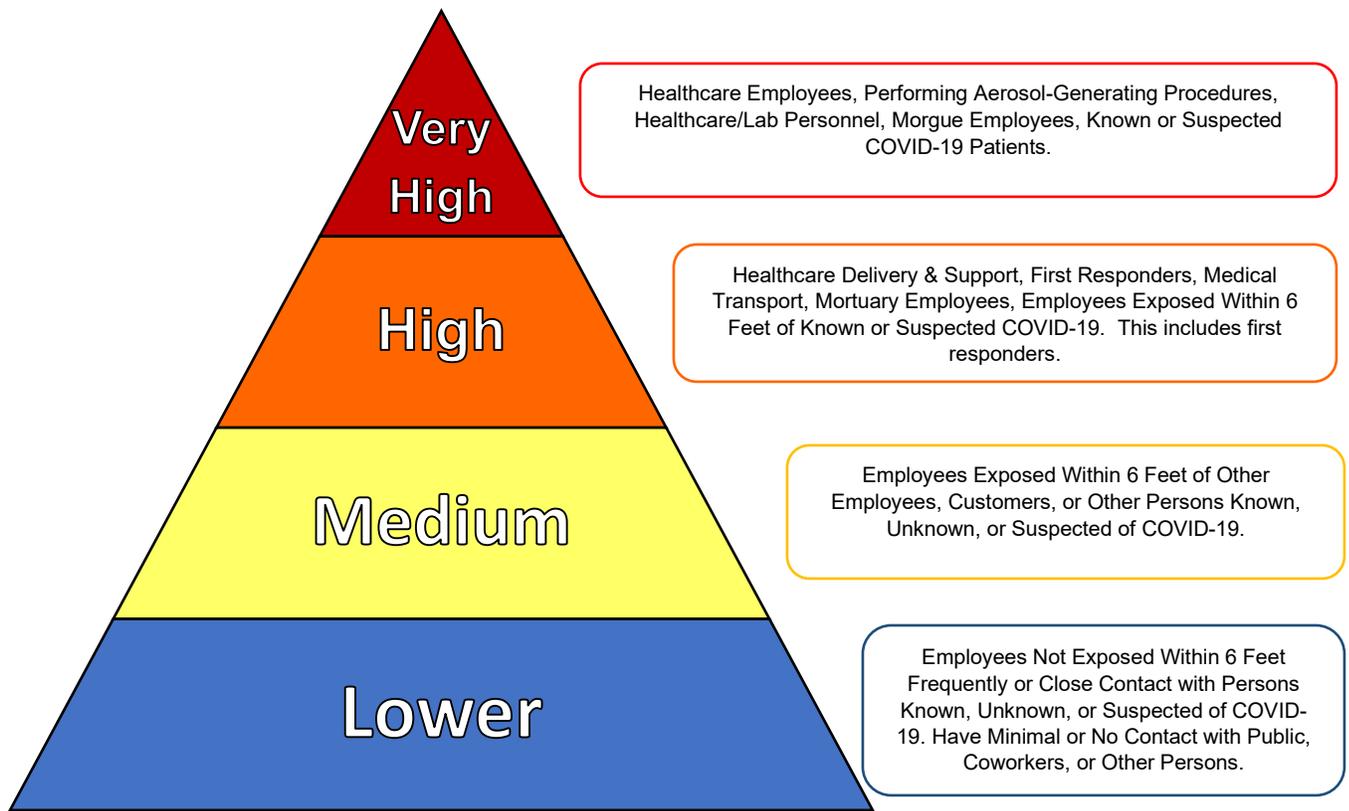
"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer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

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

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high” Medium situations are those not involving exposure to known or suspected sources of SARS-CoV-2, which includes first responder services provided by police, fire, paramedic and emergency medical services providers, medical transport; contact tracers; correctional facilities, jails, detentions centers, and juvenile detention centers, etc.

“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. Employees in this category have minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting, or are able to achieve minimal occupational contact with others through the implementation of engineering, administrative and work practice controls, such as, but not limited to: 1. Installation of floor to ceiling physical barriers constructed of impermeable material and not subject to unintentional displacement (e.g., such as clear plastic walls at convenience stores behind which only one employee is working at any one time); 2. Telecommuting; 3. Staggered work shifts that allow employees to maintain physical distancing from other employees, other persons, and the general public; 4. Delivering services remotely by phone, audio, video, mail, package delivery, curbside pickup or delivery, etc., that allows employees to maintain physical distancing from other employees, other persons, and the general public; and 5. Mandatory physical distancing of employees from other employees, other persons, and the general public

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



The following chart identifies the primary exposure risks in the County.

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors
<i>Sheriff's Office</i>	<i>Deputies and other road officers</i>	<i>Medium</i>	<i>Contact with the General Public but primarily not known or suspected to be infected.</i>
<i>Sheriff's Office</i>	<i>Other employees</i>	<i>Lower</i>	<i>Maintain closed offices</i>
<i>Treasurer's Office</i>		<i>Lower</i>	<i>Maintain closed offices with exterior window for customer access</i>
<i>Animal Control</i>	<i>Managing the animal shelter</i>	<i>Lower</i>	<i>Maintain closed facility</i>
<i>Building Official/Planning/Zoning</i>		<i>Lower</i>	
<i>Economic Development and Tourism</i>		<i>Lower</i>	<i>Maintain closed offices</i>
<i>Elections Office</i>		<i>Lower</i>	<i>Maintain closed offices with exterior window for customer access</i>
<i>Emergency Services Management</i>		<i>Medium</i>	<i>Contact with the General Public but primarily not known or suspected to be infected.</i>
<i>Parks and Recreation</i>	<i>One employee</i>	<i>Lower</i>	<i>Maintain closed offices</i>
<i>Administration</i>	<i>Includes County Administrator's staff, County Attorney, IT department and maintenance</i>	<i>Lower</i>	<i>Maintain closed offices</i>
<i>Commissioner of Revenue (Tax)</i>		<i>Lower</i>	<i>Maintain closed offices</i>
<i>Board Members</i>		<i>Lower</i>	<i>Meetings to be held virtually</i>

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

To prevent a COVID outbreak, employees who are able to work from home will do so until the threat of COVID or other infectious disease is minimized as determined by the Board and County Administrator. Considerations may include trending of infections and rates of vaccination.

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

These plans are as follows:

Plans for other outbreaks include:

- Emergency Operations Plan
- Telework Plan
- Alternative work locations for departments as needed
- Staggering employee work schedules.

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, doorknobs/handles, tools, equipment, and other frequently touched surfaces are to be disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person shall be disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Employees who need disinfectant should contact their supervisor to ensure adequate supply.

Additional precautions and actions to take are:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely.
- Employees are encouraged to maintain physical distance, including during breaks, and before and after working hours.
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out.

- Employee workstations are greater than six feet apart.
- 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 between parties.
- Business travel including conferences shall be restricted to be only as required by the County Administrator and/or Constitutional officers.

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

Risk and exposure determinations are made without regard to employee’s 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 his or 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.
- 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 in the “return to work” section, below.

2. Daily Screenings

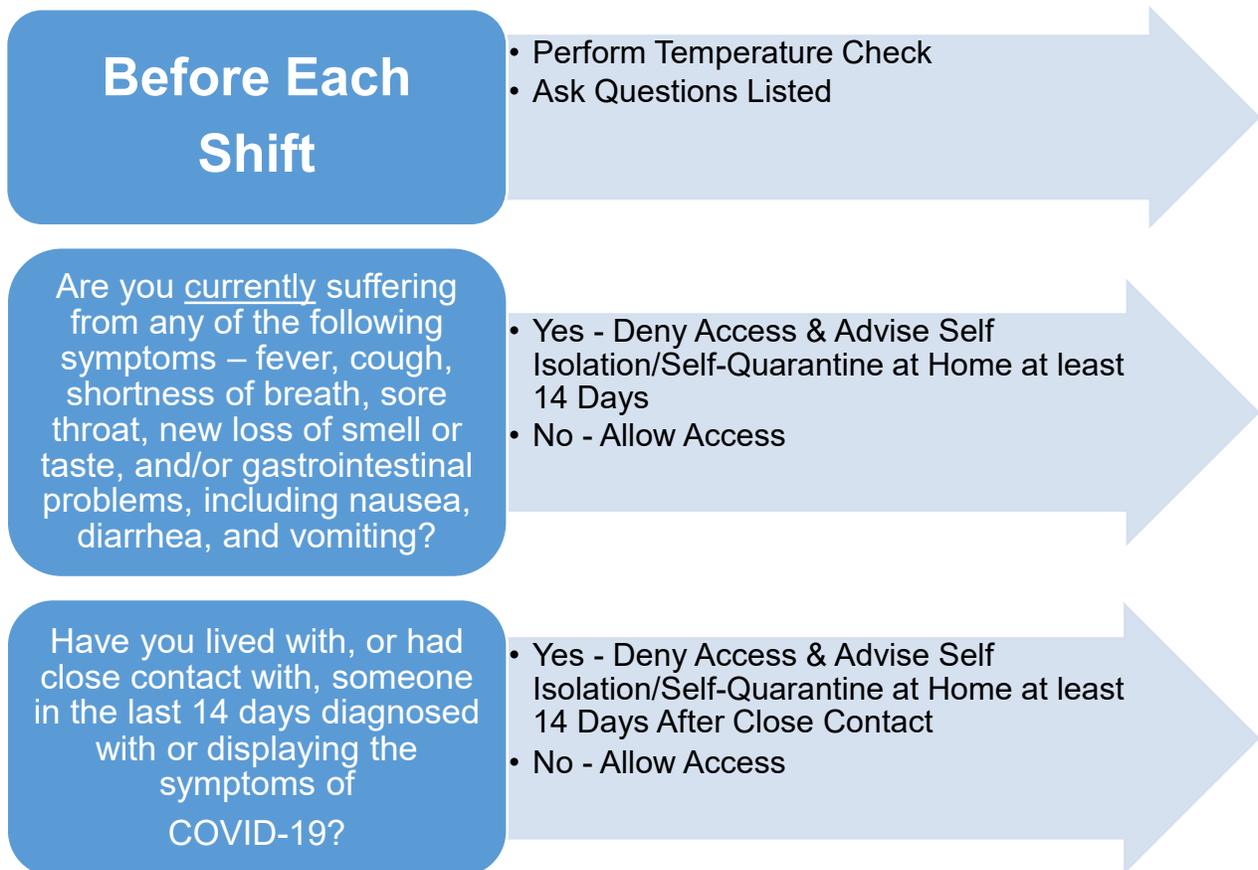
To prevent the spread of COVID-19 and reduce the potential risk of exposure, **employees are expected to self-screen** on a daily basis.

Employees shall review 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, and vomiting?

- a. If a touchless thermometer is available, temperature checks are performed.
 - b. If yes, employee is advised to 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, employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily screening questions is listed below.



Employees who develop symptoms during their shift must immediately make verbal contact with their supervisor and avoid future contact with all employees.

Separate sick employees

- Employees who show symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- If an employee is determined to be incapable of transporting himself home due to COVID -19 type symptoms, he should be immediately separated from other

employees, and the rescue squad should be notified for transportation home or to a healthcare provider.

- Notification protocol should be followed to notify and send home all employees who were in contact with the employee, or his space. The area shall be closed to public, although windows/doors may be opened to increase air circulation and aid in disinfecting.
- The space shall be left vacant for 24 hours, then disinfection shall take place in the known locations of the employee, with all employees ordered to vacate the premises while the disinfection occurs.
- Employees within contamination areas (within 6 feet of the employee for more than 15 minutes) shall be required to stay home in self-monitoring, for up to 10 days if the sick employee is found to be COVID positive.
- To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting
- Ensure there is adequate ventilation when using cleaning and disinfection products to prevent from inhaling toxic vapors.

3. Return-to-Work Requirements

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

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

- Resolution of fever without the use of fever-reducing medications; and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

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

- At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider. However, due to the current stressors on the healthcare system, Middlesex County may accept written statements from employees confirming all the factors supporting their release.

Sick employees shall stay home. Employees who are experiencing symptoms listed above are instructed to stay home and notify a supervisor of your absence, and you may be authorized to work remotely. Should the need arise to remain away from work for an extended period of time due to COVID-19, Middlesex County may allow for the approval of Administrative pay for up to 10 days. Employees may be required to use their leave time. See your supervisor and the sick leave policy for added guidelines.

VII. Procedures for Minimizing Exposure from Outside of Workplace

Middlesex County's business practices shall be evaluated throughout the incident to ensure the safety and health of all individuals and may evolve as the incident progresses. Notifications for business practices shall be prominently noticed in public buildings and

posted on the appropriate website. The County shall conduct primarily virtual meetings, with properly scheduled onsite meetings when needed, and transition to face to face meetings with appropriate precautions when the risk is reduced to a satisfactory level as determined by the Board and the County Administrator.

- Social distancing practices to be observed include
 - 6-foot distances are marked in areas where customers might gather/wait
 - In person meetings limited and by appointments only
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact
 - Closed offices during workdays, limiting non-employee access

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

To minimize exposure from visitors or vendors and the general public:

- When practical, Middlesex County will close facility access to the public or limit the number of visitors in the facility.
- Any individual entering one of Middlesex County facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks will be made available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- Deliveries will be handled through curbside pick-up or delivery
- 6-foot distances are marked in areas where individuals might gather/wait.
- Computer workstations positioned at least 6 feet apart
- Information is posted at educating individuals on ways to reduce the spread of COVID-19.
- Individuals with symptoms of COVID-19 will be requested to leave the workplace.
- Physical barriers between employees and the public will be added/addressed in high impact areas (i.e. shielding at the front desk areas).

VIII. Training

All employees with medium or higher risk 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. This training will be made available to all

employees. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- The 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.
- PPE
 - When PPE is required
 - What PPE is required
 - How to properly don, doff, adjust and wear PPE
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE

Training Records will be certified with the following information and retained in the County Administrator's office

- Employee name
- Employee's signature (physical or electronic when available)
- Date
- Signature of trainer or supervisor

IX Definitions

Administrative Control: Any procedures which significantly limits daily exposure to COVID-19 related to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.

Asymptomatic: A person who does not have symptoms.

Close Contact: Any individual within six (6) feet of an infected person for at least fifteen (15) minutes starting from two (2) days before the person became sick until the person was isolated.

Engineering Control: The use of substitution, isolation, ventilation, and equipment modification to reduce exposure to COVID-19 related workplace hazards and job tasks.

Exposure Risk Level: Assessment of the possibility that an employee could be exposed to the hazards associated with COVID-19 disease which are based on risk factors present during the course of employment regardless of location. These have been broken down to “very high”, “high”, “medium”, and “lower”.

- **Very High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the COVID-19 including but not limited to specific medical, postmortem, or laboratory procedures.
- **High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure with known or suspected sources of COVID-19 that are not otherwise classified as “very high”.
- **Medium:** Exposure risk hazards or job tasks that are not otherwise classified as very high or high and require more than minimal occupational contact with other employees or persons who may be infected but are not known or suspected to be COVID-19 carriers.
- **Lower:** Exposure risk hazards or job tasks are those not otherwise classified as very high, high, or medium, that do not require contact with person known to be, or suspected of being, or who may be infected with, nor contact with other employees, other persons or the general public except as otherwise provided in this definition.

Face Covering: Item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source. A face covering is not subject to testing and approval by a state government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards.

Physical Distancing: Keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six (6) feet from other persons. Also called Social Distancing

Symptomatic: A person is experiencing symptoms similar to those attributed to COVID-19 including 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 or vomiting, or diarrhea. Symptoms may appear in two (2) to fourteen (14) days after exposure to the virus.

