



Infectious Disease Preparedness and Response Plan

Sec. 16VAC25-220-70, effective 15 Sep 20: Employers with hazards or job tasks classified as.."Medium" with eleven (11) or more employees shall develop and implement a written Infectious Disease Preparedness and Response Plan.

Date of Plan: September 2020

Designated Plan Authority

Employers shall designate a person to be responsible for implementing their Plan. The Plan shall (1) identify the name(s) or title(s) of the person(s) responsible for administering the Plan. This person shall be knowledgeable in infection control principles and practices as they apply to the facility, service or operation; (2) provide for employee involvement in development and implementation of the Plan; and address

The designated plan authority for the Pittsylvania County Chris Slempp, Director of Public Safety and Michael Lee, Deputy Director of Public Safety.

Employee Involvement in Development and Implementation

Implementation of the plan has been rolled out sequentially:

- February 2020: Enhanced cleaning protocols were distributed and implemented. See Appendix A: Coronavirus Pandemic Planning
- March-April 2020: Weekly newsletter to all employees.
- April 2020: Shared CDC information and posters for employees to post at all locations.
- August: Share plan with all employees via newsletter.

SARS-CoV-2 and COVID-19 Disease Risk and Hazard Assessment

Hazards and job tasks have been divided into four risk exposure levels: very high, high, medium, and lower. Most if not all PC employees fall within the Medium exposure risk category, some in the High and Very High exposure risk category. See below for the exposure assessment determination for each job category.

"Medium exposure risk hazards or job tasks are those not otherwise classified as very high or high exposure risk in places of employment that require more than minimal occupational contact inside six feet with other employees, other persons, or the general public who may be infected with SARS-CoV-2, but who are not known or suspected to be infected with SARS-CoV-2 virus." Medium exposure risk hazards or job tasks may include, but are not limited to, operations and services in...on campus educational settings in schools, colleges, and universities; daycare and afterschool settings; work

performed in customer service settings; venues for sports, entertainment, movies, theaters, and other forms of mass gatherings...”

“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 with persons known to be, or suspected of being, or who may be infected with SARS-CoV-2. 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 through the implementation of engineering, administrative and work practice controls, such as, but not limited to: installation of floor-to-ceiling physical barriers; telecommuting; staggered work shifts; delivering services remotely; mandatory physical distancing.” But NOTE: “employee use of face coverings for contact inside six feet of coworkers, customers, or other persons is not an acceptable administrative or work practice control to achieve minimal occupational contact. However, when it is necessary for brief contact with others inside the six feet distance a face covering is required.”

PC Job Exposure Assessment Determination for Employees

Position	Exposure Assessment
Public Safety <ul style="list-style-type: none"> • Animal Control • EMT's • Fire Marshal • Director / Deputy Director 	Very High
Sheriff's Department	Very High
Building & Grounds	Medium
Circuit Court	Medium
Clerk of Court	Medium
Commission of the Revenue	Medium
Community Development	Medium
Commonwealth Attorney	Medium
CSA	Medium
County Administration	Medium
Dispatch Center	Medium
Parks & Recreation	Medium
Pet Center	Medium
Public Works	Medium
Solid Waste / Landfill	Medium
Treasurer's Office	Medium

Individual Risk Assessment of Employees (to the extent permitted by HIPAA)

The Centers for Disease Control and Prevention has identified the following conditions (as of July 27, 2020) to raise an individual's risk for severe illness from COVID-19:

People of any age with **certain underlying medical conditions** are at increased risk for severe illness from COVID-19. People of any age with the following conditions **are at increased risk** of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- **Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines**
- **Neurologic conditions, such as dementia**
- **Liver disease**
- **Pregnancy**
- **Pulmonary fibrosis (having damaged or scarred lung tissues)**
- **Smoking**
- **Thalassemia (a type of blood disorder)**
- **Type 1 diabetes mellitus**

Children who have medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease might be at increased risk for severe illness from COVID-19 compared to other children.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical->

[conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html)

See attached sheet: Individual Risk Assessment Worksheet, to be filled out by each employee and provided to their Supervisor.

Contingency Plans

- **Increased rates of employee absenteeism:** PC encourages employees who must quarantine to work remotely (if possible) if they are asymptomatic. PC will support remote work during quarantine when appropriate. If staffing shortages become acute, PC may authorize temporary reductions in operational hours as deemed necessary.

- **Physical distancing:**

Staff are required to wear masks at all times when a six-foot distance cannot be maintained, and whenever they are in public spaces.

Frequent hand washing or sanitation is strongly encouraged and staff are encouraged to cover public services for employees who take a handwashing break. Staff are required to adhere to the cleaning and disinfection.

- **Staggered work shifts:** PC may require staggered A/B shifts if deemed necessary. Staff interested in remote/telework should discuss it with their supervisor; applications for telework must be approved by the HR Manager and County Administrator and daily activity logs must be completed for each day of telework for all non-exempt staff.

- **Downsizing operations:** If infection rates, governmental or health department orders require, PC may close all buildings to public access. The County Administrator will make this decision in consultation with the Board of Supervisors.

- **Engineering controls:** Pittsylvania County has installed sneeze guards at various locations throughout the county and has also installed floor markings to promote social distancing at locations requiring them.

PC has moved monthly Board of Supervisors meetings to the Community Center to allow for social distancing.

PC has installed barriers in staff spaces where possible to reduce airflow.

- **Administrative and work practice controls:** PC introduced cleaning and disinfection protocols in February 2020 in all locations.

PC required mask use by staff in May 2020.

- **Personal Protective Equipment:** PC provided masks for all staff member upon their return to work and has continued to provide supplies and disposable masks to staff.

PC provided and continues to provide disposable gloves for staff to use while disinfecting and cleaning in their respective locations.

PC provided each location with infrared thermometers for staff use, based on the number of staff per location.

Pittsylvania County provided each location with approximately 100 face masks for staff use.

Pittsylvania County provided each employee with a Health Safety Kit containing four masks, hand sanitizer, an infrared thermometer, and health tip magnet in a reusable tote.

PC provides supplies of hand sanitizer for staff and public use.

Infection Prevention Measures

See the attached Pandemic Planning Document for cleaning and disinfection procedures, and cleaning and disinfection of high-contact surfaces.

PC employees are required to wear face masks. Gloves and face shields are also provided for all employees. Hand sanitizer and hand-washing breaks are also provided.

Identification and Isolation Measures

Self-Monitoring

Employees should monitor their exposure and health on a daily basis. PC provided copies of the Virginia Department of Health Daily Monitoring Log for 2019 Novel Coronavirus (see image below) to each staff member. Additional copies may be made using PC copiers or downloaded from the VDH website, or any other health log of the employee's choosing may be used.

PC posted CDC flyers with the signs and symptoms of COVID-19 in each location.

Daily Monitoring Log for COVID-19

Please complete the table below, recording temperature and symptoms each day. For each symptom listed, indicate "Y" for "Yes" and "N" for "No". Day 1, Day 2, etc. corresponds with the number of days since your last known exposure (or travel).

Name (Last, First): _____

Date of last exposure or travel: _____

Date to complete monitoring (14 days following last known exposure or travel from affected area): _____

DATE	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Medications taken today?*	Y N	Y N	Y N	Y N	Y N	Y N	Y N
If yes, list:	_____	_____	_____	_____	_____	_____	_____
Temperature (morning)	____°F	____°F	____°F	____°F	____°F	____°F	____°F
Temperature (evening)	____°F	____°F	____°F	____°F	____°F	____°F	____°F
Felt feverish?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Chills?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Cough?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
If 'yes' for cough, specify productive or dry							
Sore throat?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Shortness of breath?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Difficulty breathing?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Weakness/Fatigue?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Muscle ache?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Abdominal pain?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Lack of Appetite?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Headache?	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Other Symptoms/Comments?	Y N	Y N	Y N	Y N	Y N	Y N	Y N

*List all "medications taken today." Be sure to include fever-reducing medications (such as aspirin, ibuprofen, Tylenol, or steroids). For a full list of signs and symptoms, please see <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

VDH/OEPI
4/30/20

Positive Test Reporting

Employees should report positive SARS-CoV-2 (COVID-19) test results to their immediate supervisor and Human Resources as soon as possible (within 24 hours).

PC will immediately inform:

- All staff affected, if applicable, stressing contact contamination and symptom monitoring.
- The County Administrator and Executive Team
- The Virginia Department of Health
- The Virginia Department of Labor and Industry (within 24 hours of the discovery of three (3) or more employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period)

Return to Work Requirements

The health and safety of our employees is among the highest priorities of Pittsylvania County government. We are “following the science” when communicating guidelines around COVID-19 and the workplace and how it all impacts each of you and your daily work life. With new information being disseminated weekly, this proves to be a challenging task.

As we continue to see an increase in positive COVID cases and exposures to positive COVID cases, it is important that we follow the same guidelines in the workplace to ensure the safety and well-being of everyone around us.

The Centers for Disease Control (CDC) has updated guidance for how long employees should be quarantined at home after testing positive for COVID-19, reducing the time from 14 to 10 days, in most cases. (<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/disposition-in-home-patients.html>)

The CDC has put forth the following guidelines on deciding when to end quarantine, and further advises that the decision should be based on symptoms rather than testing:

- Those who tested positive but never develop symptoms can end isolation after 10 days.
- Those who tested positive and have moderate to mild symptoms can end isolation after 10 days if at least 24 hours have passed without a fever and other symptoms have improved.
- Those who tested positive and have severe illness may need to continue isolation for a full 20 days.
- Those who were exposed to the virus but were never tested and have no symptoms should continue to quarantine for the full 14 days.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved; **AND**
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.