



**Virginia Department of Forestry
(VDOF)**

October 1, 2020

**Infectious Disease Prevention Plan
Per 16VAC25-220, Emergency Temporary Standard**

Office of Human Resources Supplementary Guidance

The Virginia Department of Labor and Industry (DOLI) at the direction of Governor Ralph Northam has developed and implemented the policies set forth in Virginia Code 16 VAC 25-220. This Emergency Temporary Standard for preventing the infectious disease SARS-CoV-2 (otherwise known as COVID-19) is designed to prevent the spread of COVID-19 and protect Virginia's workers.

Our agency seeks that all employees (full-time, part-time, and temporary) are protected, and can return to their families at the conclusion of their shifts or workday. This policy sets forth the measures, policies, assessments, and enforcement measures that VDOF will utilize to ensure the best possible outcome. Employees failing to abide by the requirements of this policy may receive disciplinary action in conformance with the established Department of Human Resources and VDOF policies.

This guidance will expire upon expiration of the Governor's State of Emergency, or when superseded by a permanent standard, whichever occurs first.

The Chief Human Capital and Safety Officer is the responsible party to ensure the adoption, employee classification, dissemination, and enforcement of this policy for the safety and health of VDOF employees.

Should you have any questions please contact your supervisor or Tammi Oliva in the Office of Human Resources, to address any questions or concerns that you may have.

Thank you,

Office of Human Resources

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 (within a 24hr period) 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 inside six feet 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 inside six feet with other employees or persons who may be infected with, but are not known or suspected 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 inside six feet with persons known to be, or suspected of being, or who may be COVID-19 carriers. Employees in this category have minimal occupational contact inside six feet 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.

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. Employees must wear any of the issued face coverings when in uniform. Non-issued face coverings may not contain offensive, disruptive imaging, wording or inappropriate designs.

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.

Suspected sources of COVID-19: means a person that has signs or symptoms of COVID-19 but has not tested positive for SARS-CoV-2 and no alternative diagnosis has been made (e.g., tested positive for influenza).

Symptomatic: Employee 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.

Employer Requirements

The Agency will follow the guidelines set forth by the Department of Labor, which commenced on April 1, 2020. **Please see Human Resources for the specific guidelines set forth by the DOL. Please refer to the related EMPLOYEE RIGHTS posters posted in your work area.

The Agency will allow intermittent, partial day usage of both Public Health Emergency Leave (PHEL) and Families First Coronavirus Response Act (FFCRA) or Emergency FMLA if employee is unable to telework throughout their required quarantine period.

The Agency gives the employee the option to use available personal leave to complete the remaining 1/3 pay of the Emergency FMLA. The Agency, as required by the Department of Labor, pays 2/3 of the pay for employees who satisfy the requirements of the Emergency FMLA.

The Agency will be sensitive to employees' individual circumstances regarding the need for a Work from Home situation. As authorized by the Office of Human Resources. Employees granted authority to telework must sign a Hybrid or Limited Telework Agreement.

Employees who have been asked, or been approved, to stagger shifts to encourage Social Distancing and do not have enough work to complete a full 40-hour week (either in the work place or at home), may use their own personal leave to complete a full 40-hour work week.

Employees are encouraged to self-monitor for signs and symptoms of suspected COVID-19 infection. These signs and symptoms may include the following: 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 2 to 14 days after exposure to the virus.

Employees with a positive COVID-19 test, or who are experiencing symptoms listed above must stay home and notify their chain of command immediately. If eligible and physically

capable, employees are to engage in telework operations. Should the need arise to remain away from work for an extended period of time due to COVID-19, please consult with the Office of Human Resources and direct supervisor to assess alternatives, PHEL or FFCRA applicability and/or necessary actions.

Employees shall self-monitor by asking themselves (supervisors may verbally ask as well):

Today or in the past 24 hours, have you had any of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
- Fever, Chills, or Repeated shaking with chills
- Muscle pain or Headache
- Sore throat
- New loss of taste or smell

ON THE OTHER HAND, in the past 14 days, have you had contact with a person known to be infected with COVID-19?

- Employee's should not be asked about symptoms of any other conditions

Employees, who respond "Yes" to either question, should refrain from entering the workplace and must return home, self-monitor and seek medical care if needed. The period of self-monitoring should be for a total of 14 days from when the employee first had a fever, felt feverish or had chills, cough, sore throat, shortness of breath, difficulty breathing and/or came into contact with a person known to be infected.

Employees who are required to interact with customers, contractors, or the general public will be provided with, and must immediately use supplies to clean and disinfect areas where there is potential for exposure to COVID-19. All common areas (bathrooms, breakrooms, shared equipment and other frequently touched surfaces must be cleaned regularly throughout the day, especially during breaks and at least at the end of each shift or as determined by enhanced cleaning procedures established by the Chief Human Capital and Safety Officer for a given work area.

Any organizations conducting contracting work with VDOF are required to impress upon their staff/contractor(s) about the importance of suspected COVID-19 infection; contractors or temporary employees must stay at home. Known/suspected COVID-19 contractors or temporary workers cannot report to work or allowed to remain on the job site until cleared to return to work.

To reduce the spread of COVID-19, employees are required to practice physical distancing and use of a face covering. All employees when occupying a vehicle together for work purposes are required to utilize a face covering. If a face covering is contrary to an employee's safety or health, based on physical distancing, the employee is required to utilize a face shield or other PPE device to ensure protection.

All VDOF facilities must display the mandatory face covering sign, which shall be visible prior to entering any facility. Work areas must preposition hand-sanitizing stations at entryways and throughout their facility to encourage continuous hand washing and sanitation.

All gathering in agency common areas or break rooms is unauthorized. Luncheons, potlucks, catering and/or community cooking is prohibited.

Conference rooms and training rooms must be set-up to allow for social distancing, reduce occupancy and enhanced safety protocols. The agency will monitor its use and under no circumstances authorizes alterations to room set-ups, which further compromises enhanced safety protocols. They need thorough disinfecting after each use as documented by *the Daily Use Sanitation Certification* form.

Training

The Agency is committed to safety to ensure that employees can return home to their families safely at the conclusion of their shifts or workday. Employees are trained via COVLC as follows:

- To all employees initially
- To all employees who lack understanding of the policy
- To all newly hired employees

Training will cover the information as prescribed below:

- COVID-19 signs and symptoms
- Self-monitoring for signs and symptoms
- Employer responsibilities and return to work policy
- Cleaning and disinfecting
- Specific COVID-19 analysis for employee jobs
- The Agency enforcement policy
- Allow for questions and answers

Employee Classification

VDOF has classified its employees according to the follow exposure risk levels as defined in 16VAC25-200:

- “Medium” – All Nursery Staff and Any Employee Engaged in Wildland Firefighting
- “Lower” – All other Agency employees

Return to Work

If an employee of the Agency is suspected or has tested positive for COVID-19, the following guidelines will be followed:

Employer is notified of a positive test for one of its own employees, contractors, temporary employees, or other person who was present at the place of employment within the previous fourteen (14) days, the employer shall notify:

- Its own employees at the same place of employment who may have been exposed within twenty-four (24) hours of discovery while keeping confidential the identity of the COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Other employers whose employees were present at the work site during the same time period; and the building/facility owner (if different from the employer).

Either of these strategies may be used:

1. Employees may return to work based on the time-based strategy implemented by the Agency. Employees who are suspected or known COVID-19 employees may return to work when cleared by a medical provider; OR at least ten (10) duty days have passed since the symptoms first appeared or since recovery (resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms);
2. Employees may return to work based on the test-based strategy implemented by the Agency. Employees who are suspected or known COVID-19 employees may return to work after ten (days) with a negative result from a U.S. Food and Drug Administration Emergency Use COVID-19 test. An employee has the right to refuse the COVID-19 test; however, the employer will then be required to follow the symptom-based strategy.
3. Employees who have had close contact with someone who is positive with COVID-19 should stay home for 14 days after their last exposure to that person; OR obtain a negative test results within 5 days of initial exposure.

Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
<p>Lower Exposure Risk (Caution)</p>	<p>Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.</p>	<ul style="list-style-type: none"> • Promote frequent and thorough hand washing • provide alcohol-based hand rubs containing at least 60% alcohol • Encourage employees to stay home if they are sick • Encourage respiratory etiquette, including covering coughs and sneezes. • Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees. • Discourage employees from using other’s phones, desks, offices, or other work tools and equipment, when possible. • Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. 	

Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
<p>Medium Exposure Risk</p>	<p>Medium exposure risk jobs include those that require frequent and/or close contact with (within six feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. (Schools, juvenile detention centers, jails, sports, venues, entertainment, airports, bus and transit stations, high-population-density work environments, and some high-volume service settings).</p>	<ul style="list-style-type: none"> • Include recommend safe job procedures from lower exposure risk above. • Install physical barriers, such as clear plastic sneeze guards, where feasible. • Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). • Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas. • Consider strategies to minimize face-to-face contact (e.g., curbside delivery, phone-based communication, telework). • Communicate the availability of medical screening or other employee health resources (e.g., on-site nurse; telemedicine services). • Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE for employees in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job. 	