Employer and Workplace Requirements

- Workplace Hazard Assessment completed by August 25, 2020
- Position Hazard Assessment completed by August 25, 2020
- Provision of specific information to employees to minimize risk and exposure
  - Hygiene (personal and workplace) requirements - post and provide to employees (see attached sample)
  - Social Distancing requirements - post and provide to employees (see attached sample)
  - Symptoms, spread, risk factors information - post and provide to employees (see attached sample)
- Post traffic flow and social distance markings (see attached samples)
  - Can use tape, decals, posters, signage, etc. to mark off six-feet (6’) increments
  - Consider if you need signage in other languages
- Controls – Administrative and Engineering – investigate, approve, and implemented
  - Checklist of possible administrative and engineering controls attached
  - Notify employees of measures implemented as part of required documentation of actions taken
- Workplace Flexibility – policy, procedures, and requirements (see attached sample)
  - Telework and alternate work hours/schedule options and agreements
- Documentation of actions taken, and work practices altered, to mitigate risk of exposure and spread
- Preparedness and Response Plan requirements under §16VAC25-220 take effect on August 26, 2020
  - Applies to employers who have 11+ employees and/or jobs characterized as medium (all employers if the workplace/jobs are characterized as high or very high)
  - Assessment based on specific risk categories
  - Plan must include engineering, administrative, work practice, and/or personal protective equipment controls necessary to address identified risks
  - Requires contingency plans for situations that may arise as a result of outbreaks
- FAQs - post and provide to employees
- Provide information on new policies and procedures to employees
- Checklist Training requirements under §16VAC25-220 effective September 25, 2020 – training materials to follow
  - Applies to employers who have employees and/or jobs characterized as very-high, high, and medium risk
  - Training materials and records of completion of training – applies to very-high, high, and medium risk
  - Best Practice – provide and require completion by all employees

Employer - Workplace Screening Rules (two options)

- Self-screening – Employee takes on temperature and does a self-check for symptoms
- Employer Administered Prior to entry into workplace – Employee’s temperature is taken by a District designee and employee verbally answers symptom check, contact and diagnosis questions
- Identification and Isolation of Known and Suspected Sick Employees procedures - post and provide to employees
  - Sample attached
- Return to Work after Known and Suspected Exposure or Illness procedures provided to employees
  - Checklist of required and prohibited practices/requirements - post and provide to employees

Employee Requirements while performing job duties and job-related duties:

- Participate in the Position Hazard Assessment
- Participate in the daily screening
- Wear a mask or face shield when occupying or moving in/through public and shared spaces
- Wear a mask or face shield when interacting with others
- Adhere to all posted and announced social distancing instructions
- Adhere to all posted and announced cleaning, disinfecting, and sanitizing procedures
- Adhere to assigned/approved alternate work arrangements
- Adhere to all announced contact tracking/logging instructions
- Participate in required prescreening and adhere to notification requirements
- Participate in all required training
Covid-19 Emergency Temporary Standards and Requirements
(includes federal requirements, OSHA, VOSH and §16VAC25-220)

16VAC25-220 Temporary Standard Infectious Disease Prevention - Workplace Assessment
Applies to every employer, employee, and place of employment in Virginia

District Workplace Assessed:

<table>
<thead>
<tr>
<th>Overall Risk Level</th>
<th>WORKPLACE Risk Factors – Check all that apply in each risk category</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Very High</td>
<td>□ Have 1 or more employees who serve as first responders (e.g. volunteer firefighter or EMT)</td>
</tr>
<tr>
<td></td>
<td>□ Have 1 or more employees who work a second job that involves working in-person face-to-face with the public (unknown or unconfirmable level of risk of exposure to known or suspected infected persons, asymptomatic and pre-symptomatic infected persons)</td>
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<td>□ Have 1 or more employees who volunteer in a capacity or setting that involves interacting in-person face-to-face or in a communal setting with the general public or high-risk populations (unknown or unconfirmable level of risk of exposure to known or suspected infected person, asymptomatic and pre-symptomatic infected persons)</td>
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<tr>
<td></td>
<td>□ Have 1 or more employees who are regularly or frequently in any type healthcare or managed care setting such as a doctor’s office, dentist, chiropractor, rehab center, hospital, clinic, nursing home, assisted living, memory care, hospice, skilled nursing (facility or in-home), treatment center or program, mental health provider, counseling, etc. or other communal setting providing care/support services (e.g. shelter, 12-step program, etc.)</td>
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<tr>
<td></td>
<td>□ Have 1 or more employees who provides care for child(ren) and/or person(s) who have known and unknown in-person face-to-face interactions (unknown or unconfirmable level of risk of exposure to known or suspected infected persons, asymptomatic and pre-symptomatic infected persons)</td>
</tr>
<tr>
<td></td>
<td>□ Employees spend majority of time interacting in-person face-to-face with landowners or general public – unable to maintain social distance of 6’ or more between persons during interactions, interactions are not brief (less than a few minutes) or are not just “in passing”</td>
</tr>
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<td>□ Employees routinely handle or exchange tools or equipment, supplies, samples, paperwork or other items with coworkers and/or the general public</td>
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<td>□ Employees routinely ride in vehicles with landowners and/or coworkers</td>
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<td>□ Works in shared office, cubicle, or other shared workspace environment with insufficient barriers (walls = &gt; 6’, doors, glass, etc.) and insufficient floorspace area for maintaining social distance of 6’ or more between persons when encountering office visitors/coworkers</td>
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<td>□ Workspaces are primarily in a small clustered area with insufficient area for maintaining social distance of 6’ or more between persons when encountering office visitors/coworkers</td>
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<td>□ Cubicle workspace walls less than 6’ in height cannot be replaced or extended to/beyond 6’ with an acceptable barrier equaling or exceeding 6’ (e.g. plexiglass extensions, etc.)</td>
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<td>□ Employees share resources such as copiers, printers, scanner, water fountains, etc.</td>
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<td>□ Employees share common areas such as kitchens, bathrooms, conference rooms, etc.</td>
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<td></td>
<td>□ Office space has uneven or dysfunctional air handling/HVAC</td>
</tr>
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<td>□ Traffic flow, coworkers, landowners, and/or the public are routinely moving in, through and around the District office</td>
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<td>□ Please note any other known or suspected very high-risk criteria identified here:</td>
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<td>□ Have 1 or more employees who are regularly or frequently in any type healthcare or managed care setting such as a doctor’s office, dentist, chiropractor, rehab center, hospital, clinic, nursing home, assisted living, memory care, hospice, skilled nursing (facility or in-home), treatment center or program, mental health provider, counseling, etc. or other communal setting providing care/support services (e.g. shelter, 12-step program, etc.)</td>
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### Overall Risk Level

- **Medium**

  More than minimal interactions with or exposure to possible transmission sources in spaces less than six feet (6’) including:
  - Droplets and/or other airborne transmission sources (e.g. coughing, sneezing, shouting, exertion, etc.) known or suspected sources of Covid-19
  - or persons known or suspected to be infected
  - or asymptomatic or pre-symptomatic infected persons (highest risk is asymptomatic and pre-symptomatic)
  - risk hazards or job tasks are those not otherwise classified as very high or high exposure risk.

### WORKPLACE Risk Factors – Check all that apply in each risk category

- NO employees who serve as first responders (e.g. volunteer firefighter or EMT)
- NO employees work a second job requiring working in-person face-to-face with the public
- NO employees volunteer in a capacity or setting that primarily interacts in-person face-to-face with the general public or high-risk populations
- NO employees who are regularly or frequently in any type healthcare or managed care setting such as a doctor’s office, dentist, chiropractor, rehab center, hospital, clinic, nursing home, assisted living, memory care, hospice, skilled nursing (facility or in-home), treatment center or program, mental health provider, counseling, etc. or other communal setting
- 1 or more or more employees who provides care for child(ren) and/or person(s) who have known and unknown in-person face-to-face interactions (unknown or unconfirmable level of risk of exposure to known or suspected infected persons, asymptomatic and pre-symptomatic infected persons)
- Employees have in-person face-to-face with landowners or general public – unable to maintain social distance of 6’ or more between persons during interactions, interactions are brief, limited to a few minutes or less, or occur just in passing
- Employees routinely exchange tools, supplies, samples, paperwork or other with the general public and/or coworkers
- Have 1 or more employees who routinely use commercial or public transportation
- Employees routinely ride in vehicles with landowners and/or coworkers – employee wears their mask throughout the interaction
- Works primarily outdoors and able to maintain social distance of 6’ or more between persons when working and encountering landowners, coworkers or other persons, minimal time spent in an indoor shared workplace environment
- Works primarily indoors in an office, cubicle, or shared workspace environment
- Works in shared office, cubicle or other shared workspace environment with insufficient barriers (walls = > 6’, doors, glass, etc.) but workplace has sufficient area for maintaining social distance of 6’ or more between persons when working and encountering office visitors/coworkers or the general public
- Workspaces are primarily in a small clustered area with some sufficient barriers and minimum floorspace in some areas for maintaining social distance of 6’ or more between persons when encountering office visitors/coworkers
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- Employees share resources such as copiers, printers, scanner, water fountains, etc.
- Employees share common areas such as kitchens, bathrooms, conference rooms, etc.
- Office space has good air handling/HVAC (verified with building owner)
- Traffic flow: Coworkers, landowners and/or the public are infrequently in or infrequently moving in, through and around the District office and traffic flow, encounters/interactions are brief limited to a few minutes or less, or occur just in passing
- Please note any other known or suspected risk criteria identified here:

  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________
## Overall Risk Level
- **Low**
  - Workplace and jobs that do not require contact inside six feet with persons known to suspected of being, or who may be infected
  - Minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting
  - Able to achieve minimal occupational contact through implementation of engineering, administrative and work practice controls

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Additional Employer Requirements:
The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date of the hazard assessment; and the document as a certification of hazard assessment. To comply with these requirements a copy of this completed, signed, and dated document should be posted in the workplace (e.g. along with required workplace posters and annual OSHA report).

Workplace assessed was determined to be:  □ Very-high Risk  □ High Risk  □ Medium Risk  □ Low Risk

Name of person completing assessment __________________________ Signature __________________________ Date completed __________________________
16VAC25-220 Temporary Standard Infectious Disease Prevention: Covid-19

NOTE: Risks also vary from based on assigned job duties even at the same employer. Therefore, a risk assessment is required for each position. Both the employer and employee should be involved in completing this assessment.

Position:

Job Duty Assessed – Attach copy of Current Job Description:

Date of Assessment:

Location(s): Evaluated:

Position Incumbent:

Incumbent’s Self-Identified Known Risk Factors:  Yes  No

<table>
<thead>
<tr>
<th>Risk Factor – Check All That Apply</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of isolated cases or limited community transmission, case investigations are underway, and no evidence of exposure in large communal settings</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sustained community transmission with likelihood or confirmed exposure within communal settings and potential for rapid increase in cases</td>
<td>M</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Large scale, controlled community transmission, including communal settings (e.g., schools, workplaces, churches, events, etc.);</td>
<td>H</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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Position Work Environment

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<tr>
<td>Primarily Indoors, Private personal-use office with door</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Primarily Indoors, Private personal-use office without door</td>
<td>M-H</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Primarily Indoors, Shared office setting with door, only one occupant per office at a time</td>
<td>M</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Primarily Indoors, Shared office setting without door, may have two or more occupants at a time</td>
<td>H</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>Primarily Indoors, Assigned cubicle, All walls taller than 6’</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Primarily Indoors, Assigned cubicle, Walls less than 6’</td>
<td>M-H</td>
<td>☐</td>
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<td>☐</td>
</tr>
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<td>Primarily Indoors, Shared Cubicle</td>
<td>H</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Primarily Indoors, Open and Shared work areas, no wall, or walls less than 6’ s, no or limited barriers, more than one occupant at a time, unable to social distance = &gt; 6’</td>
<td>H-VH</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Primarily Indoors, Open and Shared work areas, some walls, and barriers, limited to 1 occupant or multiple occupants able to social distance equal to/greater than 6’</td>
<td>M</td>
<td>☐</td>
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<td>☐</td>
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<td>Uses shared equipment (copier, printers, scanners, etc.)</td>
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<td>Low risk if posting use and cleaning procedures and able to</td>
<td>L</td>
<td>❑</td>
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</tr>
<tr>
<td>social distance (or prevent) users standing in line</td>
<td></td>
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<tr>
<td>Uses common/shared areas and surfaces (kitchen, bathrooms, conference room, etc.), unable to</td>
<td>H</td>
<td>❑</td>
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<td>social distance min. 6’ or control access to/use of shared space</td>
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<td>access and use of space to 1 person’s use at a time (post use restrictions), unable to social</td>
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<tr>
<td>distance is necessary</td>
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<tr>
<td>Uses common/shared areas and surfaces (kitchen, bathrooms, conference room, etc.), able to limit</td>
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<td>❑</td>
<td>❑</td>
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<td>use to 1 person at a time and to social distance min. 6’ if needed</td>
<td></td>
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</tr>
<tr>
<td>Low risk if posting use and cleaning procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common areas, shared areas and shared resources are used frequently or for long periods of time</td>
<td>H</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>(greater than 15 minutes per use) – unable to limit access and/or social distance = &gt; 6’</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Common areas, shared areas and shared resources are</td>
<td>L-M</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>used frequently or for periods of time less than 15 minutes, able to limit access and/or social</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>distance &gt;6’</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low risk if posting use and cleaning procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One entry/exit point into District Office (lobby)</td>
<td>VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Two or more entry/exit points to District Office, able to</td>
<td>M</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>direct traffic flow through office to minimize encounters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two or more entry/exit points to District Office, cannot</td>
<td>M-H</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>direct traffic flow through to minimize encounters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requires use of common stairwells to access District Office</td>
<td>VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Requires use of common elevator to access District Office</td>
<td>VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Located in District-use only building/location</td>
<td>L</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Located in building shared with other agencies/businesses</td>
<td>H-VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Co-located in office space with other agencies/businesses</td>
<td>H-VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Office spaces are regularly inhabited</td>
<td>H</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Lobby area used to serve visitors, no barriers, unable to</td>
<td>H-VH</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>provide service at minimum distance of 6 feet, unable to add/provide sufficient barrier (e.g.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>plexiglass)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby area used to serve visitors, with barriers, unable to</td>
<td>M</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>provide service at minimum distance of 6 feet, able to add/provide sufficient barrier (e.g.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>plexiglass)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby area used to serve visitors, with barriers, able to</td>
<td>L</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>provide service at minimum distance of 6 feet and includes sufficient intact or added</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sufficient barrier (e.g. plexiglass)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Work Environment Factor Assessed – Describe:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Covid-19 Emergency Temporary Standards and Requirements
*(includes federal requirements, OSHA, VOSH and §16VAC25-220)*

### Risk Factor – Check All That Apply

<table>
<thead>
<tr>
<th>Risk Factor – Check All That Apply</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Work Environment Factor Assessed – Describe:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Position Duties

<table>
<thead>
<tr>
<th>Position Duties</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>All duties can be performed via teleworking arrangement</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Teletwork agreement in place between District/Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Majority of duties can be performed via teleworking arrangement; remainder of duties are performed in the District office with controlled and limited access to office; scheduled use is limited to one staff person at a time</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Majority of duties can be performed via teleworking arrangement; remainder of duties are performed in the District office with controlled and limited access to office; barriers = &gt; 6’ in place; all encounters can occur at = &gt; 6’</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Majority of duties can be performed via teleworking arrangement; remainder of duties are performed outdoors, may interact with one or more persons at each outdoor location – mask required; able to maintain social distance = &gt; 6’ in all outdoor interactions; use of vehicle limited to one staff member or two if both wearing masks</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Majority of duties can be performed via teleworking arrangement; remainder of duties are performed indoors in a communal setting; able to maintain social distance = &gt; 6’ during indoor interactions; use of vehicle limited to one staff member or two if both wearing masks; face mask and/or face shield worn while in communal setting</td>
<td>M</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Majority of duties can be performed via teleworking arrangement; remainder of duties are performed outdoors in a communal setting; able to maintain social distance = &gt; 6’ during interactions; use of vehicle limited to one staff member or two if both wearing masks; face mask and/or face shield worn while in outdoor communal setting</td>
<td>M</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Staggered/Scheduled: All duties are performed in the office; office is scheduled use only and limited to one occupant at a time</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Staggered/Scheduled: All duties are performed in the office; office is scheduled use only to control access/use; sufficient barriers are in place; occupants are able to maintain social distance = &gt; 6’</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Employee has been issued face mask, face shield, and access to disposable gloves in additional to otherwise normally required personal protective equipment (PPE)</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Employee has provided own face mask, face shield, and disposable gloves in additional to otherwise normally required personal protective equipment (PPE)</td>
<td>L</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
## Risk Factor – Check All That Apply

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Position Duty Assessed – Describe:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Position Duty Assessed – Describe:</td>
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<td></td>
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</tr>
</tbody>
</table>

## Position Interactions

<table>
<thead>
<tr>
<th>Interaction</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-person and/or face-to-face outreach efforts indoors, includes engaging at distances less than 6’</td>
<td>H-VH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face outreach efforts indoors, able to engage at distances equal to/greater than 6’</td>
<td>L-M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face outreach efforts outdoors, includes engaging at distances less than 6’</td>
<td>M-H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face outreach efforts outdoors, able to engage at distances equal to/greater than 6’</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face consultation indoors, includes engaging at distances less than 6’</td>
<td>H-VH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face consultation indoors, able to engage at distances equal to/greater than 6’</td>
<td>L-M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face consultation outdoors, includes engaging at distances less than 6’</td>
<td>M-H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face consultation outdoors, able to engage at distances equal to/greater than 6’</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face inspections outdoors, includes engaging at distances less than 6’</td>
<td>M-H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person and/or face-to-face inspections outdoors, able to engage at distances equal to/greater than 6’</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person indoor communal setting (meetings, classroom, workshop, etc.), able to engage at distances = &gt; 6’</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person indoor communal setting (meetings, classroom, workshop, etc.), includes engaging at distances less than 6’ for less than 15 minutes at a time</td>
<td>M-VH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-person indoor communal setting (meetings, classroom, workshop, etc.), includes engaging at distances less than 6’ for more than 15 minutes at a time</td>
<td>L-VH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Risk Factor – Check All That Apply

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Other Position Interactions Assessed – Describe:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other Position Interactions Assessed – Describe:</td>
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<td>☐ Other Position Interactions Assessed – Describe:</td>
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</tr>
</tbody>
</table>

### Position Employee

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Likely</th>
<th>Lower</th>
<th>Medium</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>60+, with serious underlying health condition and have household members 60+ at a higher risk</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60+ with serious no underlying health condition but have household members 60+ at a higher risk</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 60, with serious underlying health conditions and have household members at a higher risk</td>
<td>M-H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 60, with no serious underlying health conditions but have household members at a higher risk</td>
<td>M-H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 60, with no known serious underlying health conditions and no household members with any known high-risk factors</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation: Commutes to/from work in own vehicle</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation: Shares ride to/from work with 1 other person not member of the employee’s household</td>
<td>M-H</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Employee able to use required PPE and follow all social distancing and workplace disinfecting procedures while in the workplace and/or while performing assigned duties

If no, describe why:

Able to telework – if no, describe why:

Able to work staggered or alternative work schedule – if no, describe why:

This assessment has been completed by:

---

Information as of 4-Sep-2020
Covid-19 Emergency Temporary Standards and Requirements
(includes federal requirements, OSHA, VOSH and §16VAC25-220)

Post and Provide to Employees – Employees need to complete, sign and turn in a copy when leaving the office

Hygiene Requirements – All District Personnel Are Required to Adhere to the Following:
Includes ALL District Staff, Interns, Volunteers and Directors

<table>
<thead>
<tr>
<th>Personal Hygiene</th>
<th>Workplace Hygiene – All Areas Used by District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>While onsite and during all work-related activities:</strong></td>
<td><strong>At the end of the workday before leaving the office or other shared workspace/area:</strong></td>
</tr>
<tr>
<td>✓ Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, and after blowing your nose, coughing, or sneezing</td>
<td>Clean AND disinfect frequently touched surfaces daily</td>
</tr>
<tr>
<td>✓ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry</td>
<td>✓ Doorknobs, door handles, push plates</td>
</tr>
<tr>
<td>✓ Avoid touching your eyes, nose, and mouth with unwashed/un-sanitized hands</td>
<td>✓ Light switches</td>
</tr>
<tr>
<td>✓ Limit contact with others as much as possible</td>
<td>✓ Tabletops and countertops</td>
</tr>
<tr>
<td>• Avoid close contact with people who are sick</td>
<td>✓ Desk surfaces</td>
</tr>
<tr>
<td>• Put and maintain 6’ of social distance of between yourself and other people at all times</td>
<td>✓ Drawer handles and drawer pulls</td>
</tr>
<tr>
<td>• Follow traffic flow arrows and distance markers</td>
<td>✓ Phones – keypad and handset/keyboard</td>
</tr>
<tr>
<td>✓ Maintain social distance in all interactions - people without symptoms spread the virus</td>
<td>✓ Copiers – all surfaces touched</td>
</tr>
<tr>
<td>• This is especially important for people who are at higher risk of getting very sick</td>
<td>✓ Printer – all surfaces touched</td>
</tr>
<tr>
<td>• Or, you could spread Covid-19 to others even if you do not feel sick (you could be asymptomatic)</td>
<td>✓ Computer/laptop – keys, touchpad, outer shell</td>
</tr>
<tr>
<td>✓ Use your face covering even when social distancing - it is not a substitute for social distancing</td>
<td>✓ Keyboard and mouse</td>
</tr>
<tr>
<td>✓ Cover your <strong>mouth and nose</strong> with a mask or face shield whenever you are around others</td>
<td>✓ All on/off switches touched</td>
</tr>
<tr>
<td>✓ Wear you face covering (mask or face shield) in all public settings and in interactions with anyone who is not a member of your household</td>
<td>✓ Calculator – all surfaces touched</td>
</tr>
<tr>
<td>✓ Remember your face covering (mask or face shield) is meant to protect you from others and others from you – this is critical to prevent asymptomatic and pre-symptomatic spread of Covid-19</td>
<td><strong>Clean AND disinfect all shared surfaces daily</strong></td>
</tr>
<tr>
<td>✓ Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and always:</td>
<td>✓ Kitchen tables and countertops</td>
</tr>
<tr>
<td>• Throw used tissues in the trash.</td>
<td>✓ Wash and dry shared dishes and utensils</td>
</tr>
<tr>
<td>• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.</td>
<td>✓ Sink, including all faucets and sprayers</td>
</tr>
<tr>
<td></td>
<td>✓ Light switches</td>
</tr>
<tr>
<td></td>
<td>✓ Doorknobs, handles and/or push plates</td>
</tr>
</tbody>
</table>

***Complete, sign and date this checklist and leave it in the designated basket/mailbox after working onsite.***

Employee: ____________________________
Date: ____________________________
Covid-19 Emergency Temporary Standards and Requirements
(includes federal requirements, OSHA, VOSH and §16VAC25-220)

Post and Provide to Employees – Employees need to read, sign, and return to the District Manager

Social Distancing Requirements – All District Personnel Are Required to Adhere to the Following:

ALL District Staff (FT, PT, Temp), including Interns, Volunteers and Directors are required to:

☑ Adhere to social distance markers and maintain at least 6’ between myself and all other persons

☑ Maintain at least 6’ between myself and others at all times while indoors and outdoors – No physical contact
  ▪ REMINDER: 6’ is approximately two adult arm lengths from one another

☑ Wear my face mask, face covering or face shield even while social distancing to help prevent spread
  ▪ REMINDER: Coughs, sneezes, shouting and physical exertion can propel droplets up to and further than 6’

☑ Practice social distancing at 6’ to 14 help prevent infected airborne droplets from reaching myself

☑ Remember that even if someone is not exhibiting any symptoms they may still be infected and contagious - asymptomatic and pre-symptomatic spread accounts for nearly half all spread so it is my responsibility to keep myself as safe and protected as possible

☑ Remember that some high-risk and at-risk persons do not exhibit any outward signs of their risk so maintaining 6’ distance gives them a buffer zone to help keep them safe

☑ Maintain 6’ between myself and the next person to keep myself and others safer

☑ Limit my potential for exposure by maintaining social distance AND keeping my face mask, face covering or face shield properly in place covering both my nose AND mouth at all times

I have read, understand, and agree to abide by these requirements during all work-related activities until I receive further notice from the District.

___________________________________________________________             __________________________
District Staff Person: Name and Title                           Date

Workplace – Everyone has responsibility for ensuring the following steps are taken and adhered to:

☑ Place 6’ interval markings at all the following locations – interval markings should be 6’ from:
  ▪ Each doorway/entrance to any area where a line may form – kitchen, bathroom, elevator, etc.
  ▪ Each employee’s seat at their desk/cubicle to facilitate socially distant conversions
  ▪ In the lobby/reception area so visitors/landowners, etc. maintain the proper distance
  ▪ Each piece of equipment where a line may form – copier, printer, microwave, refrigerator, etc.
  ▪ NOTE: Distance interval markers can be made using tape, preprinted decals, and wall signage

☑ Space chairs in conference rooms and kitchens and all other meeting/gathering rooms/areas at 6’ intervals
  ▪ Remove or stack extra chairs – Or tape off chairs – to ensure 6’ spacing of attendees

☑ Reimagine workspaces to ensure proper social distancing at 6’ between seated employee’s desk or other worksurface while working in the office

☑ Eliminate or tape-off side/guest chairs in offices if chairs are not at least 6’ from seated employee

☑ Convert meetings of all sizes (2+) to virtual meetings whenever possible

☑ Convert all pick-ups, drop-offs, and deliveries to contactless processes, communicate the contactless procedures with all District staff and Directors and post a readily accessible copy in the workplace

☑ Reimage work schedules, if necessary, to ensure onsite employees/persons are able to social distance at 6’

Socially distant markings and requirements have been placed in the workplace and communicated to all employees.

___________________________________________________________             __________________________
District Manager or District Designee and Title                           Date

Information as of 4-Sep-2020
Traffic Flow and Social Distance Markings

Measure and place social distance markers on the floor
- In six feet increments from receptionist desk in lobby
- In six feet increments from each piece of shared equipment (copiers, printers, microwave, etc.)
- In six feet increments from each doorway entrance
- In six feet increments from each employee’s seated position at their desk
- In six feet increments around conference, meeting, and kitchen tables
- In six feet increments from the entrance to each bathroom
- In six feet increments to each elevator (better yet – take the stairs!)
- In six feet increments going up the stairs (approximately every eight steps)
- In six feet increments anywhere a line a could form (snack machines, refrigerator, etc.)

Use arrows to direct traffic flow through the office and workspaces to minimize encounters
- Wherever possible direct and manage the flow through the office and to shared resources by placing directional arrows on the floor (use tape, decals, etc.) and/or the walls (arrows, posters, signs, decals., etc.) to prevent close encounters

Reminder Posters for the Workplace:
- Coronavirus disease 2019 (COVID-19) Facts
- Coronavirus disease 2019 (COVID-19) Symptoms
- COVID-19 risk infographic_revised.png
- six_coronavirus_era_posters_to_support_safety.png
# COVID-19 Symptoms Compared To Other Common Conditions

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>COVID-19</th>
<th>COMMON COLD</th>
<th>FLU</th>
<th>ALLERGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>Common</td>
<td>Rare</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Dry cough</td>
<td>Common</td>
<td>Mild</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Common</td>
<td>No</td>
<td>No</td>
<td>Common</td>
</tr>
<tr>
<td>Headaches</td>
<td>Sometimes</td>
<td>Rare</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Aches and pains</td>
<td>Sometimes</td>
<td>Common</td>
<td>Common</td>
<td>No</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Sometimes</td>
<td>Common</td>
<td>Common</td>
<td>No</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Rare</td>
<td>No</td>
<td>Sometimes*</td>
<td>No</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Rare</td>
<td>Common</td>
<td>Sometimes</td>
<td>Common</td>
</tr>
<tr>
<td>Sneezing</td>
<td>No</td>
<td>Common</td>
<td>No</td>
<td>Common</td>
</tr>
</tbody>
</table>

*Sometimes for children

**Sources:** CDC, WHO, American College of Allergy, Asthma and Immunology

Visit us at www.healthofficials.com
SELF-QUARANTINE CHECKLIST

**Why am I in self-quarantine?**
You have been in close contact with someone who has Coronavirus (COVID-19) and even though you feel well now, it is possible that you are also infected. It can take 2 to 14 days to show symptoms. You have been asked to self-quarantine in case you are infected so that you don’t pass on the infection to anyone else.

- Keep your distance. Stay in your bedroom and use a bathroom separate from the one used by other members of your household, if possible.
- Wear a face mask when around others and try to stay at least 6 feet away.
- Have someone else in the home prepare meals and leave them outside your bedroom door.
- Don’t share bedding, towels, dishes, or water bottles with others. If something is shared, wash it with soap and water before each use by a separate person.
- Do not leave your home (unless necessary for medical care). Ask family, friends, or community groups to help with needs by leaving supplies outside your door.
- Limit visitors to those who are necessary. Have them wash their hands when they enter and leave; wear a face mask and stay at least 6 feet away. If they have symptoms of fever, cough, or difficulty breathing, ask them not to come.
- Wipe down high-touch areas every day with a disinfectant. This includes: doorknobs, light switches, phones, remote controls, appliance, sink, toilet, countertops, etc.
- Limit contact with pets. If you do interact with pets, wear a facemask, and wash your hands before and after.

UNTIL FURTHER NOTICE, THIS FACILITY PRACTICES SOCIAL DISTANCING.

PLEASE BE CONSIDERATE OF OTHERS AND BE SURE TO STAY AT LEAST 6ft. AWAY FROM EACH OTHER.
Covid-19 Emergency Temporary Standards and Requirements
(includes federal requirements, OSHA, VOSH and §16VAC25-220)

STAND APART
KEEP YOUR DISTANCE

6ft 2m

Be socially safe
#socialdistancing
MAINTAIN YOUR SPACE

STAY 6 FEET APART

AND

Please wear a Face Covering
6' APART PLEASE

UNA DISTANCIA
DE 6' POR FAVOR
While onsite everyone must adhere to the following:

- WEAR a cloth face covering.
- WAIT 6 feet apart and avoid close contact.
- WASH your hands often or use hand sanitizer.

**CORONAVIRUS PREVENTION**

- STAY SAFE! Wear your mask. Protect yourself.
- STAY SAFE! Wash your hands frequently.
- STAY SAFE! Disinfect your hands and surfaces regularly.
- STAY SAFE! Know the symptoms. Stay home if you are sick.

To help prevent infections, **keep your hands away from your eyes, nose, and mouth.**

**WHY?**

Touching the mucous membranes on your face with your dirty hands allows germs that cause respiratory infections to enter the body.

- STAY SAFE! Wear your mask. Wash your hands frequently.
Way out
Checklist of Possible Mitigating Spread Controls

Engineering Control Measures: the use of substitution, isolation, ventilation, and equipment modification to reduce exposure

- HVAC and ventilation systems are installed and maintained in accordance with the manufacturer's specifications
  - NOTE: Contact the Building Owner/Property Management Company for this information
- Floor to ceiling physical barriers (walls, doors, windows, etc.)
- Installation of plexiglass or other solid surface barriers (freestanding, attached or fixed) extending the area to the minimum height of 6' (extend to ceiling if feasible)
  - NOTE: Barriers cannot be subject to accidental or unintentional displacement
- Installation of hand washing or hand sanitizer stations (can be hand sanitizer that is fixed to wall or freestanding) – must be readily accessible to all employees and persons in the workplace
- Rearranging the workspaces to provide and maintain a minimum of 6’ between employees

Administrative Control Measures: any procedure that significantly limits daily exposure by control or manipulation of the work schedule or the way work is performed

- Mandatory physical (social) distancing, including verbal and visual communication requirements and distribution
  - Includes verbal announcement (e.g. during meeting), policy, posters, signage, training, etc.
  - Includes reconfiguring workplace to provide for sufficient area for maintaining distance
- Decrease workplace density by controlling (and enforcing) access to the workplace, shared and common areas
  - To the extent feasible, closing off or otherwise eliminating access to non-workspace areas
- Mandatory (and enforced) occupancy limits – announce, distribute, and post limits along with requirements for physical (social) distancing, handwashing, hand sanitizing, cleaning, and disinfecting shared equipment and surfaces
- Mandatory (and enforced) workplace cleaning and disinfecting requirements, including verbal and visual communication requirements and distribution
- Mandatory prescreening prior to commencement of each work shift in the workplace
- Mandatory notification requirements (announce, distribute and post) if employee or any person(s) in their household exhibit symptoms or test positive for Covid-19 (includes announcements, distributing, and posting symptoms)
- Mandatory training of all staff (paid and unpaid): general information, workplace changes, job-related changes, policies, etc.
- Medium risk workplaces with 11 or more employees shall develop and implement a written Infectious Disease Preparedness and Response Plan

Work Practice Control Measures: modifies the way the employee performs assigned work

- Flexible Worksite: Telecommuting, Virtual/Online Meetings, Teleconferencing, Providing, and delivering services remotely
- Flexible/Alternative Work Hours: Stagger work shifts, Alternate workdays, Cancel or postpone non-essential travel and events
- Mandatory physical distancing (social distancing) requirements – announce, distribute and post
- Contactless delivery and pick-up
- Mandatory Cleaning, Sanitation and Disinfecting:
  - Employees who interact with other persons shall be provided with and required to immediately use supplies to clean and disinfect surfaces contacted (touched, picked-up, etc.) during the interaction
  - All workplace, common and shared areas accessed by employees or other persons must be cleaned and disinfected after use or at least daily at the end of the work shift/workday and prior to the next work shift/workday
  - All shared tools, equipment, vehicles, and workspaces used by employees or other persons must be cleaned and disinfected after use or at least daily at the end of the work shift/workday and prior to the next work shift/workday
- Employers shall provide all necessary cleaning and disinfecting products compliant with the EPA List N

Personal Protective Equipment (PPE) and Other Protective Measures: modifies the way the employee performs job duties

- Mandatory use of face coverings including the requirement to secure the face covering fully over the wearer’s mouth and nose
- Mandatory face coverings when two or persons are in a vehicle or any other small shared space
- Disposable gloves, Safety Glasses/Goggles and Face Shields
- All other OSHA normally mandated PPE based on assigned duties (safety shoes, ear plugs, hard hat, vests, coveralls, etc.),
- Enforce compliance with applicable Executive Order issued by the Governor of Virginia
- Hand sanitizer shall be available in multiple easily accessible locations in all workplace, common and shared areas, vehicles
Workplace Actions Taken to help Mitigate Exposure and Spread

It is the District’s intent during the designated Covid-19 pandemic period to adhere to all known and applicable local, state, and federal guidelines and requirements. Consistent with all known and applicable requirements at this time, The District has taken the following compliance steps:

☑ Completed, distributed, and posted the Workplace Hazard Assessment.
☑ Completed and Distributed the Position Hazard Assessment.
☑ Developed and distributed social distancing requirements, applicable to all District staff, requires observing six-feet (6’) of physical distance between self and other persons while performing all job-related duties – a copy has been posted in the workplace along with other workplace required posters.
☑ Posted visual reminders in the workplace to maintain minimum social/physical distance of at least 6’.
☑ Placed 6’ interval markers at various locations throughout the workplace, and in common and shared indoor areas, where persons may congregate to promote the physical/social distancing requirement of at least 6’ between all persons in the workplace and indoor areas.
☑ Placed directional traffic flow markers at various locations throughout the workplace, and in common and shared indoor areas, where persons may congregate or need to travel to/from difference workspaces, common or shared areas to minimize contact between all persons in the workplace and indoor areas.
☑ Installed additional barriers where feasible.
☑ Developed and distributed hygiene requirements, applicable to all District staff, to adhere to while in the workplace and/or performing job-related duties – also posted in the workplace along with other workplace required posters.
☑ Posted visual reminder for personal and workspace hygiene (face coverings, handwashing, disinfecting, etc.).
☑ Require regular hand washing or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
☑ Provided resources and a work environment that promotes personal hygiene. Provided tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
☑ Limited workplace density by controlling non-employee access to the workplace by placing posters at all entrances controlled by the District.
☑ Posted occupancy limits, handwashing, cleaning, and hygiene posters for shared and common areas at all entrances to those areas controlled by the District (bathrooms, kitchens, supply area or cabinet, copier/printer areas, etc.).
☑ Provided training to employees to recognize Covid-19 symptoms and understand methods of spread and need for isolation of suspected and confirmed infected persons, encouraged self-monitoring, required workplace prescreening, required immediate reporting of signs, symptoms and test results for the employee and anyone in their household.
☑ Implemented the use of logs to record all job-related interactions in the event contract tracing information must be provided to the Virginia Department of Health (VDH). Includes logs for office occupancy, vehicle use, and telework.
## Job Related Contact Log – Employee Name: ____________________________________________

<table>
<thead>
<tr>
<th>Contact With:</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Location</th>
<th>Face Covering Worn</th>
<th>Maintain 6’ Distance</th>
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Additional Notes:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Information as of 4-Sep-2020
Workplace Flexibility During the Covid-19 Pandemic – Policy, Procedures and Requirements

It is the District’s intent during the designated Covid-19 pandemic to adhere to all applicable local, state, and federal guidelines and requirements. Consistent with all known and applicable requirements at this time, The District is addressing telework and alternate work schedule options and agreements as follows:

- **TELEWORK:** Utilize District issued/assigned equipment at the employee’s home address of record to perform assigned job duties. Use of District issued/assigned equipment (equipment) may include any of the following items: laptop, desktop computer, monitor, keyboard, mouse, printer, cell phone, or other relevant items if requested and approved. Use of this equipment will be restricted to District and job-related purposes. Employees’ request to telework must explain to the satisfaction of the District Board how the employee will effectively complete their job duties within their regularly schedule number of work hours from home. After receiving approval to telework, the employee will be allowed to remove the necessary approved equipment from the District office. While the employee is teleworking from home, the employee assumes responsibility for set-up, securing access to and use of the equipment, and safeguarding the District issued/assigned equipment approved for teleworking. Additionally, the employee is responsible for providing the necessary electrical connections and internet access required to efficiently perform their assigned job duties. Upon restoration to working in the District office as the primary workplace, the employee will be responsible for safely returning and setting up this equipment. Use attached form to request to telework.

- **FLEXIBLE/ALTERNATIVE WORK HOURS - ONSITE:** Options may include any of the following: staggered work shifts, alternating workdays, or alternative workhours to ensure the District Office is open and minimally staffed during regular business hours as allowable under all applicable local, state and federal orders and recommendations governing occupancy and distancing requirements, and as a mitigating measure to help reduce the potential for exposure and spread. A staggered work shift may be scheduled in half-day or other partial-day increments, allowing for minimal or no overlap, such as morning (8 am – 12:30 pm) and afternoon (12:15 pm to 4:30 pm) or multiple shifts: 8 am – 11 am, 11 am – 2 pm, and 3 pm - 5 pm. An alternating workday schedule would require District employees to work a full workday in the District Office on a rotational schedule. For example, each of the District’s employees would work an assigned rotation based on the number of employees (every x# workdays) or would be assigned to work a specific day during each workweek. Unless the District determines the office has sufficient space for more than one employee to work onsite and maintain the proper physical (social) distance, only one employee will occupy the office each shift/day. Use attached form to request to flexible/alternative onsite work hours.

- **TELECONFERENCING, VIRTUAL MEETINGS AND PROVIDING REMOTE SERVICES:** Whenever possible, and as allowed by under Virginia statutes, District-related meetings, training, consultations, collaborations, etc. requiring more in-person attendees than can be accommodated in an indoor setting while adhering to specified minimum physical (social) distance requirements shall be held in one of the following venues: outdoors where distancing requirements can be adhered to, virtually, online, or via video or teleconference. If the meeting cannot be conducted vi a an acceptable alternative means, the meeting should be postponed and guidance sought from the Board, VASWCD, DCR, other relevant stakeholder(s) or the AG Office. This applies to all meetings and interactions, including conservation education with students, where attendees/parties would normally gather face-to-face indoors and cannot maintain the minimum physical (social) distance. This would also applies to services provided by the District such as inspections and consultations that could be conducted virtually using cell phones, tablets and laptops and apps capable of making video calls using secure apps such as: such as Facetime (all parties must have iPhones/Apple device), Skype, Messenger Video, WhatsApp, Google Duo (max. 12 participants), Portal from Facebook, Zoom, Microsoft Team Calls, or Signal.

- **CANCEL OR POSTPONE:** All non-essential travel, meetings, training, activities, and events that cannot be effectively done online should be cancelled or postponed.

- **CONTACTLESS DELIVERIES AND PICK-UPS:** Delivery instructions will be posted at the entrance to the District Office. All items requiring pick-up shall be organized and handled in an appropriate contactless manner with contactless instructions provided to the person picking up at the time the pick-up arrangements are made. Any necessary face-to-face contact must be limited, and the employees is required to follow posted hygiene procedures after contact.
Covid-19 Emergency Temporary Standards and Requirements
(includes federal requirements, OSHA, VOSH and §16VAC25-220)

Terms of Telework, Flexible/Alternative Work Hours or Work Schedule Agreement – Page 1 of 2

1. Safety
   • Employee will verify the safety of an alternate worksite using the safety checklist in Request Form section of this agreement.
   • Employee is covered by the Virginia Workers’ Compensation Program, (http://www.vwc.state.va.us/) as appropriate, if injured while working at the alternate worksite.
   • Employee agrees to immediately notify their supervisor of any accident or injury that occurs while working at the approved alternate worksite.
   • Supervisor, or other designated District personnel will investigate all accident and injury reports immediately following notification.
   • District reserves the right to inspect the alternate worksite at any time to ensure safety standards are met.

2. Confidentiality and Information Security
   • Employee will use all approved safeguards (passwords, lock screen, etc.) to protect District work and all related data, files, records and systems from unauthorized use, disclosure or damage and will comply with all records and data privacy requirements set forth in state and federal law, DCR or program requirements, and District policies.
   • Employee will conduct all District related work at the alternate worksite in compliance with all information security policy standards.

3. Work Standards and Performance
   • Employee will meet with their supervisor at least weekly to receive work assignments and to review completed work. Meetings may be conducted in-person or virtually via online or video chat.
   • Employee will complete all assigned work according to procedures and timelines as required by the assigned duties as well as those mutually agreed upon by the employee and the supervisor.
   • Supervisor will evaluate and provide feedback on the employee’s job performance during the weekly meetings.
   • Employee may be required to return to the District office or other designated site on scheduled telework days based on the District’s operational needs and interests.
   • Employee is required to maintain an acceptable level of productivity and quality of work for the duration of this agreement. This agreement may be revoked at the District’s sole discretion if this requirement is not met.
   • Employee is required to perform telework at the District-approved alternate worksite(s) and times defined in this agreement unless the employee notifies and receives explicit approval from a supervisor to temporarily shift telework to another alternate worksite or time period.

   NOTE: Failure to comply with this provision may result in loss of pay, termination of the telework agreement, and/or appropriate disciplinary action, up to and including termination.

4. Compensation and Benefits
   • All pay/salary rates, leave/retirement benefits, and travel reimbursements will remain as if the employee performed all work at the District office.
   • A non-exempt employee who teleworks approved overtime at the direction of a supervisor will be compensated in accordance with applicable District and federal pay policies.
   • A non-exempt employee must obtain their supervisor’s approval prior to working any time beyond their regular number of work hours. By signing this form, employee agrees that failing to obtain proper prior approval for work may result in termination of the telework agreement and/or appropriate disciplinary action up to and including termination.
   • Employee must obtain supervisory approval before taking or reporting paid or unpaid leave in accordance with established District policies.

   NOTE: The language used in this agreement does not create an employment contract between the employee and the District. This agreement does not create any contractual rights or entitlements. This agreement simply establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking or working flexible/alternative work hours or work schedule. The District reserves the exclusive right to revise the content of this agreement or its terms and conditions, including revoking the option, for these types of work, work hours, and work schedules at its sole discretion. No promises or assurances, whether written or oral which are contrary to or inconsistent with the terms of this paragraph or document are binding upon the District.

I certify by my signature below that I understand and agree to abide by these terms and the conditions as indicated and approved in the Request Form.

<table>
<thead>
<tr>
<th>District Employee</th>
<th>Date</th>
<th>District Chair or Designee</th>
<th>Date</th>
</tr>
</thead>
</table>

Information as of 4-Sep-2020
Terms of Telework, Flexible/Alternative Work Hours or Work Schedule Agreement – Page 2 of 2

Employee Name: _______________________________ Date of Request: ______________

Position/Job Title: ______________________________

Start Date: ____________________ End Date: ____________________ OR: ☐ Duration of declared circumstances

Address of Alternative Worksite:

Street: ________________________________

City: ________________________________

State: ______________________________ Zip Code: ______________________________

Contact Information: Home # ( ) ______________________________

Cell Phone # ( ) ______________________________

Select telework option being requested:

☐ Full-time employee requesting to telework full-time at the designated alternative worksite

☐ Part-time employee requesting to telework all scheduled hours via telework from designated alternative worksite

☐ Part-time employee requesting to telework scheduled hours at the designated alternative worksite on specific days and work in District office on remaining days

☐ Requesting to work scheduled hours via telework from designated alternative worksite on an as needed basis due to specific circumstances such as FML or as a reasonable accommodation

NOTE: Additional paperwork may be required based on specific circumstances and eligibility confirmed by District.

Days Requesting to Telework: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Days Working in District Office: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Indicate work hours being requested for Telework, Alternate Work Hours or Alternate Work Schedule:

Monday: Start Time: ____________________ Lunch Period: ____________________ End Time: ____________________

Tuesday: Start Time: ____________________ Lunch Period: ____________________ End Time: ____________________

Wednesday: Start Time: ____________________ Lunch Period: ____________________ End Time: ____________________

Thursday: Start Time: ____________________ Lunch Period: ____________________ End Time: ____________________

Friday: Start Time: ____________________ Lunch Period: ____________________ End Time: ____________________

DISTRICT USE ONLY: For Continuity of Operations or Emergency Closings:

☐ Check here if the employee may be expected to telework when the District Office is closed due to natural or manmade emergency situations (e.g. snowstorm, hurricane, act of terrorism, etc.).

☐ Check here if the employee may be expected to telework when the District Office is closed due to natural or manmade emergency situations (e.g. snowstorm, hurricane, act of terrorism, etc.).

☐ Check here if the employee must report the appropriate leave on their timecard when the employee is unable to telework during an emergency due to personal/family illness or dependent care responsibilities.

ALTERNATE WORKSITE SAFETY CHECKLIST:

☐ I verify that this safety checklist is accurate as indicated below and that my alternate worksite location is a safe place to work.

☐ Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location.

☐ Yes ☐ No

☐ Electrical system allows for grounding of electrical equipment (three prong receptacles).

☐ Yes ☐ No

☐ Work location space is free of any type of obstructions, cords, wiring and any other items that could restrict visibility and hinder safe movement in, around, and through the workspace and doorways.

☐ Yes ☐ No

☐ Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.

☐ Yes ☐ No

☐ Work location space is free of excessive amounts of combustibles.

☐ Yes ☐ No

☐ Work location space is free of trip hazards. Floors are in good repair. Carpets are well secured.

☐ Yes ☐ No

Employee Signature _______________________________ Date ______________

District Designee _______________________________ Date ______________

☐ Approved ☐ Not Approved
Setting Up an Efficient Home Office Checklist

☐ Computer and/or Laptop
Do your research and select a computer that meets your specific needs. You should consider a laptop if you intend to create a mobile office in addition to your home office. Or in some cases, even both.

☐ Computer Software
Some small business owners simply need access to word processing, spreadsheet, and email management applications, while others need additional software that is specific to their needs. Make a list of the software you will need.

☐ Multipurpose Printer
There may be situations when you’ll need to scan, print, fax and even make copies of documents. If this is common in your business, consider a multipurpose machine that can manage all of these tasks.

☐ High Speed Internet
The days of being able to work with a dial-up connection are long gone. To work efficiently online, a broadband connection is absolutely essential. Last thing you’d want is internet lag which can interrupt productivity.

☐ File Cabinet
Even if you aim to be paperless, there are always some hard copy documents you need to hang on to. The best place to store these documents – and be able to find them later – is in a file cabinet.

☐ Adequate Lighting
Just as a good chair is important for an ergonomic home office, so is having adequate lighting levels. You don’t want to deal with headaches and eye strain from squinting or using lighting that makes it hard to read.

Source: https://www.thebalancesmb.com/a-checklist-for-setting-up-your-home-office-2951767
WFH Checklist For Success

☐ WAKE UP + GET READY
Waking up late is a recipe for letting the whole day slip away. Working in your PJs may sound great, but forcing yourself to get showered and dressed in your work clothes will keep you from feeling like you’re on vacation.

☐ LOCATION MATTERS
Find a place where you can easily work, especially for intensely focused work. Ideally your workspace should be in an area that can remain set-up for the duration of your WFH period.

☐ KEEP YOUR DESK CLEAN
A dirty workspace is a distracting workspace. It’s hard enough to organize your thoughts with children, pets and spouses running around.

☐ PRIORITIZE YOUR TASKS
Create a list of your daily and weekly tasks. Assign each task a priority level and stick to them. Clear old tasks before adding new ones to the list.

☐ TAKE REGULAR BREAKS
Set a timer on your phone for 1-2 hours as a reminder to get up and take a 15-30 min break. Move around, get some fresh air and regroup to stay productive.

☐ EAT HEALTHY
As tempting as it may be to grab the carbs we’ve all stocked up on for this quarantine, try to eat as healthy as your pantry will allow. Make sure you maintain your normal 3 meal schedule as well.

☐ KEEP NORMAL HOURS
Working from home means it’s harder to “leave the office” at the end of the day. It’s important give yourself a hard start/stop time every day.

☐ STAY CONNECTED
Working from home can be isolating especially if you live alone. Find ways to connect with colleagues and remain part of your office community.
Frequently Asked Questions (FAQ) – Page 1 of

- **What are the symptoms of Covid-19?**
  Symptoms may appear 2-14 days after exposure to the virus. People may have any of the following symptoms, or may have no symptoms at all:
  - New or recent loss of taste or sense of smell
  - Cough, shortness of breath, difficulty breathing, bluish lips or face
  - Congestion or runny nose, sore throat, persistent pain or pressure in the chest
  - Fatigue, headache, muscle aches, inability to stay awake
  - Fever or Chills
  - Nausea or vomiting, diarrhea

- **What are the transmission methods of Covid-19? How is it spread?**
  - Person to person: Airborne – through droplets inhaled or entering the body (eyes, ears, nose, mouth, etc.); droplets are spread by talking, shouting, coughing, sneezing and various other types of physical exertion in close contact with an infected person
  - Person to person: Community – Unknown or unidentified contact with the Covid-19 droplets from an unsuspected or unknown source
  - Asymptomatic – Any person who has encountered the Covid-19 droplets and become infected with the virus, but are not displaying any of the known or possible symptoms but are unknowingly spreading the Covid-19 droplets
  - Pre-symptomatic – Any person who has encountered the Covid-19 droplets within the last 2-14 days and become infected, who have not yet begun to display any of the known or possible symptoms but are unknowingly spreading the Covid-19 droplets

- **What is asymptomatic and pre-symptomatic?**
  - Asymptomatic – Any person who has encountered the Covid-19 droplets and become infected with the virus, but are not displaying any of the known or possible symptoms but are unknowingly spreading the Covid-19 droplets
  - Pre-symptomatic – Any person who has encountered the Covid-19 droplets within the last 2-14 days and become infected, who have not yet begun to display any of the known or possible symptoms but are unknowingly spreading the Covid-19 droplets

- **What are safe workplace practices?**
  - Physical (social) distancing: Maintaining at least six feet (6’) or two arm lengths between yourself and other persons in the workplace
    - TIP: Also maintain your personal 6’ of space whenever you are around a person/persons who do not live in your household, maintain your distance indoors and outdoors because HVAC systems, fans, breezes and wind can blow/carry Covid-19 droplets further than 6’
  - Wearing a mask: Wearing a cloth face covering that fully covers the wearer’s nose AND mouth. A person is unable to wear a cloth face covering for medical reasons should use a face shield instead. A face shield is a clear impermeable (usually plastic) surface work on the head with a shield portion fully covering the wearer’s eyes, nose and mouth to protect the wearer from Covid-19 droplets.
  - Handwashing: Access to soap and water. Washing hands for at least 20 seconds or longer.
  - Cleaning, sanitation, and disinfection practices: Clean and/or disinfect frequently touched surfaces after use and at least daily using EPA approved disinfected. Disinfecting hands frequently.
  - Occupancy controls and limits, traffic flow management: Limit the number of persons in the District’s Office, vehicle(s) and in common and shared spaces. Place markings on the floor to indicate 6’ spacing and post reminders. Use directional arrows to direct traffic flow through the District’s office, common and spaced spaces to help minimize encounters and contact.
  - Require the installation of COVIDWISE app on all District issued phones. Encourage District personnel to use their personal phone to fight the spread of Covid-19.
Frequently Asked Questions (FAQ) – Page 1 of 5

- What are work practice control measures?
  - Modifications to the workplace and/or how the work is performed that help mitigate risk and exposure.
  - Engineering controls are designed to remove the hazard at the source, before it comes in contact with the worker. Engineering controls are typically permanent or structural changes, but may include temporary fixed/attached alterations (not subject to accidental displacement).
  - Administrative controls are changes in workplace policies, processes and procedures including rules, supervision, work hours, work schedules, and training with the goal of reducing the duration, frequency, and severity of exposure.
  - Personal Protective Equipment (PPE) includes all clothing and other accessories designed to create a barrier against workplace hazards and exposure to workplace hazards.
  - Elimination. Services, programs, processes, access, etc. that may be stopped or eliminated to prevent exposure to workplace hazards.
  - Substitution. Alternatives that can be substituted for existing services, programs, processes, access, etc. Contactless delivery is a great example of substitution of a existing process. Virtual meetings in lieu of in-person meetings is another example of substitution.

- What are acceptable workplace barriers to help prevent Covid-19 spread?
  - Floor to ceiling barriers constructed of solid surface impermeable materials, items such as doors, glass panels, windows.
  - Installation of plexiglass or other solid surface/impermeable barrier materials (freestanding, attached or fixed) extending area to the minimum height of 6’ (extend to ceiling if feasible). Impermeable surfaces cannot be subject to accidental or unintentional displacement.

- What is the Workplace Hazard Assessment?
  - It is a comprehensive assessment tool that provides a framework for employers to identify and assess opportunities for risk and levels of risk in the workplace, jobs, and interactions between employees and customers/public. It provides insights into employees’ risk exposure in order to help employers determine how to best mitigate employees’ exposure to risk.

- What is the Position Hazard Assessment?
  - It is a comprehensive assessment tool that provides a framework for employers to identify and assess opportunities for risk and levels of risk in each of its jobs (or job categories), and interactions between position incumbents and customers/public. It provides insights into employees’ risk exposure in order to help employers determine how to best mitigate employees’ exposure to risk.

- What are the four hazard levels?
  - **Very High**: High potential for employee’s regular or frequent interactions with or exposure to possible transmission sources in spaces less than six feet (6’) including: Droplets and/or other airborne transmission sources (e.g. coughing, sneezing, shouting, exertion, etc.) known or suspected sources of Covid-19 or persons known or suspected to be infected or asymptomatic or pre-symptomatic infected persons (highest risk is asymptomatic and pre-symptomatic). Typically healthcare settings, first responders, laboratories, rehabilitation facilities, treatment centers, assisted living/care settings, etc.
  - **High**: High potential for employee’s regular or frequent interactions with or exposure to possible transmission sources in spaces less than six feet (6’) including: Droplets and/or other airborne transmission sources (e.g. coughing, sneezing, shouting, exertion, etc.) known or suspected sources of Covid-10 or persons known or suspected to be infected or asymptomatic or pre-symptomatic infected persons (highest risk is asymptomatic and pre-symptomatic).
Frequently Asked Questions (FAQ) – Page 2 of 5

- What are the four hazard levels (continued)
  - Medium: 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.
  - Low: Minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting.

- What are PPE?
  - Personal protective equipment. Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Typically, PPE includes, but is not limited to, items such as gloves, safety glasses, shoes, earplugs or muffs, hard hats, respirators, surgical/medical procedure masks, gowns, face shields, coveralls, vests, and full body suits. However, Emergency Standard advises that cloth “face covering is not subject to testing and approval by a state or government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards”. However, it is a required measure in the Emergency Standard. A face shield is considered a PPE.

- Do I have to provide my own PPE?
  - No. The VOSH standards require the employer provide face coverings, handwashing and hand sanitizing supplies, cleaning and disinfecting supplies.
  - Employers may allow employees to participate in the selection of PPE.
  - Employers may allow employees to provide their own face coverings.

- Do I have to use the PPE?
  - Yes.

- Do I have to wear a face covering?
  - Yes. Unless you have a health condition that would be aggravated (such as asthma, COPD, etc.) you will be required to wear a face covering fully covering you nose and mouth while moving through all common and shared areas in the workplace, and while in the District or other vehicle with one or more persons and performing job duties and job related duties. If you have a health condition that your healthcare provider has advised would be aggravated by a face covering you will need to provide a note from your healthcare provider and will be provided with a face shield rather that a cloth face covering.

- What is considered brief contact?
  - Less than 15 minutes at a distance within 6’ with properly worn face coverings.

- What are the workplace prescreening requirements?
  - Employers can adopt either a self-screening or workplace screening. Employers are allowed to take employees temperature using a forehead thermometer; ask symptoms screening questions; ask if the employee has been in contact with anyone who has been diagnosed with or who has symptoms that suggest they might have COVID-19; and ask if the employee has been diagnosed with COVID-19 by either a positive test or a healthcare professional within the last 14 days.

- What should the District do if they suspect someone is infected with Covid-19?
  - Ask the employee to put on their face mask (if they aren’t already wearing it) and instruct the employee to leave the workplace and contact their healthcare provider for proper guidance.
Frequently Asked Questions (FAQ) – Page 3 of 5

• What should the District do if they are notified that one or more of their employees may have been exposed to Covid-19?
  o Notify the employees that you have information that they may have been exposed to someone who is suspected or known infected with Covid-19. Ask the employee(s) to put on their face mask (if they aren’t already wearing it) and instruct the employee to leave the workplace and contact their healthcare provider for proper guidance.

• What should I do if I think I have any Covid-19 symptoms?
• What should I do if I have been around someone who thinks they have Covid-19?
• What if I suspect someone has Covid-19?
  o Immediately notify your District supervisor. Wear a mask whenever you are outside of your home. Stay home if you feel sick. Contact your healthcare provider for proper guidance.

• Do I have to use my paid sick leave while I am self-quarantining due exposure, symptoms or testing?
  o You may qualify for two weeks of paid leave under the Families First Coronavirus Response Act (FFCRA) if you meet the eligibility requirements and have a qualifying reason for the leave and are unable to telework. Refer to the FFCRA poster for additional information on qualifying reasons.

• How do I return to work safely after self-quarantining?
• How do I return to work safely after testing positive for Covid-19?
  o Your District has adopted a policy for how to return to work. It should have been provided to you when you notified the District of your need to be out of the office due to Covid-19. Contact your supervisor to discuss your return to work procedures.

• What is a flexible workplace?
  o Alternative work options such as teleworking, alternative work schedules, alternating shifts/coverage, alternative work hours.

• Does the District have to allow me to telework during the Covid-19 pandemic?
  o No.

• Can the District require that I work in office?
  o Yes. It is the right of an employer to set the terms and conditions of employment. However, during these pandemic employers are being encourages to adopt flexible workplace, work hours and work schedules to help mitigate exposure to and spread of Covid-19. Talk with your supervisor about how your job duties could be completed offsite (working from home) or during alternative work hours. Unfortunately, not all jobs can be completed via telework. But it’s worth investigating the possibilities.

• What happens to me if I don’t feel safe working in the District’s Office?
  o Nothing in the state and federal regulations limit or prevent an employee from refusing to perform their assigned duties in an unsafe location when there is a reasonable or real danger of death or serious injury. However, the District will have completed a comprehensive workplace and position risk assessment and implemented a number of measures to mitigate the risk of exposure to Covid-19. Raise and discuss your reasonable concerns with your supervisor. However, nothing in the state or federal regulations prevent an employer from terminating an employee for refusing to adhere to safety measures or refusing to perform their job duties in a reasonably safe environment.
Frequently Asked Questions (FAQ) – Page 4 of 5

- Is there anything the District is required to do during the declared Covid-19 pandemic?
  - Complete Workplace Hazard Assessment and determine the workplace hazard rating
  - Position Hazard Assessment and determine the workplace hazard rating (low, medium, high, very high)
  - Identify feasible engineering, administrative and/or work practices the can be modified and implemented to mitigate risk of exposure to and/or spread of Covid-19
  - Notify employees of changes to the workplace and requirements implemented to mitigate risk of exposure to and/or spread of Covid-19
  - Provide specific information and training to employees – various training requirements
  - Develop and implement policies and procedures for employees to report when employees are experiencing symptoms consistent with COVID-19, and no alternative diagnosis has been made
  - Prevent employees and persons infected or suspected to be infected to enter or remain in the workplace until the employee or person has been cleared for by a healthcare professional or self-isolation period of at least 14-days.
  - Adhere to all workplace poster posting requirements.
  - Adhere to all state and federal laws and orders related to the Covid-19 pandemic.
  - Establish a process to notify employees, building owner, and the Virginia Department of Health of a suspected or positive infection that is compliant with existing HIPAA regulations.
  - Establish a system to receive test result notifications (positive/negative, cleared to return to work) that are compliant with existing HIPAA regulations.
  - Establish and notify employees of time-based or test-based return to work policies for returning to the workplace after a suspected or confirmed infection of Covid-19.
  - Implement, announce and train employees on social/physical distancing requirements, occupancy limits, access limits, restricted access, and reinforce with training, visual clues and reminders in the workplace.
  - Limit and manage access to common and shared areas in the workplace.
  - Post, distribute and train employees on face coverings, handwashing, hand sanitizing, cleaning and disinfecting requirements for the workplace and District vehicles

- Does the District have any tracking or reporting requirements?
  - OSHA: Under OSHA’s recordkeeping requirements, and recent guidance, COVID-19 is a recordable illness, and employers are responsible for recording cases of COVID-19, if: The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC); The case is work-related as defined by 29 CFR § 1904.5; and the case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7. Basically, it may be reportable on the Form 300.
  - VDH: The District must notify the Virginia Department of Health within 24 hours of discovering (being notified of) a positive test result.
  - VDOLI: The District must notify the Virginia Department of Labor and Industry (VDOLI) within 24 hours of discovering that three (3) or more employees test posted for Covid-19 and were present in the District office/vehicles within a 14-day period.

- What if a delivery person, landowner or other person wants/needs to enter the office without a facemask?
  - Signs requiring face masks will be posted at the entrance the office and throughout the office.
  - There are various acceptable types of face mask alternatives: neck gaiters, bandana, face shield, etc. any type of cloth face covering that fully covers the wearer’s nose and mouth.
  - Provide them with a disposable face mask to wear.
  - Advise that if they choose not to wear the required face covering then they are not allowed to enter (or leave the premises) and conduct their business with District staff via telephone or virtual meeting.
Frequently Asked Questions (FAQ) – Page 5 of 5

• What if a person enters the office with their mask not fully covering their nose and mouth?
  o Politely thank them for complying and ask the person to adjust their face covering to fully cover their nose and mouth.
  o Direct their attention to a nearby poster illustrating how the face covering should be worn.

• Who is required to have a written Infectious Disease Preparedness and Response Plan?
  o Employers with a workplace or position hazard assessment result of high or very high
    NOTE: It is unlikely that a District will have a workplace rated as high or very high. It is unlikely that a District will have a position rated as very high. However, it is likely that a District would have an employee who is high or very high risk.
  o Employers with a workplace or position hazard assessment result of medium risk result and have 11 or more employees, must prepare and share a written plan and designate a person to be responsible for implementing the plan.

• What is a written Infectious Disease Preparedness and Response Plan?
  o The plan must identify where, how and what sources of risk may be encountered in the workplace or job duties, situations where employees work more than one job (different employers) that present known or unknown sources of risk, situations where employees engage in volunteering or other tasks/activities that present known or unknown sources of risk, disclose if high-risk individuals are present in the workplace or interacted with as part of assigned job duties (mindful of HIPAA law restrictions – not disclosing who or conditions), and what engineering, administrative, workplace, work practices, and PPE controls as well as basic infection prevention measures (housekeeping, cleaning, disinfecting, hygiene, distancing) that will be implemented to mitigate risk. The plan will also address how the District will promptly respond to notifications of suspected and infected employees and persons, and contingency operations plans – including handing increased absenteeism and continuing essential operations with a reduced workforce. Also, within the document will be identified mandatory and non-mandatory measures the District is complying with to manage/mitigate risk.
Covid-19 Workplace Screening Option: Self-screening

- Employee takes their own temperature and records it
- Employee uses a self-checklist to self-report
- Employee turns completed checklist in to a designated person who checks off each employee’s compliance or places it in a secured drobox

| Employee Name: __________________________ | Date: __________________________ |
| Temperature: __________________________ |

Prescreening Questions:

Are you or have you experienced any of the following symptoms?  
- Cough  
- Shortness of breath  
- Difficulty breathing  
- Chills or Chills with shaking  
- Headache  
- Sore throat  
- New or recent loss of smell  
- New or recent loss of taste

Have you been in contact with anyone who has been diagnosed with or has symptoms that suggest they might have COVID-19?  
Have you been had COVID-19 test and are waiting for test results?  
Have you been diagnosed with COVID-19 by either a positive test or a healthcare professional within the last 14 days?

NOTE: If your temperature of above 100 degrees or you have answered yes to any of the symptoms or questions listed above, do not enter the workplace. Return home and contact your healthcare provider for proper guidance.

Covid-19 Workplace Prescreening Option: Employer prescreening

- Designate a screening area conducive to maintenance of physical distancing that is accessible without going through a populated work area. Designate a Screener.
- Set up the screening area: table, log sheets, pens, chairs, PPE, forehead thermometer, and sanitizing supplies
- Instruct employees, contractors, and visitors to maintain at least six feet of separation while waiting for screening. Mark the flooring to indicate six-foot separations for waiting in line.
- Instruct the Screener to do the following with each employee:
  - Take the employee’s temperature and advise if it is under 100 degrees.
  - Ask the employee the prescreening questions (see list above in self-screening option).
  - If the temperature is below 100 degrees and the employee answered “No” to all the prescreening questions, allow the employee to enter the workplace.
  - If the temperature is above 100 degrees, or the employee answered “Yes” to any of the prescreening questions, do not allow the employee into the workplace. Have the employee return home and contact their healthcare provider for proper guidance.
  - Maintain simple log

<table>
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<tr>
<th>Employee</th>
<th>Date</th>
<th>Temperature 100° or less</th>
<th>All questions answered “No”</th>
<th>If employee answered yes to any prescreening question send employee home and advise the contact their healthcare provider for proper guidance.</th>
<th>Allowed to enter workplace?</th>
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Identification and Isolation of Known and Suspected Sick Employees Procedures

- Adopt and distribute a policy and procedures requiring employees to notify the District immediately if they are experiencing Covid-19 symptoms or suspect exposure to someone known or suspected of having Covid-19 follow these steps

- Encourage employees to self-monitor for signs and symptoms of COVID-19. Provide employees with the symptom poster. Post symptoms information in the workplace.

- Have the employee experiencing symptoms at work to wear a mask (if not already wearing one)

- Ask the employee to return home and contact their healthcare provider for proper guidance.

- Provide the employee with disposable gloves and ask the employee to avoid touching common and shared work surfaces and equipment as they exit the workplace.

- If available, advise the employee of Employee Assistance Program and how to access it.

- The work area, tools, and equipment handled by the symptomatic employee and any common areas (such as restrooms or cafeterias) accessed by the symptomatic employee should be immediately cleaned, sanitized, and disinfected in a manner consistent with CDC guidelines. These activities should be documented.

- Employees should be notified that a symptomatic person has been in the workplace, the workplace has been cleaned, sanitized, and disinfected in a manner consistent with CDC guidelines, and that all employees should be advised to take precautions such as wearing a mask (if not already wearing one), self-monitoring for symptoms of COVID-19, practicing physical distancing, and avoiding sharing tools or equipment for 14 days.

- The District should make arrangement for common touchpoints and surfaces to receive an increased frequency of cleaning and sanitizing for the 14-day period.

- Require the employee to self-quarantine for 14-days or until authorized to return to work by their healthcare provider.

- Upon return to work, for three full workdays, the employee will be required to strictly maintain physical distancing (six feet) from others and wear a face covering in the workplace to limit dispersal of respiratory droplets in the workplace.
Return to Work after Known and Suspected Exposure or Illness Procedures

- Adopt and distribute a policy and procedures requiring employees to adhere to the following return to work procedures after experiencing Covid-19 symptoms or being diagnosed or testing positive for Covid-19.
  - Include in the policy procedures for employees to return to work procedures after being asymptomatic but having a positive test result for Covid-19.

Symptom-based Return to Work Strategy

Self-quarantine (isolation) may end with a return to work after 3-consecutive days of the employee having:

- No fever for without the use of fever controlling medications/remedies
- Improvement and recovery from respiratory symptoms (cough, shortness of breath, etc.)
- A minimum of 10 days since the first appearance of symptoms.
- Upon return to work, for three full workdays, the employee will be required to strictly maintain physical distancing (six feet) from others and wear a face covering in the workplace to limit dispersal of respiratory droplets in the workplace.

Asymptomatic Tested Positive Return to Work Strategy

Self-quarantine (isolation) may end with a return to work after 3-consecutive days of the employee having:

- At least ten consecutive days has passed since the positive test result
- Remained asymptomatic since the positive test result for the entire 10-day period
- Currently no symptoms (currently asymptomatic).
Mandatory Training Checklist

- Signs and symptoms of Covid-19, including characteristics and methods of transmission
- Risk factors for Covid-19
- Asymptomatic and pre-symptomatic spread awareness
- Workplace Risk Assessment
- Position Risk Assessment
- Workplace safety changes and requirements
- Mandatory workplace practices implemented to mitigate spread
  - Distancing
  - Hygiene
  - Cleaning and disinfecting
  - Occupancy limits and workplace modifications
  - Workplace and work hours policies and practices
  - Minimized and non-contact measures
  - PPE and other protective measures
  - Safe and healthy work practices
  - Anti-discrimination for exercising rights related to Covid-19 under state and federal law
- Workplace prescreening policy and procedures
- Identification and Isolation of Known and Suspected Sick Employees policy and procedures
- OSHA, VOSH and VDH notifications procedures
- Return to work policy and procedures
- Families First Coronavirus Response Act (FFCRA) and FMLA as amended by FFCRA
- Training understanding and acknowledgement