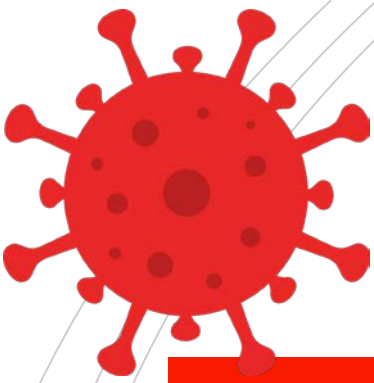


Personnel Management During the Covid-19 Pandemic

Information as of 8-Sep-2020



Reminder:
Additional resources
online at vaswcd.org

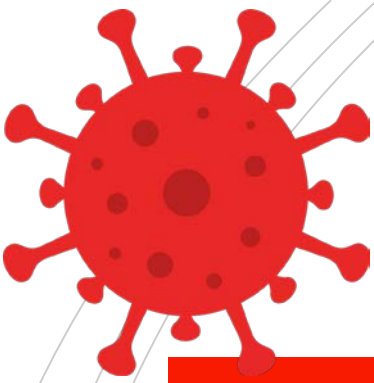
New Workplace Poster Requirements

Updated Poster Versions of the Following:

- [Families First Coronavirus Response Act \(FFCRA\) Poster](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Emergency Family and Medical Leave Expansion Act \(EFMLEA\)](#)
- [Emergency Paid Sick Leave Act \(EPSLA\)](#)
- *Summary of EFMLEA and Summary of EPSLA
- [OSHA Notification of Rights](#) and [10-step Poster](#)
- [Virginia Occupational Safety and Health Poster](#)
- *Virginia Human Rights Act (VHRA), as amended by the 2020 General Assembly to cover Pregnancy and Childbirth
- *Virginia Human Rights Act (VHRA), as amended by the 2020 Virginia Values Act (VVA)
- *Virginia Non-compete Law as amended by the 2020 General Assembly

**See PDF File (Covid Docs VASWCD compiled 9-8-2020) for printable poster that contains the required information*





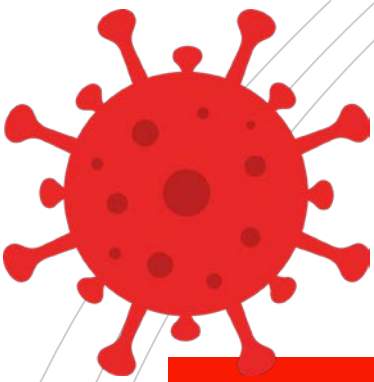
Reminder:
Additional resources
online at vaswcd.org

New Workplace Posting Requirements

New Workplace Posting Requirements:

- *Prescreening at Entrance to Office
- Signs and Symptoms Poster
- Risk Factor Awareness Posters
 - *Risk Awareness
 - Health Factors
 - Asymptomatic and Pre-symptomatic
- *Safe and Healthy Work Practices Poster
- Handwashing and Hand Disinfecting Posters
- *Hygiene, Cleaning and Disinfecting Posters
- Physical (Social) Distancing Posters
- Face Coverings Poster – Should include Wear It Properly
- Occupancy Limits
- *Traffic Flow – Directional Signage
- *Distance Markings
- *Reminder Posters





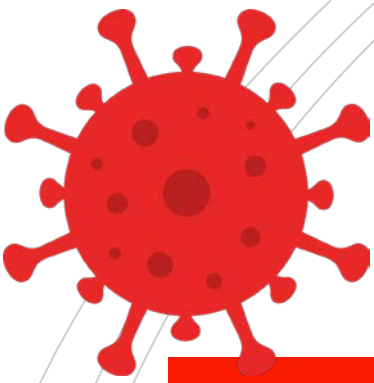
Reminder:
Additional resources
online at vaswcd.org

Revised and New Workplace Policy Requirements

Revised and New Workplace Policy Requirements:

- Revised EEO statement (handbooks, job postings)
- Revised Anti-discrimination policy
- Adopt a Safe and Healthy Work Practices policy *(basically page 12 – 14 plus logs)*
- Revised policy defining full-time, part-time, hourly, temporary, nonexempt, exempt and include definition of employee
- Update policy and procedures for investigating allegations of discrimination and harassment
- Retire any policy related to discussion of pay
- Revise application and recruitment policies if needed related to “Ban the Box” and train interviewers on related questioning
- Review or Adopt a policy on teleworking, on flexible work hours/work schedules, including a request form and agreement *(see pages 33 – 35)*
- Retire any maternity policies and incorporate VA new Pregnancy and Childbirth regs in to the FMLA policy - can be a simple statement addition to the FMLA policy





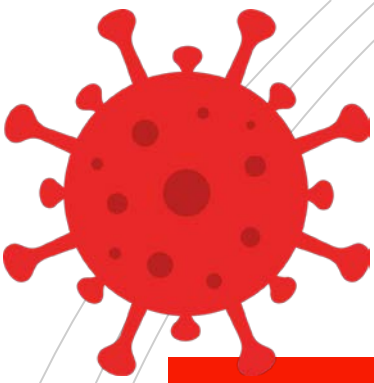
Reminder:
Additional resources
online at vaswcd.org

Temporary Workplace Policy Requirements



Temporary Workplace Policy Requirements:

- Implement an Emergency Family and Medical Leave Expansion Act (EFMLEA) policy that includes Paid Sick Leave Act (EPSLA) policy with a leave tracking tool *(pages 8 – 10 of PDF of file: ...“compiled”)*
- *Implement and post new workplace hygiene policy with requirements including handwashing, cleaning and disinfecting effective for the duration of the declared pandemic – could easily include these and the following as one new “Safe Workplace” policy:*
 - *physical (social) distancing requirements*
 - *face covering requirements*
 - *occupancy limits for office, vehicle and common/shared areas*
 - *logging contacts*
- Adopt one overarching Workplace Flexibility policy to cover teleworking and alternative work hours/work schedules
 - Pages 33-35 for policy, requirements and agreement
 - Pages 36 – 37 for WFH tips
- Tip: You can create a temporary paid-leave policy to provide greater flexibility in use of paid leave for eligible employees.



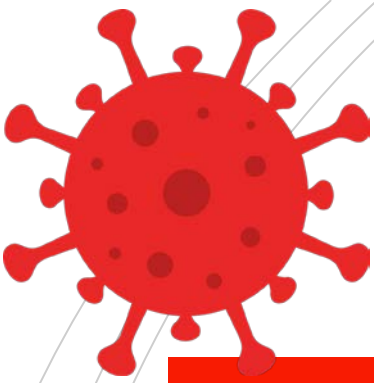
Reminder:
Additional resources
online at vaswcd.org

Temporary Workplace Policy Requirements

Temporary Workplace Policy Requirements:

- Implement a sound notification and return to work policy requiring employees to notify the District of known or suspected contact with a known or suspected infected person and when the employee is experiencing symptoms or has a positive test result
 - Include isolation procedures (page 45 of 47)
 - Notification to other District employees – **Adhere to HIPAA**
 - Notification to others in the workplace within last 14-days (if not result of a positive test result) in “**generic**” terms for a positive test result or suspected contact with known/suspected infected person – **Adhere to HIPAA**
 - Notification to VDOLI if 3+ positives
 - Notification to VHD for positive – include contact info in the logs
 - Notify the Building Owner (or Property Management Company)
 - Report on the annual OSHA Form 300
 - Include Return to Work (RTW) policy (page 46 of 47)





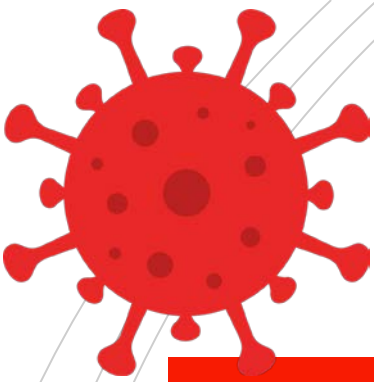
Reminder:
Additional resources
online at vaswcd.org

Temporary Workplace Policy Requirements

Temporary Workplace Policy Requirements:

- Implement a sound prescreening policy requiring employees to be screened BEFORE entering the workplace
- Two Options: Self-screen or Prescreen by District Designee
- Process for each outlined on page 44 of 47
- Be sure screening remains generic so as not to trip HIPAA – an example of simple generic daily log for each prescreening option is included on 44 of 47
- If you send someone home due to exhibiting symptoms
- You can require a Covid-19 negative test result prior to returning to the workplace – at not cost to employee
- You cannot require the employee to set the serological test that tests for antibodies.





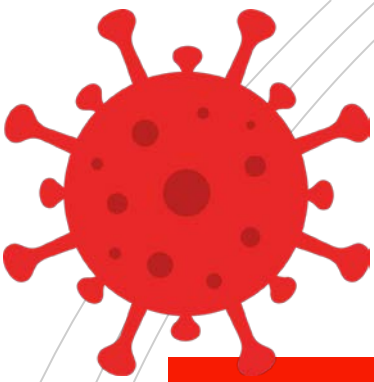
Reminder:
Additional resources
online at vaswcd.org

VOSH *§16VAC25-220*

Requirements for All Employers

- Workplace Assessment
- Position Assessment
- Investigate and Implement appropriate controls to mitigate risk of exposure and spread
- Mandatory information and posting requirements
- Workplace Flexibility
- Documentation Requirements
- Notification Requirements
- Training Requirements
- Anti-retaliation Provisions (110)





Reminder:
Additional resources
online at vaswcd.org

VOSH *§16VAC25-220*

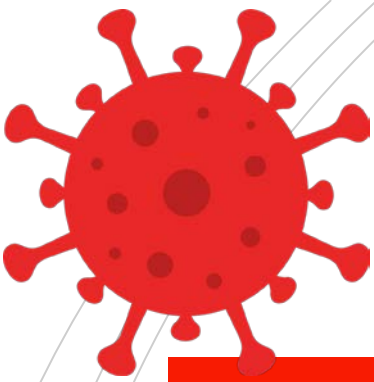


Summary of Requirements for Assessments

- Work Environment – office and personal workspace
- Job Duties performed
- Working Distance between Employees and other Persons
- Duration and Frequency of job-related interactions
- Potential contact with shared work surfaces and equipment
- Common and/or shared areas accessed
- Shared work vehicle
- Level of community spread

TIP: Medium risk is defined as hazards and risks not otherwise classified as high or very high – workplaces and jobs that require more than minimal (duration and frequency) of job-related interactions/contact

TIP: Low risk is defined as minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting; or are able to achieve minimal occupational contact through the implementation of engineering, administrative and work practice controls



Reminder:
Additional resources
online at vaswcd.org

**Let's take a
look at the
documents
provided**

**Contact Information if I can be of assistance or
answer any other questions that come up later:**

Work: hig11@henrico.us

Henricopolis: terri.henricopolis@outlook.com

Work: 804.501.5241 (have voice mail)

Cell Phone: 804.307.0084

