



CITY OF HAMPTON

Infectious Disease (COVID-19)

Preparedness and Response Plan

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I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control. Current regulation can be found by visiting <https://www.doli.virginia.gov/covid-19-outreach-education-and-training/>.

II. Responsibilities

All departments and divisions are required to adhere to the rules of social distancing, which is the act of staying at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces. Where possible, all employees are responsible to mitigate the spread of the disease by participating in COVID-19 Hazard Assessments and incorporating methods to social distance, use sneeze barriers/guards, and disinfect each workstation and vehicle after use.

III. Masks

A mask for the purpose of this plan is one that is specific to the prevention of the SARS-CoV-2 Virus That Causes COVID-19. A list of approved masks can be found by visiting the Center for Disease Control and Prevention's (CDC) Your Guide to Masks found here <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

This guidance is not intended to cover those who may wear an air-purifying-respirator, atmosphere-supplying respirator, or any other respirator required for the safe operation of their work. For information on respiratory protection please visit the Occupational Health and Safety's (OSHA) Respiratory Protection 1910.34 <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>.

IV. Definition of Fully Vaccinated:

Employees who are fully vaccinated are those who have received both doses of the vaccine and are, at minimum, two weeks from receiving the final dose.

Employees who are not fully vaccinated are those who have chosen not to receive the vaccine, are within the two week period, or are still waiting for their final dose.

V. Mask Requirements- *Updated August 27th, 2021*

- Masks shall be worn by both fully vaccinated and unvaccinated personnel shall when inside all public buildings while in shared or common spaces.
- Mask shall be worn when sharing a vehicle with other fully vaccinated or unvaccinated personnel.
- Masks shall be worn by both fully vaccinated and unvaccinated personnel while interacting with citizens regardless of location (ex. police officers on a call for service).

VI. Spread of Disease Prevention and Social Gatherings

Where possible, and when the law allows, business meetings and gatherings should be held by video meeting media platforms such as Zoom, Blue Jeans, Microsoft Teams, etc.

When the meeting must be held in person or in a group setting personnel should remain a minimum of six (6) feet apart.

Elevators are strictly limited to two (2) persons.

VII. Health Monitors

The City of Hampton has designated personnel to serve in the role of health monitors. The health monitor has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

These individuals are comprised of Designated Infection Control Officers (DICO) and Health & Safety personnel. Employees have access to bring up any health concerns to the health monitors by contacting Risk Management at 757-727-6617 or for emergencies 757-870-3472 or 757-810-3472. Questions and concerns may also be emailed to COVIDSTF@hampton.gov.

For the purpose of ensuring compliance with the most recent safety and health requirements, the Department of Risk Management is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, monitoring the overall effectiveness of the plan, and to provide employees with a copy of this plan upon request.

VIII. Determination of Exposure Risk by Job Duty

Department heads should determine the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

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

"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical,

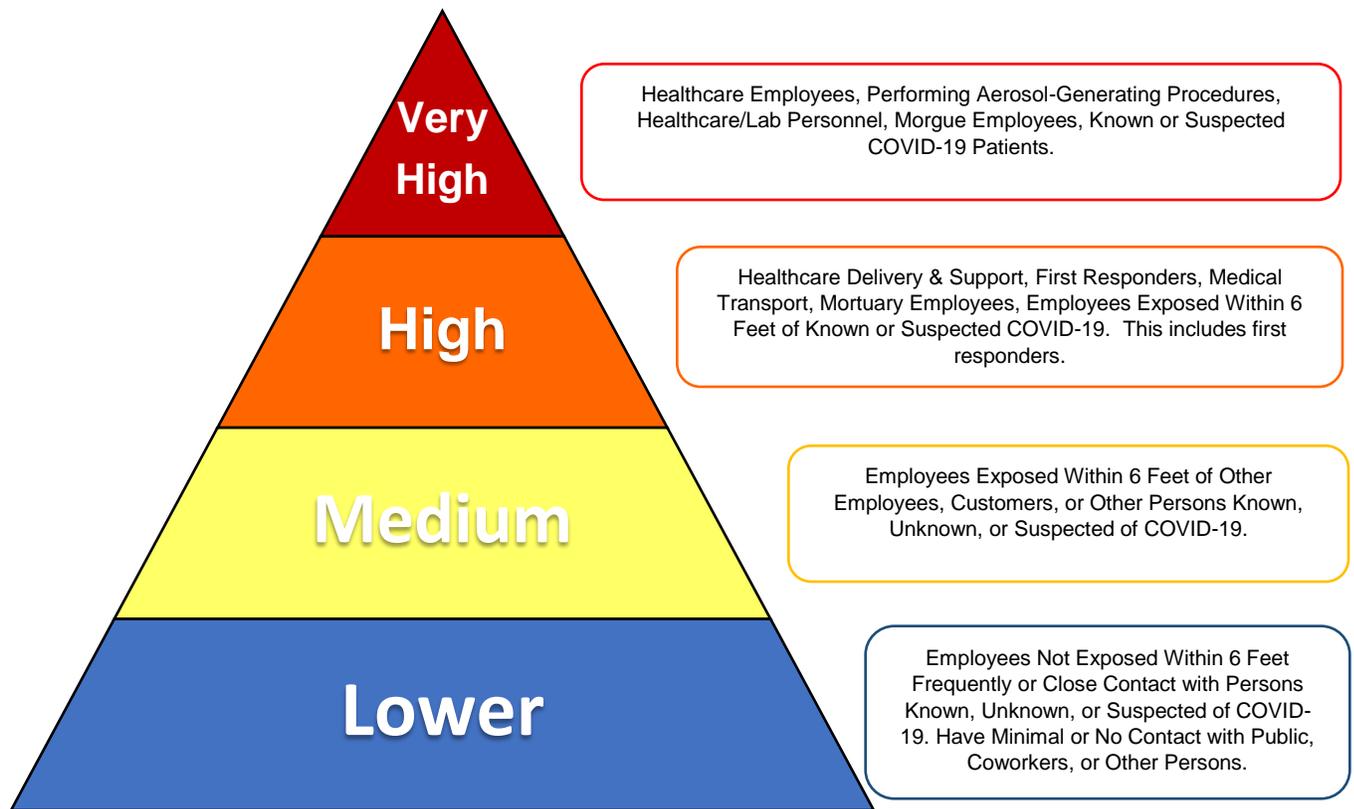
postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

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

“Medium” exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

“Lower” exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

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



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

When you have determined the risk level of all your employees and officials, you must complete a COVID-19 Workplace Hazard Assessment that can be located by visiting the Employee Connection, Training (top of page drop down menu), and ETS Sars-CoV2 Prevention.

The following photo is an example:

 COVID-19 Workplace Hazard Assessment		This COVID-19 Hazard assessment is designed to identify ways employees could be exposed to and spread SARS-COV-2 the virus that causes coronavirus disease 2019 (COVID-19). Once you identify the hazard you must apply the preventative control.		
Department:		Division or Location:	Evaluator:	Date:
Job Title Assessed (e.g. Patrol Officer I, Equipment Operator V):				
Hazard Risk Level	Job Task (performing an arrest, works with citizens directly)	Workplace Controls	PPE (Personal Protective Equipment)	
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			

These forms must be stored with the department and accessible to all employees with copies saved on a shared electronic city folder shared drive. If you do not have access to the COVID-19 city shared drive, please contact Risk Management at 757-727-6617.

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

In the event of an outbreak or pandemic due to an infectious disease, the City of Hampton has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak. These plans are as follows:

Each department has completed the City of Hampton Human Resources Supply and Services Inventory for Continuity of Operations Planning.

The City of Hampton Human Resources Supply and Services Inventory for Continuity of Operations Planning form can be obtained by contacting the Department of Human Resources.

These plans should address increased absenteeism, need for physical distancing, telework options, engineering, administrative, and PPE controls. In addition, the plans should address the need for essential operations and the use of reduced workforce through lower numbers of employees on site or the need to have employees cross-trained in the event of an incident occurring which results in reduced workforce.

Departments should revisit their plan often and especially if there are any changes necessary.

X. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decrease the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Disinfecting procedures can be located through the CDC by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Additional precautions and actions to take are:

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

- Employee workstations are greater than six feet apart.
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

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

An employee who is sick and/or has been exposed to COVID-19 must notify their supervisor as soon as possible. Once a supervisor has been notified that an employee is sick and/or exposed they are to report the illness or exposure immediately to the COVID-19 Screening Task Force by emailing COVIDSTF@hampton.gov.

The COVID-19 Screening Task Force will respond promptly to the notification by providing the supervisor with a set of forms and instructions.

Based on the exposure level or diagnosis, the employee will be provided with recommendations as to isolation, quarantine, and their level of risk based on the exposure. Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

Work areas such as vehicles, workstations, and offices may require disinfecting. Dependent on the location, the area may be disinfected by the Department of Public Works, Hampton Division of Fire and Rescue, or Hampton Police Division. The supervisor will receive notification and direction as to whom and when they can expect the disinfecting to be performed.

The COVID-19 Screening Task Force forms should be requested by emailing COVIDSTF@hampton.gov.

XII. Employee Self-Monitoring and Daily Self-Screenings

Every employee is required to utilize the temperature screening kiosk wherever one is available and take their temperature prior to the start of their shift. Temperatures are not to be recorded. Employees must be punched in as on the clock in KRONOs when taking their temperatures. Supervisors are responsible to ensure employees are paid during this time.

Employees must not come to work if they are feeling symptoms of COVID-19. If an employee is experiencing any of the following they should **not** report to work and, upon notification to their supervisor; will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis.
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis: and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Employees who develop symptoms during their shift must notify their supervisor by phone and leave their workplace as soon and as safely as possible.

XIII. Return-to-Work Requirements

Instruction will be provided by the COVID-19 Screening Task Force and complies with all current guidelines by the Virginia Department of Health (VDH) and the Center for Disease Control (CDC). Supervisors should continue to alert the COVID-19 Screening Task Force of any updates by contacting COVIDSTF@hampton.gov.

Employees who are exposed to COVID-19 using the current Center for Disease Control (CDC) guidelines for fully vaccinated and unvaccinated persons are required to alert their supervisor prior to coming to work. Employees who are sick, must notify their supervisor, stay home, and await further instruction through the COVID-19 Screening Task Force.

XIV. Vaccinations

Employees who decline the COVID-19 vaccine must complete a COVID-19 Declination Form and turn it back into their supervisor. Declination forms can be obtained by contacting the Department of Risk Management Risk_management@hampton.gov or 757-727-6617.

Employees who are vaccinated are required to continue to adhere to the rules of social distancing and wearing masks when within six (6) feet of each other and especially when traveling in vehicles together.

XV. Contractors

Contractors doing business with the City are required to follow the same rules and regulations as lined out in the current Final Temporary Standard (FTS). Departments must provide the contractor with the COVID-19 Addendum that can be obtained by contacting the Department of Risk Management Risk_management@hampton.gov or 757-727-6617. Departments are required to work with contractors on ensuring proper contacts are secured in the event of an employee/contractor exposure.

XVI. Training and Plan Availability

Training on COVID-19 workplace precautionary measures and how to complete the hazard assessment form can be found on the City of Hampton's Employee Connection under Training- FTS: SARS-CoV-2-Prevention or you may follow this link

<https://hampton.gov/3780/ETS-SARS-CoV-2-Prevention>.

Supervisors are responsible to ensure employees have attended the training and any necessary refresher training.

Additional resources can be found by clicking and following the links below:

Occupational Safety and Health Administration

<https://www.osha.gov/coronavirus/control-prevention>

Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace

<https://www.osha.gov/coronavirus/safework>

XVII. Accountability

All employees are to follow the instructions of this plan. No one person is exempt from the rule and if found out of compliance can face disciplinary action in accordance with the City of Hampton's Personnel Policies Manual, Chapter 2 Employee Relations.

XVIII. Plan Availability

This plan shall be made available to any contractor or subcontractor or their representative, to employees, to employee designated representatives, to OSHA personnel, and to personnel of other Federal, state, or local agencies with regulatory authority over the operation.