

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 47.1 through 47.4	Page 1 of 11
	SUPERSEDES:	DATE ISSUED: September 22, 2020
SUBJECT: Communicable Diseases	AUTHORIZATION: Adopted by the Board of Supervisors September 22, 2020; to become effective immediately	

47.1 Purpose

It is the policy of Prince George County to provide a safe and healthy work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the workplace. During a pandemic and/or other communicable disease emergency, county departments may implement plans to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes.

47.2 Definitions

A. Affected Area: A geographical area that has been determined by authorities (World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials) to have wide spread transmission of a communicable disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.

B. Airborne/Droplet Contagious Illnesses: Illnesses that are spread to other individuals through droplets or small airborne particles, which are suspended in the air, including but not limited to colds, influenza, tuberculosis and SARS-CoV-2 (coronavirus).

C. Communicable Disease: A disease that can be transferred from an infected person to another individual. Examples include but are not limited to: measles, influenza, viral hepatitis-A (infectious hepatitis), Viral Hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis.

D. Incubation Period: The time, usually in days, between exposure to an illness and the onset of symptoms.

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E. Infection Control: A set of policies, procedures and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.

F. Isolation: The complete separation from others of a person suffering from contagious or infectious disease. This is implemented when the employee's physician believes that an individual has a contagious disease and represents an immediate danger to the public.

G. Pandemic: A global disease outbreak that spreads easily from person-to-person.

H. Health Care Provider: A licensed healthcare professional (Physician, Physician's Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of contagious diseases and has examined the individual.

I. Quarantine: This is implemented when the employee's physician believes that an individual may have been exposed to a contagious disease and represents a potential danger to the public or if the employee choose to self-quarantine because they have been possibly exposed.

J. Social Distancing: Actions taken to prevent or reduce the opportunities for close contact between people in order to limit the spread of a disease, including limiting or canceling public gathering, meetings, or travel. The general rule is to maintain at least 6-ft distance between people.

K. High-risk – Exposures refer to those who have had prolonged close contact with patients with COVID-19 who were not wearing a facemask while their nose and mouth were exposed to material potentially infectious with the virus causing COVID-19. First responders – being present in the room for procedures that generate aerosols or during which respiratory secretions are likely to be poorly controlled (e.g., cardiopulmonary resuscitation, intubation, extubation, bronchoscopy, nebulizer therapy, sputum induction) on patients with COVID-19 when the healthcare providers' eyes, nose, or mouth were not protected, is also considered high-risk.

L. Medium-Risk – Exposures generally include healthcare providers who had prolonged close contact with patients with COVID-19 who were wearing a facemask while the health care providers nose and mouth were exposed to

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material potentially infectious with the virus causing COVID-19. Some low-risk exposures are considered medium-risk depending on the type of care activity performed. For example, a health care provider who was wearing a gown, gloves, eye protection and a facemask (instead of a respirator) during an aerosol-generating procedure would be considered to have a medium-risk exposure. If an aerosol-generating procedure had not been performed, they would have been considered low-risk.

M. Low-Risk – Exposures generally refer to brief interactions with patients with COVID-19 or prolonged close contact with patients who were wearing a facemask for source control while a health care provider was wearing a facemask or respirator. Use of eye protection, in addition to a facemask or respirator would further lower the risk of exposure.

47.3 Scope

This policy applies to all employees, whether full-time, part-time, or temporary.

All Department Directors and Supervisors shall apply this policy consistently. It is illegal to discriminate against an employee based on his/her medical condition and/or disability. Department Directors/Supervisors shall not obtain medical information about an employee's general health to determine if that employee is at risk of contracting communicable diseases.

Prince George County reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the county finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Prince George County will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the confidentiality about the person(s) who have communicable diseases.

47.4 Procedures

A. Preventive Measures

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During a pandemic and/or other communicable disease emergency, as declared in accordance with established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials (VA Department of Health and Human Services) the following preventive measures identified below shall be initiated as appropriate for the declared emergency:

1. Providing appropriate information and training to employees.
2. Arranging for onsite voluntary vaccinations by healthcare providers.
3. Implementing social distancing practices including:
 - a. Reducing face-to-face exposure by using conference calls or virtual meetings.
 - b. Minimizing or eliminating travel to affected areas (this is not applicable to public safety first responders or employees of the Department of Social Services).
 - c. Canceling meetings, workshops, training sessions and scheduled events (this is not applicable to Public Safety first responders).
 - d. Allowing employees to work on varying schedules and/or from home to reduce exposure in the workplace.
4. Ensuring frequently touched items (e.g. door knobs, hand rails, etc.) are cleaned and disinfected regularly with EPA approved cleaning products.
5. Reinforcing frequent hand washing and providing EPA approved hand sanitizers to employees.
6. Providing employees with disinfectant wipes or EPA approved cleaning products to allow employees to disinfect copiers, keyboards, telephone receivers, etc. in their work areas.
7. Provide face coverings to employees and mandate that employees wear face coverings in the workplace when they have contact with another co-worker or with any member of the public.

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8. Encouraging employees to stay home and/or sending employees home who have symptoms consistent with the symptoms identified by the CDC, State and local health authorities for the pandemic or communicable disease of concern.

9. Requiring employees who travel to an affected area to remain at home until the incubation period of the pandemic and/or communicable disease of concern has passed, if indicated (this is not applicable to Public Safety first responders who respond to incidents within our service area).

10. Establishing flexible work hours to minimize contact between employees, such as scheduling employees to work in shifts.

11. Limiting access to County buildings to Prince George County employees.

12. Sending employees home who do not support critical business processes.

B. Continuity of Operations Plan (COOP).

Each department is required to prepare a COOP that may be implemented to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes.

C. Employees Who Appear Sick While at Work

When an employee is present in the workplace and exhibits signs of a contagious illness, they shall be directed to go home.

When determining whether to direct an employee to go home, an employee's Director or their designee (Supervisor) must observe one or more of the following symptoms of a contagious disease.

1. Persistent coughing or sneezing
2. Fever above 100.4 or flushed skin
3. Sweating without exertion
4. Shaking chills
5. Persistent eye and/or nasal discharge

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6. Extreme fatigue or lethargy

7. Blistering or oozing skin lesions, and/or

8. Other symptoms as determined by the County Health Department, or other public health officials such as the CDC.

D. Department's Response to the Employee Exhibiting Signs/Symptoms

Employees exhibiting signs of a contagious disease shall be directed as follows:

1. The employee will be referred to their personal physician or local urgent care facility for evaluation and diagnostic testing, if indicated. If the employee's physician diagnoses a contagious illness consistent with transmission in the workplace, the employee shall be referred to Human Resources for completion of the appropriate paperwork. If you are ill, please make arrangements for a virtual meeting and for the paperwork to be sent to you electronically to limit the face-to-face interaction while you are ill.

2. Due to the high prevalence of disease during a pandemic, there is a high probability that one could become ill because of an exposure occurring outside the workplace. Therefore, it will be incumbent upon the employee to obtain proof of exposure to the pandemic disease in the workplace in order to substantiate a workers' compensation claim.

E. Employees Returning to Work

An employee who has been absent from work due to a contagious illness (with the exception of COVID-19) shall be allowed to return to work when she/he has had no fever for 24 hours without taking fever-reducing medication and is no longer displaying other symptoms of contagious illness. In most cases, a fitness for duty note from the employee's physician will be acceptable.

F. COVID-19 Guidelines Relating to Exposure and Return to Work

The following procedure outlines the process for reporting COVID-19 related symptoms or exposures. The process is used to determine if quarantine and/or work restrictions are required, and when an employee can return to work after being quarantined.

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1. Risk Assessment – The Human Resources Director shall compile a risk assessment in accordance the following categories of high, medium and low as defined in section 47.2.
2. Reportable Conditions – the following situations pose a significant and imminent risk to the employee, their co-workers, and the citizens. It is essential that they be reported to the immediate supervisor and Human Resources Director as quickly as possible, but at least within 24 hours, so that steps can be taken to limit the potential spread of COVID-19.
 - a. Confirmed or Suspected Case of COVID-19
 - i. Employee is COVID-19 positive or presumed positive.
 - ii. Employee has been advised by their health care provider to self-quarantine.
 - b. Non-Work Related (Household/Close Contact)
 - i. In the last 14 days, the employee has traveled to a location with widespread ongoing transmission.
 - ii. In the last 14 days, the employee has traveled on a cruise ship or river boat.
 - iii. Employee is living in the same household as a COVID-19 positive or presumed positive person.
 - iv. Employee is caring for a COVID-19 positive or presumed positive person.
 - v. A COVID-19 positive patient coughed or sneezed on the employee outside of work.
 - c. Work Related Exposure
 - i. An employee has had close contact with a person diagnosed with COVID-19 during the course of their job.
 - d. Personal Illness
 - i. Employee experiences signs and symptoms consistent with COVID-19 including any one or more of the following:
 1. Cough
 2. Shortness of breath or other difficulty breathing
 3. Fever
 4. Chills
 5. Muscle pain
 6. Sore throat
 7. New loss of taste or smell
 8. Abdominal distress, vomiting or diarrhea

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3. Reporting Procedure – An employee who meets any of the reportable conditions identified in paragraph (2)(d)(i) shall promptly notify his or her direct supervisor and the Human Resources Director using the link below, no later than 24 hours from the onset of the condition. If the employee is at work when they become aware of the condition, he or she should wear a facemask or face covering to avoid any direct contact with other employees, notify his or her supervisor immediately by electronic means, and then immediately leave the worksite. If the employee is experiencing severe symptoms such as difficulty breathing, persistent pain or pressure in the chest, new confusion, or bluish lips/face he or she should seek medical attention immediately. If the employee is not at work when they become aware of the condition, he or she shall notify his or her immediate supervisor, contact the Director of Human Resources, and not return to the employee’s worksite for any reason until cleared to return to work under either the symptom-based or time-based policy described in this policy.

https://pgcountyva.formstack.com/forms/infectiousexposure_employee_reporting

4. Exposure Investigation – Upon notification of a reportable condition as noted above, the supervisor, in conjunction with the Director of Human Resources shall promptly take the following actions:
 - a. Conduct an investigation – Documentation of all pertinent information and developing a timeline of other potentially exposed employees for the past 14 days.
 - b. Determine Risk and Provide initial guidance – Bases on the investigation, a determination of risk based on current CDC guidelines will be performed and the Director of Human Resources and the Department Director will provide initial guidance on the need for quarantine and/or work restrictions.
 - c. Notify potentially exposed employees – If the employee diagnosed with COVID-19 is confirmed positive or symptomatic for COVID-19 then employees who have had close contact with the employee diagnosed with COVID-19 will be notified. They will be advised to self-monitor and adhere to social distancing guidelines but will not receive any identifying information about the employee diagnosed with COVID-19.
 - d. Notify all tenants in the building – Notify all Department Directors within the building if there is a confirmed positive case of COVID-19.
5. Post Exposure Follow-Up –

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- a. Health Department Coordination – The immediate supervisor and Human Resources Director will work closely with the local health department to determine the status of the patients COVID-19 results and to be sure that those exposed are notified and the appropriate self-quarantine and work restrictions are being implemented.
 - b. Employee Monitoring – The immediate supervisor, after consulting with the Director of Human Resources, will contact any employee who is required to monitor their signs and symptoms daily to record their symptoms and determine any needs.
 - c. Employee Testing – The potentially exposed employee’s health care provider will determine the need for testing.
 - d. Workforce Housing – Employees who experience a possible work-related exposure, and who are directed to self-quarantine by the health department, their medical care provider or their supervisor and are unable to return home due to concerns about the potential risk to their family and/or roommate(s) will be offered alternative housing. This consists of a local hotel room. The supervisor will assist in determining the employee’s needs and securing of work force housing if required.
 - e. Facility Decontamination – The immediate supervisor, in conjunction with General Services will determine a plan for sanitizing of a facility that has had a confirmed or suspected case of COVID-19. The County will coordinate the cleaning and disinfection in accordance with CDC guidelines.
6. Employee Privacy – The Director of Human Resources will maintain any documents related to the exposure as medical records in accordance with ADA, EEOC, DOL and other applicable standards. Mandated reporting under this policy is restricted solely to COVID-19 diagnoses and COVID-19 related symptoms and exposures. Employees should not report any other underlying, pre-existing, or unrelated medical condition or disability.
 7. Return to Work – Employees who have been prescribed self-quarantine directives will be permitted to return to work in accordance with CDC and health department guidelines and in conjunction with the employee’s health care provider. Telework should be prioritized for asymptomatic employees on work restrictions to the extent possible. Under no circumstances should an asymptomatic employee be permitted in the workplace at any time until released to return to work after the required quarantine period.

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- a. Confirmed or suspected case of COVID-19
 - i. Non-test based strategy. Self-quarantine and exclude from work until:
 - 1. At least 14 days have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND
 - 2. Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
 - ii. Test based strategy. Self-quarantine and exclude from work until:
 - 1. Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected at least 24 hours apart (total of two negative specimens); and
 - 2. After Doctor has released the employee to return to work.
 - iii. If the employee was never tested for COVID-19 but had an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.
- b. Household or close contact
 - i. Employee must remain in self-quarantine and on work restrictions for 14 days after the close contact is released from quarantine.
 - ii. If the employee develops symptoms see confirmed or suspected case above.
- c. Confirmed exposure (Other than household/close contact)
 - i. Low risk
 - 1. No work restrictions are required.
 - ii. Medium/High Risk
 - 1. Employee must remain in self-quarantine and on work restrictions for 14 days.
 - 2. If the employee develops symptoms see confirmed or suspected case above.

G. Appropriate Leave

Employees may be permitted to use their accrued sick leave, or other appropriate leave, if they have symptoms consistent with the pandemic and/or communicable disease of concern and/or elect to stay home to help prevent spreading the disease to others in the workplace, or tend to ill immediate family members. Time used will be consistent with existing policies and procedures, provisions of the Personnel policies, and state and/or federal laws.

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Other examples of leave that may be required as a result of this policy include:

1. Quarantined by a Public Health Official: If an employee is quarantined, the employee shall be granted appropriate leave until the quarantine period ends. (Please see the County's leave policies for more information or contact Human Resources).
2. County Administration offices close or only critical business processes are allowed to continue: If employees are asked to stay home due to the closure of County Buildings or offices or they are not assigned to a critical business process, employees may use accrued leave, or unpaid authorized leave if the employee does not have sufficient accrued paid leave available.

H. Review of the Policy Provisions

The County Administrator or designee, in conjunction with the Human Resources Director, will review, amend, extend, or cancel the provisions of this policy as appropriate.