Southwest Virginia Community College

Infectious Disease (COVID-19)
Preparedness and Response Plan

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.

II. Responsibilities

Southwest Virginia Community College has assigned the following individual(s) to serve in the role of health officer. The health officer 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.

In the event of a pandemic event due to influenza, COVID-19 (Corona Virus) or similar threat, Southwest Virginia Community College will implement specific measures to be taken in order to provide for the health and safety of the students, staff and faculty. This plan will be reviewed at least annually and may be updated more often if needed.

The Pandemic Coordinator and Response Team have the overall responsibility of reviewing and updating this policy. Additionally, the pandemic coordinator and response team will recommend to the President, or their designee, of the actions to take in the event of a pandemic avian influenza. Members of this team include the following:

Vice President of Administration and Finance   Pandemic Coordinator

Vice-President of Academic and Student Services   Response Team Member

Vice-President of Institutional Advancement   Response Team Member

Associate Vice President of Human Resources   Response Team Member

Dean of Business, Engineering, Industrial Tech.   Response Team Member

Dean of Humanities and Social Sciences	Response Team Member
Dean Math, Science & Health Technology	Response Team Member
Dean of Workforce	Response Team Member
Dean of Student Success	Response Team Member
Chief of Campus Police/EMC	Response Team Member
Director of Operations/Risk Manager	Response Team Member
Director of Finance	Response Team Member
Director of Strategic Communications	Response Team Member
IT Manager	Response Team Member

Rapid communication between the staff and faculty is critical in implementing the college's response to a pandemic outbreak. The college's web site, e-mail, telephone and other means will be used to inform staff, faculty and the general public of current actions the college is implementing as the situation develops.

Students will obtain current information through the college's web site and faculty members. Course specific information will be communicated directly from the faculty to the student through e-mail, Canvas and/or by telephone.

As part of preparedness planning in Level 1, The Associate VP for Human Resources will provide prevention information to students, staff and faculty primarily through the college's web site. The Emergency Coordinating Officer will develop a web page specifically dedicated to the pandemic threat. Flu/COVID-19 updates from all departments will be placed on this web page. The goal is for students, staff and faculty to go to one page to get the latest information on the Flu/COVID-19 and what actions the college has implemented. Students, staff and faculty will be instructed to check the college's Flu/COVID-19 web page for the latest information. Other means of rapidly disseminating information will be used such as e-mails, open forums, flyers, etc.

Appendix B lists the procedures for handling individuals with flu-like symptoms prior to contacting the Health Department.

- The Associate VP for Human resources will closely coordinate and work with the Cumberland Plateau Health Office and the Virginia Department of Health (VDH) to ensure the college receives up-to-date information. As stated above, current information will be transmitted to students, staff and faculty primarily through the college's web site. The Associate VP for Human resources will also maintain contact with the Department of Human Resources Management, Virginia Community College System HR Office and the Office of Commonwealth Preparedness. As policies and procedures are implemented at the state Level, local actions regarding pay and benefits will be implemented.

- The Director of Operations will provide maintenance and custodial services for all campus buildings. Infection prevention devices such as gloves, respiratory masks, hand sanitizing products, etc. will be stocked and available for distribution as required. Essential Buildings and Grounds personnel will be on duty to perform essential maintenance tasks, assist in the cleaning/disinfection of buildings and control the heating and ventilation systems to provide ventilation in infected areas. At Level 3, the Director of Operations will begin facilities shut down procedures as directed by the President or their designee.

Essential services such as academics, police/safety, maintenance and payroll will be provided regardless of the Level. In essential areas, supervisors need to be prepared to perform the duties of faculty and staff in the case of extended employee absenteeism. Additionally, supervisors who perform essential services will coordinate with their counterparts at other institutions to assist in cases of extreme absenteeism.

- The Chief of Campus Police will provide police/safety staff as needed, at a Level that provides for the safety for individuals on campus and the protection of equipment.

- The Director of Strategic Communications will have access to all the information that the Response Team gathers and will disseminate it as appropriate to local media. This Director of Strategic Communications will also be responsible for maintaining Pandemic information on SWCC's web site.

- The Vice President of Academic and Student Services will notify the President of the number of students absent and of the number of flu cases that they have been notified of from student contacts.

- The Director of Finance will provide essential Business Office functions including payment to vendors and employees and coordination of insurance benefits with the Virginia Community College System (VCCS) and other vendors.

- The Deans will help keep track of absentees (faculty and students); they will also provide information to their respective area from the Response Team.

- The Information Technology Manager (IT) will assure that all vital records are stored and safe. In addition, this position will ensure that network operations are maintained to allow for communication between the college and the community.

For the purpose of ensuring compliance with the most recent safety and health requirements, ***Southwest Virginia Community College*** is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

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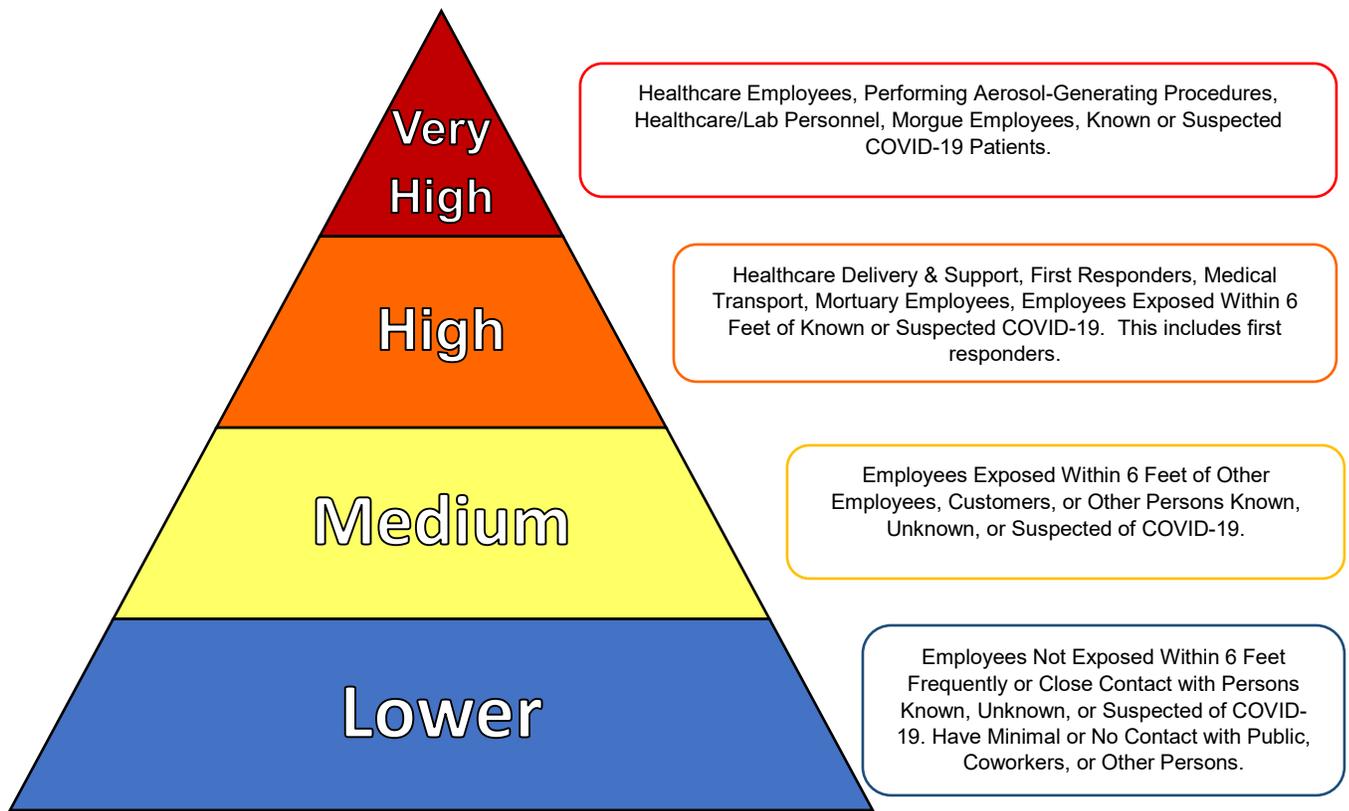
"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer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

The pyramid diagram shows exposure risk levels:

- **Very High**: Healthcare Employees, Performing Aerosol-Generating Procedures, Healthcare/Lab Personnel, Morgue Employees, Known or Suspected COVID-19 Patients.

- **High**: Healthcare Delivery & Support, First Responders, Medical Transport, Mortuary Employees, Employees Exposed Within 6 Feet of Known or Suspected COVID-19. This includes first responders.

- **Medium**: Employees Exposed Within 6 Feet of Other Employees, Customers, or Other Persons Known, Unknown, or Suspected of COVID-19.

- **Lower**: Employees Not Exposed Within 6 Feet Frequently or Close Contact with Persons Known, Unknown, or Suspected of COVID-19. Have Minimal or No Contact with Public, Coworkers, or Other Persons.

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 9 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, list the work area, job/job tasks, employee exposure risk, and qualifying factors in the table.

The following table is an example.

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)

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

In the event that an outbreak or pandemic due to an infectious disease, **_Southwest Virginia Community College_** 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:

LEVEL 1

Confirmed cases of human-to-human transmission of Flu/COVID-19

Action Person/Department	Action
Response Team	Keep the President advised on the Flu/COVID-19 threat
	Make recommendations to the President or his designee as to the college's response to the threat
	Update Pandemic Flu/COVID-19 Policy
	List essential personnel at Level 2 and 3

President's Office	Receive recommended action(s) from the Response Team
	Receive training on respiratory protection
	Based on U.S. State Department, Center for Disease Control and Virginia Department of Health recommendations, recommend campus community not to travel to affected countries as well as domestic regions
Essential Personnel	Receive training on respiratory protection
	Prepares to implement the college's response
Director of Strategic Communications	Prepare internal and external bulletins and announcements for the college and media
	Coordinate with the media keeping the community aware of the college's action(s)
	Initiate campaign on self-protection measures
	Keep students, staff and faculty informed on preventive measures to reduce the risk of Flu/COVID-19and current actions the college is implementing
	Keep the college's web site current on the Flu/COVID-19threat, preventative measures and action(s) the college is taking
	Monitor web sites: www.pandemicflu.gov
	Red Cross: http://www.redcross.org
	Virginia Department of Public Health:
	http://www.vdh.virginia.gov/pandemicflu/
	U.S. Center for Disease Control:
	http://www.cdc.gov/
Pandemic Coordinator	Advise President of the status of the college's preparedness
	Update Pandemic Flu/COVID-19 Plan with the Response Team

	Assist the Director of Strategic Communications in keeping students, staff, and faculty informed on the college's response to pandemic event
	Receive training on respiratory protection
	Train campus police/security on the Pandemic Flu/COVID-19 Plan
	Conduct in-service training on the Pandemic Flu/COVID-19 Plan
	Track reported cases of flu-like symptoms and brief the Response Team and/or the President or his designee
	Open line of communications with Cumberland Plateau Health Department and the Virginia Department of Health (VDH)
Campus Police	Receive training on Flu/COVID-19/other pandemic cause
	Alert Pandemic Coordinator of anyone having respiratory symptoms
	Receive training on respiratory protection
	Assist in implementing directives of the President or his designee
	Safeguard people, buildings and property
Vice President of Academic/Students	Identify key persons who will meet and determine adjustments in academic calendar, opportunities for online teaching and/or alternate teaching sites
	Develop guidelines to address academic concerns of students absent from classes due to illness or quarantine
	Develop plans for students who are in isolation or quarantine to obtain class notes and assignments

	Determine proactive ways teaching staff can anticipate classroom teaching disruptions with students, e.g. contingency syllabi changes for cessation of classes.
Director of Operations/Risk Manager	Assess, recommend and purchase respiratory protection resources for staff, faculty and essential personnel
	Identify building ventilation systems
	Essential personnel receive training and fit testing on respiratory protection
	Train personnel on ways to clean that prevents the spread of the Flu/COVID-19 virus
	Implement additional cleaning procedures, if directed
	Keep anti-bacterial soap dispensers filled
	Contact vendor for possible biohazard pickup and cleaning of protective equipment
Associate Vice President of Human Resources	Keep staff and faculty advised of any changes to leave policy
	Coordinate with VCCS for possible payroll assistance if we go to Level 2 or Level 3
	Identify steps that can be taken to monitor and protect insurance coverage for employees
Information Technology	Assess supplemental telecommunication/computing hardware/software needs
	Assess needs for webpage support
Business Office	Coordinate with Shared Services Center to prepare for emergency purchases
Student Services	Make students aware of the risk involved with the region/country they have visited.
	Report any overseas travel of students

Level 2 (in addition to Level 1 actions)

Suspected case(s) on campus or suspected/confirmed cases in Southwest Virginia

Action Person/Department	Action
Response Teams	Advise the President or his designee on actions to implement
	Keep the President informed on issues that need to be addressed
President's Office	Activate Response Team members
	Evaluate information on institutional effects of the incident and set response priorities as appropriate
Pandemic Coordinator	Implement directives of the President
	Coordinate with the Campus Police to issue essential personnel with respiratory protection equipment
Campus Police	Safeguard people, buildings and property
	Issue respiratory protection equipment
Vice-President of Academics and Student Services	Disseminate alternative procedure for completing course work
	Implement plan for completing course work including using online options and exploring consortiums with neighboring institutions for performance-based courses.
Director of Strategic Communications	Issue press release on what actions the college is taking
	Write bulletins and updates
	Post current information from departments on Flu/COVID-19 web page
Director of Operations/Risk Manager	Implement cleaning procedures around campuses
	Arrange for medical waste pickup
	Ensure that college physical assets continue to function properly
Associate Vice President of Human Resources	Advise staff and faculty of payroll procedures

	Advise staff and faculty of leave procedures
	Coordinate with insurance carriers and advise staff and faculty of any insurance issues
	Coordinate telecommuting as prescribed by VCCS/DHRM policy
Information Technology	Keep network and technology resources operable for alternate course delivery
Business Office	Coordinate with Shared Services Center for emergency purchases
	Satisfy all of the college's financial obligations
Student Services	Advise students through the Flu/COVID-19 web page and e-mails of action(s) required at Level 2
	Request students, staff and faculty report any persons with respiratory symptoms to the Pandemic Coordinator including family members of students, staff and faculty

Level 3 (in addition to Level 2 actions)

Confirmed case(s) on Campus

Response Teams	Advise the President or his designee on actions to implement
	Keep the President informed on issues that need to be addressed
President's Office	Provide oversight for student, staff, and faculty notifications, if appropriate
	Cancel classes as circumstances dictate
Pandemic Coordinator	Issue protective masks as needed
	Implement directives of the President or his designee
Campus Police	Secure buildings and property and post signage
	Issue protective masks as needed

Director of Strategic Communications	Issue press release on what actions the college is taking up to and including closure
Director of Operations	Stand by to shut off facilities as directed by the President or his designee
	Stand by to shut off utilities, if directed
Associate Vice President of Human Resources	Assess actual risk/insurance claims issues
	Continue payroll activities
	Disseminate payroll/insurance information thorough e-mail and post on Flu/COVID-19 web page
Information Technology	Be prepared to address issues with the network or hardware due to increased utilization of online resources
Student Services	Advise students through the Flu/COVID-19 web page and e-mails of action(s) taken at Level 3

V. 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 decreasing 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. *The employer must make sure that adequate disinfection products are on hand, safety*

data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use.

Additional precautions and actions to take are ***Southwest Virginia Community College*** **specific actions being taken:**

- 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 work stations 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.

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

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.

1. *Employee Self-Monitoring*

The following employees should **not** report to work and, upon notification to ***Southwest Virginia Community College***; 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.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **_Southwest Virginia Community College_** requires employees to self-screen on a daily basis.

Employees are to ask themselves the following questions before entering the worksite:

In accordance with SWCC's reopening plan, the College is asking that all students, visitors, and employees ask themselves three questions before entering campus each day. A **"YES"** answer to any of them could be an indicator of a serious health risk. In the case of such an answer, the individual should contact the appropriate person below as well as his or her personal health provider. SWCC's re-opening plan can be found at the following address: https://sw.edu/covid19/reopening-plan/

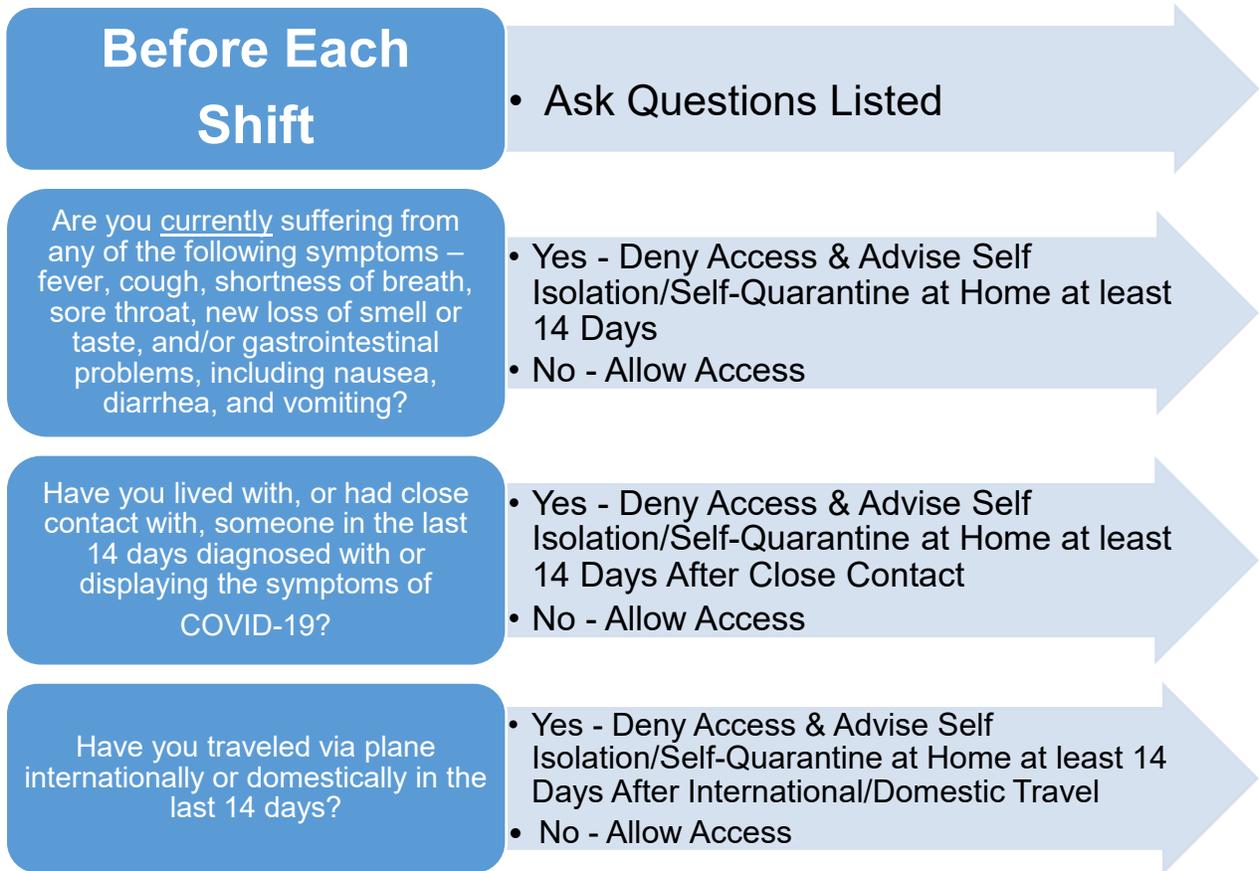The daily screening questions are as follows:

- Do I have new or worsening onset of any of the following symptoms: fever, cough, shortness of breath, runny nose, sore throat, chills, body aches, fatigue, headache, loss of taste/smell, eye drainage, congestion that cannot be attributed to another health condition?

- Have I been directly exposed to someone being tested for COVID-19 or who has symptoms compatible with COVID-19? **And/Or** Have I been directly exposed to someone being tested for COVID-19 or who has symptoms compatible with COVID-19, when I was **NOT** wearing CDC-recommended PPE while in a **health care setting?**

- Have I been told by a health professional that I have tested positive for COVID-19?

If a student, faculty, staff member, or guest to any of SWCC's sites answers **"YES"** to any of these screening questions, that person must stay home and not come to campus. Furthermore, they should take the following actions:

- Any student who reports a suspected or confirmed case or who answers **"YES"** to a health screening question will be required to report that information to the Dean of Student Success at [Dyan.lester@sw.edu.](mailto:Dyan.lester@sw.edu) The dean will then refer the student to the Health Department in the student's county of residence.

- If an employee answers **"YES"** to any of the above questions, they must contact their immediate supervisor and the Associate VP for Human Resources either via telephone or e-mail. The Associate VP for Human resources can be reached at [kim.steiner@sw.edu.](mailto:kim.steiner@sw.edu) or 276.964.7389. The employee will be referred to the Health Department in their county of residence.

Additionally, if a **student or employee develops any of these symptoms while on campus, they must leave campus immediately** and report the incident as directed above. People who have reason to believe that they are infected with a contagious disease of public health significance have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. We appreciate your cooperation with this screening.

Before Each Shift	• Ask Questions Listed
Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?	• Yes - Deny Access & Advise Self Isolation/Self-Quarantine at Home at least 14 Days • No - Allow Access
Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?	• Yes - Deny Access & Advise Self Isolation/Self-Quarantine at Home at least 14 Days After Close Contact • No - Allow Access
Have you traveled via plane internationally or domestically in the last 14 days?	• Yes - Deny Access & Advise Self Isolation/Self-Quarantine at Home at least 14 Days After International/Domestic Travel • No - Allow Access

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

3. Return-to-Work Requirements

COVID-19 Return to campus Process (Based on CDC Guidance as of 8/13/2020)

Someone reports testing positive for COVID-19 and has symptoms:

- Cannot return until 24 hours with NO fever and respiratory symptoms have improved (cough and shortness of breath) and has been at least 10 days since symptoms first appeared.

Someone reports they have tested positive for COVID-19 but don't have any symptoms:

- Cannot return for 10 days as long as they remain symptom-free the entire 10 days.

- If they develop symptoms at any point in the 10-day period they will need to meet a new standard. Cannot return until 24 hours with NO fever and respiratory symptoms have improved (cough and shortness of breath) and has been at least 10 days since symptoms first appeared.

Someone reports they have been in close contact with someone with COVID-19
- **Confirm that it meets the criteria for "close contact"**
    - What counts as close contact?
        - You were within 6 feet of someone who has COVID-19 for at least 15 minutes
        - You provided care at home to someone who is sick with COVID-19
        - You had direct physical contact with the person (touched, hugged, or kissed them)
        - You shared eating or drinking utensils
        - They sneezed, coughed, or somehow got respiratory droplets on you

- **Scenario 1: Close contact with someone who has COVID-19—will not have further close contact**
    - Had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).
    - Last day of quarantine is 14 days from the date they had close contact. May return after 14 days as long as they continue to be asymptomatic.

- **Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact**
    - Lives with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. Have had no close contact with the person since they isolated.
    - Last day of quarantine is 14 days from when the person with COVID-19 began home isolation. Last day of quarantine is 14 days from the date

they had close contact. May return after 14 days as long as they continue to be asymptomatic.

• **Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19**

- o Lives with someone who has COVID-19 and started 14-day quarantine period because of close contact. If they have close contact with the person who is sick during their quarantine or if another household member gets sick with COVID-19 they need to restart their quarantine from the last day they had close contact with anyone in their house who has COVID-19. Any time a new household member gets sick with COVID-19 and they have close contact, they will need to restart their quarantine.

• **Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact**

- o Lives in a household where they cannot avoid close contact with the person who has COVID-19. They are providing direct care to the person who is sick, doesn't have a separate bedroom to isolate the person who is sick, or lives in close quarters where they are unable to keep a physical distance of 6 feet.
- o They cannot return to campus until they quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation (3 consecutive days with NO fever and respiratory symptoms have improved (cough and shortness of breath) and has been at least 10 days since symptoms first appeared).

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

VII. Procedures for Minimizing Exposure from Outside of Workplace

Southwest Virginia Community College business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning

with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- o Social distancing practices to be observed:
    - □ 6-foot distances are marked in areas where customers might gather/wait
    - □ In person meetings are to be made by appointments only
    - □ Limit the number of customers allowed into workplace
    - □ Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of ***Southwest Virginia Community College*** facilities must complete the self-screen questionnaire prior to entry.

- o To minimize exposure from visitors or vendors:

    - □ All business partners that work within **Southwest Virginia Community College** have been provided this Plan.

    - □ When possible, **Southwest Virginia Community College** will limit the number of visitors in the facility.

    - □ Any individual entering one of the **Southwest Virginia Community College** facilities must complete the self-screen questionnaire prior to entry.

    - □ Any individual entering one of the **Southwest Virginia Community College** must wear a face mask and observe social distancing.

Minimizing exposure from the general public:

- o Social distancing practices to be observed:

    - □ 6-foot distances are marked in areas where individuals might gather/wait.

    - □ Limit number of individuals allowed into workplace.

    - □ Minimize face to face contact:

- Computer workstations positioned at least 6 feet apart

- Information is posted at ***Southwest Virginia Community College*** facility educating individuals on ways to reduce the spread of COVID-19.

- Any individual entering one of the **Southwest Virginia Community College** facilities must complete the self-screen questionnaire prior to entry.

- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.

- Physical barriers between ***Southwest Virginia Community College*** employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).

VIII. Training

All employees at ***Southwest Virginia Community College*** will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Companies Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE
    - When PPE is required
    - What PPE is required

- How to properly don, doff, adjust and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

The following table is an example.

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level

Retention of training records must be retained in employee files. These records are located in the Human Resources Office. The most recent training records will be maintained.

Industry Specific Guidelines

If your business is in one of the following industries, there may be other regulations to follow and include in your guide. Please see additional content here:

- Construction
- Manufacturing
- Research Laboratories
- Retail
- Office
- Restaurants
- Outdoor

Construction Industry Guidelines

Businesses or operations in the construction industry must:

a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

b) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

c) Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.

d) Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.

e) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.

f) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.

g) Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.

h) Restrict unnecessary movement between project sites.

i) Create protocols for minimizing personal contact upon delivery of materials to the worksite.

Manufacturing Facilities Guidelines

Businesses or operations in the manufacturing industry must:

a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.

b) Create dedicated entry point(s) at every facility for daily screening as provided in sub-provision (a) of this section, and ensure physical barriers are in place to prevent anyone from bypassing the screening.

c) Suspend all non-essential in-person visits, including tours.

d) Train employees on, at a minimum:

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.

e) Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets within cafeterias and kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, offering boxed food via delivery or pick-up points, and reducing cash payments.

f) Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of employees in the facility at the same time.

g) Stagger meal and break times, as well as start times at each entrance, where possible.

h) Install temporary physical barriers, where practicable, between workstations and cafeteria tables.

i) Create protocols for minimizing personal contact upon delivery of materials to the facility.

j) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.

k) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees, and discontinue use of hand dryers.

l) Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility, as well as maintain a central log for symptomatic employees or employees who received a positive test for COVID-19.

m) Send potentially exposed individual's home upon identification of a positive case of COVID-19 in the facility:

- Require employees to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.
- Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if an employee goes home because he or she is displaying symptoms of COVID-19.

Research Laboratory Regulations

Research laboratories but not laboratories that perform diagnostic testing must:

a) Assign dedicated entry point(s) and/or times into lab buildings.

b) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

c) Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan under section 1(a).

d) Suspend all non-essential in-person visitors (including visiting scholars and undergraduate students) until further notice.

e) Establish and implement a plan for distributing face coverings.

f) Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.

g) Close open workspaces, cafeterias, and conference rooms.

h) As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.

i) Require all office and dry lab work to be conducted remotely.

j) Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.

k) Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.

l) Implement an audit and compliance procedure to ensure that cleaning criteria are followed.

m) Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and the maintenance of a central log:

- Clean and disinfect the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19.
- Send any potentially exposed co-workers' home if there is a positive case in the facility.

n) Restrict all non-essential travel, including in-person conference events.

Retail Store Regulations

Retail stores that are open for in-store sales must:

a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines such as allowing customers to wait in their cars for a text message or phone call, enabling social distancing and accommodating seniors or those with disabilities.

c) Adhere to the following restrictions:

- Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
  - The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.

d) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.

e) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.

f) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.

g) Install physical barriers at checkout or other service points that require interaction including Plexiglas barriers, tape markers, or tables as appropriate.

h) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.

i) Train employees on:

- Appropriate cleaning procedures including training for cashiers on cleaning between customer transactions.
- How to manage symptomatic customers upon entry or in the store.

j) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.

k) Limit staffing to the minimum number necessary to operate.

Office Regulations

a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.

b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.

c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).

d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).

f) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.

g) Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.

h) Post signs about the importance of personal hygiene.

i) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).

j) Institute cleaning and communications protocols when employees are sent home with symptoms.

k) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.

l) Suspend all nonessential visitors.

m) Restrict all non-essential travel, including in-person conference events.

Restaurant Regulations

a) Limit capacity to 50% of normal seating.

b) Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

c) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

d) Close waiting areas and ask customers to wait in cars for a call when their table is ready.

e) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.

f) Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.

g) Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.

h) Post sign(s) instructing customers to wear face coverings until they get to their table.

i) Require hosts and servers to wear face coverings in the dining area.

j) Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").

k) Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

l) Train employees on:
   - Appropriate use of personal protective equipment in conjunction with food safety guidelines.
   - Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
   - How to manage symptomatic customers upon entry or in the restaurant.

m) Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
   - Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean,

consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.

- Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.

n) Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

o) To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Outdoor:

Businesses or operations whose work is primarily and traditionally performed outdoors must

a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

b) Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.

c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.

d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.