

Infectious Disease (COVID-19) Preparedness and Response Plan Template

School Division

Greene County Public Schools

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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 Addendums as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Greene County Public Schools 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 COVID19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Kyle Pursel	Director of Admin Svcs	Central Office	(434) 939-9040
Guy Laine	Facilities Manager	Maintenance	(434) 939-9000

For the purpose of ensuring compliance with the most recent safety and health requirements, Kyle Pursel 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”.

“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). School nurse positions are classified as “high” risk if they are expected to provide healthcare services to anyone known or suspected to be infected with the SARS-CoV-2 virus.

“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). “On campus educational settings” are considered to be “medium” exposure risks.

“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). Central school office personnel could be classified as “lower” risks if their job tasks do not require contact with others within six feet.

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.

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
Teacher		High	Public & Student Contact
Classified employees		High	Public & Student Contact
School Nutrition		High	Public & Student Contact
Transportation		High	Public & Student Contact
Maintenance		High	Public & Student Contact
Instructional Assistants		High	Public & Student 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, Greene County Public Schools has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

Contingency Plan is as follows: (attach sheet if more space needed)

See [GCPS COVID-19 Handbook & Return to Learn Plan](#)

See [GCPS 2021-2022 COVID FAQs](#)

See [Greene County Public Schools Opening Plan – Connect, Engage, Succeed](#)

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, doorknobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each workday. 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.

Greene County Public Schools will also take the following precautions and actions:

- **Large gatherings are minimized whenever possible;**
- **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 spaced to the extent possible**
- **Employee interactions with the general public are modified to allow for additional physical space between parties.**
- **Employees are required to wear face-coverings inside GCPS buildings**
- **Additional PPE provided and available upon request**
- **Visitors are restricted**
- **Virtual Learning is offered to students and families who choose to use it. Virtual Learning is administered through Virtual Virginia**
- **Cohorting of students is maintained as much as possible.**
- **Students, staff, and visitors are required to wear masks while in any public school building.**
- **Lunches are delivered to classrooms. No congregate lunches being served.**

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 an employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to Greene County Public Schools 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, Greene County Public School asks employees to screen themselves on a daily basis. This is completed informally, and no data is collected on this screening.

Employees are asked to self-assess based on the following questions before entering any school facility:

1. 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
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?

- a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after close contact.

Employees who develop symptoms while at work must immediately report to their supervisor and/or Human Resources.

3. Return-to-Work Requirements

An employee who tests positive or is presumed positive for COVID must isolate for 10 days after onset of symptoms or the date of the positive test if asymptomatic. Employees who are diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness. Employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g. cough, shortness of breath);
- Ten days have passed since the onset of symptoms or the date of a positive test.

Employees who come into close contact (within six feet for more than fifteen consecutive minutes) with or who may live with an individual with a confirmed diagnosis may return to work after their 14-day quarantine has passed. The 14-day quarantine is determined by the Virginia Department of Health and quarantine start and finish dates are maintained in the Human Resources Department.

- Individuals who have tested positive in the last 90 days, do not need to quarantine if exposed to a case unless symptomatic.
- Individuals who are fully vaccinated are not required to quarantine when exposed to a case unless symptomatic. The individual should be mindful of symptoms and utilize increased mitigation strategies including masking for 14 days.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual and the individual remains asymptomatic

- If employees have questions regarding use of emergency paid sick time, employees should contact Kristie Spencer .
- Greene County Public Schools will follow state and federal guidelines

VII. Procedures for Minimizing Exposure from Outside of Workplace

Greene County Public Schools 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.

- Social distancing practices to be observed: *Check all that apply, as well as add as necessary*
 - meetings are to be made by appointments only
 - Limit the number of individuals allowed into school facilities
 - Minimize face to face contact with parents/families
 - Virtual Learning Opportunities
 - Student desks spaced at a distance of 3 feet to the extend possible in order to allow all students to return to in-person learning if desired.

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

To minimize exposure from visitors or vendors:

- All business partners that work within our facilities have been notified of this plan.
- When possible, Greene County Public Schools will limit the number of visitors in the facility
- Any individual entering one of the GCPS buildings will be expected to follow GCPS policies
- Masks are required
- Masks may be available to visitors/vendors
- appropriate disinfectants are available and provided so individuals can clean work areas before and after use.
- All deliveries will be handled coordinated to limit exposure within the building

Minimizing exposure from the general public:

- Social distancing practices to be observed:
 - Limit number of individuals allowed into school facilities.
 - Minimize face to face contact
 - Student desks will be spaced at 3 feet to the extent possible
 - Signage will be posted throughout the building required masks
- Information is posted at Greene County Public Schools facility educating individuals on ways to reduce the spread of COVID-10
- Any individual entering Greene County Public Schools may have
 - their temperature checked and/or a questionnaire completed prior to entry
 - Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace
 - Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees at Greene County Public Schools 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.
- Schools' 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:

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

(The following is an *example* of a training record)

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 at Central Office with Kyle Pursel. The most recent training records will be maintained.

Industry Specific Guidelines

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) Turn off water fountains.
- g) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through any school facility.
- h) Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i) Post signs about the importance of personal hygiene.
- j) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- k) Institute cleaning and communications protocols when employees are sent home with symptoms.

Outdoor

Any school operations in which education or activity 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 outside public and coworkers 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.



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