



COVID-19 HANDBOOK

EFFECTIVE JULY 27, 2020

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Virginia's Emergency Temporary Standard for COVID-19

The Virginia Department of Labor and Industry (DOLI) was tasked by Governor Northam to create Emergency Temporary Standards "to establish requirements for employers to control, prevent, and mitigate the spread of SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19) to and among employees and employers". On July 15, 2020, the DOLI's Safety and Health Codes Board approved an Emergency Temporary Standard for COVID-19 to be enforced by the Virginia Occupational Safety and Health program (VOSH). With the passage of the Standard, Virginia became the first state in the nation to adopt workplace safety standards specific to COVID-19.

The Emergency Temporary Standard, which went into effect on July 27, 2020, includes an extensive list of requirements that all employers must follow, regardless of the level of exposure to COVID-19, and additional requirements for employers based on exposure level. Failure to comply with the Standard may result in an enforcement action as well as penalties for non-compliance.

The protocols and policies outlined in this Diocesan guide were developed based upon CDC guidance and the official Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 As Adopted by the Safety and Health Codes Board on July 15, 2020, which is available at <https://www.doli.virginia.gov/wp-content/uploads/2020/07/RIS-filed-RTD-Final-ETS-7.24.2020.pdf>. Throughout the guide, requirements from the Emergency Temporary Standard are Referenced in Parentheses (Pg. X).

Overview

- Effective July 27, 2020
- Expires January 26, 2021 OR upon expiration of the Governor's State of Emergency OR when superseded by a permanent standard
- Virginia's standard is "first of its kind" at state level
- Includes requirements atypical of most safety and health standards
- Applies to all employers, regardless of size or nature of work
- Imposes mandatory requirements for all employers
- Imposes additional requirements for positions classified as very high, high, or medium exposure risk, including:
 - Formal Infectious Disease Preparedness and Response Plan
 - Formal training
- Provides a quasi "safe harbor" for compliance with CDC guidance
- Provides Citation and Notification of Penalty for non-compliance

Mandatory Requirements for All Employers

Employers shall:

- Assess their workplace for hazards and job tasks that can potentially expose employees to COVID-19 and classify each job according to the exposure hazards (Pg. 18)

This assessment has been performed by the diocesan offices of Risk Management and Human Resources based on the exposure level definitions and examples in the Standard (Pgs. 9 - 13) and determined to be:

- School Positions – Medium
 - Parish Positions – Lower
 - Central Administrative Office Positions – Lower
 - Campus Ministry Positions – Lower
 - San Damiano Positions – Lower
- Inform employees of the methods of transmission and symptoms of COVID-19 and encourage self-monitoring of symptoms (Pg. 18) Reference handbook section: **Transmission of COVID-19**
 - Develop and implement policies and procedures for employees to report when they are experiencing symptoms consistent with COVID-19 and no alternative diagnosis has been made (Pg. 19) Reference handbook sections: **Symptoms of COVID-19 and Required Notifications**
 - Discuss with contractors, subcontractors, and companies providing temporary workers the importance of their employees staying home if they are suspected or known to have COVID-19 and encourage them to develop nonpunitive sick leave policies (Pg. 20) Reference handbook section: **Suspected or Confirmed Positive for COVID-19**
 - Prohibit employees, contractors, subcontractors, temporary employees, or other persons known or suspected to be infected with COVID-19 from reporting to or remaining at the workplace or engaging in work at a customer or client location until cleared to return to work (Pg. 19) Reference handbook section: **Suspected or Confirmed Positive for COVID-19.**
 - Establish a system to receive timely notice of suspected or positive COVID-19 cases from employees, contractors, subcontractors, and employees of temporary agencies present at the workplace during the 14 days prior to the date of positive test (Pg. 20) Reference handbook sections on **Required Notifications**
 - Establish a system to notify employees, the employees of contractors, subcontractors, and temporary agencies as well as the building/facility owner, if applicable, and the Virginia Department of Health within 24 hours of notice of a suspected or positive case, while keeping confidential the identity of the suspected or positive individual (Pgs. 20 - 21) Reference handbook sections on **Required Notifications**

- Establish a system to notify the Virginia Department of Labor and Industry within 24 hours of the discovery of 3 or more employees present at the workplace within a 14-day period testing positive for COVID-19 during that 14-day time period (Pg. 21) [Reference handbook sections on Required Notifications](#)
- Develop and implement policies and procedures for symptomatic and asymptomatic employees to return to work using either a symptom-based or test-based strategy, depending on local healthcare and testing circumstances (Pgs. 22 - 24) [Reference handbook sections on Requirements for Returning to On-Site Work](#)
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of the policies (Pg. 20) [Reference handbook section: Sick Leave](#)
- Ensure that employees have access to their own virus and disease-related exposure and medical records (Pgs. 21 - 22)
- Ensure that employees observe physical distancing on the job and during paid breaks while on diocesan property, including policies and procedures that: (Pg. 25)
 - Use verbal announcements, signage, or visual cues to promote physical distancing
 - Decrease worksite density by limiting non-employee access to the workplace or restricted access to only certain workplace areas
 - Comply with occupancy limits of any applicable Virginia Executive Order or order of public health emergency
- Close or control access to common areas, breakrooms, and lunchrooms (Pgs. 25 - 26)
 - If the nature of the work or the work area does not allow employees to consume meals in the employee's workspace while observing physical distancing, an employer may designate a common area, room, or similar area where meals may be safely consumed with controlled access, provided the following conditions are met:
 - At the entrance(s) of the designated common area or room the employer shall clearly post the policy limiting the occupancy of the space, and the requirements for physical distancing, hand washing/sanitizing, and cleaning and disinfecting of shared surfaces.
 - The employer shall limit occupancy of the designated common area or room, so that occupants can maintain physical distancing from each other.
 - The employer enforces the occupancy limit.
 - Employees shall be required to clean and disinfect the immediate area in which they were located prior to leaving the space or the employer may provide for cleaning and disinfecting at regular intervals throughout the day and between shifts of employees using the same space.

- Hand washing facilities, and hand sanitizer where feasible, are available to employees.
- Ensure compliance with respiratory protection and personal protective equipment when multiple individuals are occupying a vehicle for work purposes (Pg. 26)
 - Since physical distancing of at least 6 feet is not possible within a vehicle, the individuals in the vehicle are expected to wear face coverings if the time in the vehicle will be less than 15 minutes. If greater than 15 minutes, face shields in addition to face coverings must be worn.
- Ensure compliance with respiratory protection and personal protective equipment when the nature of an employee’s work or work area does not allow for physical distancing (Pg. 26)
 - When physical distancing of at least 6 feet is not possible, the individual is required to wear a face covering if the duration of the contact will be less than 15 minutes.
 - Employee use of face coverings for contact inside 6 feet is not an acceptable administrative or work practice control to achieve minimal occupational contact. Therefore, if physical distancing is difficult to achieve or maintain consistently or the contact is greater than 15 minutes, face shields in addition to face coverings must be worn.
- Provide personal protective equipment to their employees and ensure its proper use when engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection (Pg. 29)
- Ensure compliance with the anti-discrimination provisions of the standard (Pgs. 46 - 47)
- Comply with specific sanitation and disinfection requirements (Pgs. 27 – 29)
 - Employees that interact with customers, the general public, contractors, and other persons shall be provided with and immediately use supplies to clean and disinfect surfaces contacted during the interaction.
 - Areas in the workplace where suspected or known COVID-19 infected employees or other persons accessed shall be disinfected prior to allowing other employees to access the areas.
 - All common spaces, including bathrooms, frequently touched surfaces and doors shall at a minimum be cleaned and disinfected at the end of each shift. All shared tools, equipment, workspaces, and vehicles shall be cleaned and disinfected prior to transfer from one individual to another.
 - Employers shall ensure that cleaning and disinfecting products are readily available. In addition, employers shall ensure use of only disinfecting chemicals and products indicated in the EPA List N for use against SARS-CoV-2 which can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

- Employers shall ensure that the manufacturer's instructions for use of all disinfecting chemicals and products are complied with (e.g. concentration, application method, contact time, wearing of personal protective equipment, etc.).
- Employees shall have easy, frequent access, and permission to use soap and water, and hand sanitizer where feasible, for the duration of work. Employees assigned to a workstation where job tasks require frequent interaction inside 6 feet with other persons shall be provided with hand sanitizer, where feasible, at their workstation. Mobile crews shall be provided with hand sanitizer where feasible for the duration of work at a worksite and shall have transportation immediately available to nearby toilet facilities and handwashing facilities which meet the requirements of Virginia Occupational Safety and Health laws, standards, and regulations dealing with sanitation.

Additional Mandatory Requirements for Medium Exposure Risk Jobs

Engineering Controls

- Ensure that air-handling systems, where installed, are appropriate to address COVID-19 related hazards and job tasks (Pgs. 35 - 36)
 - Maintained in accordance with the manufacturer's instructions
 - Comply with minimum American National Standards Institute / American Society of Heating, Refrigerating and Air-Conditioning Engineers Standards

Administrative and Work Practice Controls

- To the extent feasible, employers shall implement the following administrative and work practice controls (Pg. 36 - 37)
 - Prior to the commencement of each work shift, prescreening or surveying shall be required to verify each employee is not COVID-19 symptomatic **Reference handbook section: Daily COVID-19 Health Screen**
 - Provide face coverings to suspected COVID-19 positive individuals until they are able to leave the workplace
 - Implement flexible worksites (e.g. telework)
 - Implement flexible work hours (e.g. staggered shifts)
 - Increase physical distancing between employees and others at the worksite to 6 feet
 - To the extent possible, install physical barriers, where such barriers will aid in mitigating the spread of COVID-19
 - Implement flexible meeting and travel options (e.g. using telephone or video conferencing instead of in-person meetings)
 - Deliver services remotely (e.g. phone, video, internet, etc.)
 - Deliver products through curbside pick-up or delivery
 - Provide face coverings and require their use when physical distancing is not feasible
 - Provide face coverings and require their use by employees in customer facing jobs, regardless of physical distancing

Personal Protective Equipment

- Assess the workplace to determine if COVID-19 hazards or job tasks are present or are likely to be present which necessitate the use of personal protective equipment. If such hazards are present or likely to be present (Pg. 38)
 - Select and have each employee use the types of personal protective equipment that will protect the employee
 - Communicate selection decisions to each employee
 - Select personal protective equipment that properly fits each employee
- Verify that the required assessment has been performed through a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the date of the assessment, and the document as a certification of hazard assessment (Pg. 38)

Infectious Disease Preparedness and Response Plan

- To be implemented by September 25, 2020
- Designate a person, by name or title, who is responsible for administering the Plan. The person shall be knowledgeable in infection control principles and practices as they apply to the facility, service, or operation. (Pg. 39)
- Provide for employee involvement in the development and implementation of the Plan. (Pg. 40)
- Consider and address the levels of COVID-19 disease risk associated with various places of employment, the hazards employees are exposed to, and job tasks employees perform at those sites. (Pg. 40 – 41) Considerations should include:
 - Where, how, and to what sources of the virus employees may be exposed to at work
 - To the extent permitted by law, including HIPAA, employees' individual risk factors
 - Consider engineering, administrative, work practice, and personal protective equipment controls necessary to address these risks
- Consider contingency plans for potential disruptions such as increased rates of absenteeism; the need for physical distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing workplace control measures; options for conducting essential operations with a reduced workforce (Pgs. 41 - 42)

- Identify basic infection prevention measures to be implemented (Pg. 42)
 - Promote frequent and thorough hand washing
 - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment
 - Establish policies and procedures for managing and educating visitors to the workplace
- Provide for the prompt identification and isolation of employees known or suspected to have COVID-19 away from work (Pg. 42)
- Develop procedures for reporting when experiencing symptoms of COVID-19 **Reference handbook section: Symptoms of COVID-19**
- Do the same with outside businesses including contractors, subcontractors, and businesses that provide contract or temporary employees, and other persons accessing the place of employment (Pg. 42)

Training

Required for all employees by September 25, 2020 and must include:

- The requirements of the Standard (Pg. 43)
- The characteristics and methods of transmission of COVID-19 (Pg. 43)
- The symptoms of COVID-19 (Pg. 43) **Reference handbook section: Symptoms of COVID-19**
- Risk factors of severe COVID-19 illness with underlying health conditions (Pg. 44)
- Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the virus (Pg. 44)
- Work practices to discourage transmission, including physical distancing, disinfection procedures, disinfecting frequency, ventilation, non-contact methods of greeting, etc. (Pg. 44)
- Personal Protective Equipment (PPE) (Pg. 44)
 - What PPE is required
 - When PPE is required
 - How to properly don, doff, adjust, and wear PPE

- Limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE
- The anti-discrimination provision of the Standard (Pg. 44)
- The Infectious Disease Preparedness and Response Plan, where applicable (Pg. 44)

Employers must prepare a written certification record verifying that employees have completed the training (Pgs. 44 – 45). The certification must include:

- The name of the trained employee (Pg. 45)
- The trained employee’s physical or electronic signature (Pg. 45)
- The date of the training (Pg. 45)
- The name of the person who conducted the training, or for computer-based training, the name of the person or entity that prepared the training materials (Pg. 45)

The latest training certification must be maintained. (Pg. 45)

Retraining is expected if the employer has reason to believe that the employee does not have the understanding and skill required to comply with the Plan. (Pg. 45)

Additional Mandatory Requirements for Lower Exposure Risk Jobs

- Employers shall provide written or oral information regarding the hazards, characteristics, and symptoms of COVID-19 and measures to minimize exposure including:
 - Requirements of the Standard
 - Characteristics and methods of transmission of the virus
 - Symptoms of COVID-19
 - The ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the virus
 - Safe and healthy work practices and control measures, including but not limited to, physical distancing and sanitation and disinfection practices
 - The anti-discrimination provisions of the standard

Key Definitions

CDC

“CDC” means Centers for Disease Control and Prevention. (Pg. 7)

Cleaning

“Cleaning” means the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But, by removing the germs, cleaning decreases their number and therefore any risk of spreading infection. (Pg. 7)

Disinfecting

“Disinfecting” means using chemicals approved for use against SARS-CoV-2, the virus that causes COVID-19, for example EPA-registered disinfectants, to kill germs on surfaces. The process of disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection. (Pg. 8)

Hand Sanitizer

“Hand Sanitizer” means an alcohol-based hand rub containing at least 60% alcohol. (Pg. 14)

Personal Protective Equipment (PPE)

“Personal Protective Equipment” means equipment to be worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Personal protective equipment may include, but is not limited to, items such as gloves, safety glasses, shoes, earplugs or muffs, hard hats, respirators, surgical/medical procedure masks, gowns, face shields, coveralls, vests, and full body suits. (Pg. 15)

Face Covering

“Face Covering” means an item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source (i.e. the person’s nose and mouth). A face covering is not intended to protect the wearer, but it may reduce the spread of virus from the wearer to others. Since it is not subject to testing and approval by state or government agency, it is not considered a form of personal protective equipment. (Pg. 14)

Physical Distancing

“Physical Distancing”, also known as “social distancing”, means keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical worksite by staying at least 6 feet apart. (Pg. 15)

Feasible

“Feasible” as used in this standard includes both technical and economic feasibility. (Pg. 14)

Asymptomatic

“Asymptomatic” means a person who does not have symptoms. (Pg. 7)

Symptomatic

“Symptomatic” means a person is experiencing symptoms similar to those attributed to COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. (Pg. 17)

Known to be Infected With COVID-19

“Known to be infected with COVID-19” means a person, whether symptomatic or asymptomatic, who has tested positive for the virus, and the employer knew or with reasonable diligence should have known that the person has tested positive. (Pg. 15)

Suspected for COVID-19

“Suspected for COVID-19” means a person experiencing symptoms similar to those attributed to COVID-19 but has not tested positive for the virus and no alternative diagnosis has been made (e.g., tested positive for the seasonal flu). COVID-19 related symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. (Pg. 17)

Close Contact

“Close Contact” refers to contact between two individuals which creates a high exposure risk for contracting COVID-19. It includes:

- Contact within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- Providing care at home to someone who is sick with COVID-19
- Having direct physical contact with a person with COVID-19 (hugged or kissed)
- Sharing eating or drinking utensils
- A person with COVID-19 sneezing, coughing, or somehow getting respiratory droplets on the other person

Quarantine

Quarantine keeps an individual who was in close contact with someone who has or is suspected of having COVID-19 from others for 14 days after last contact. It restricts the individual’s movement and contact during the typical virus incubation period in order to see if the individual becomes sick. During quarantine, individuals watch for symptoms and avoid others, if possible, especially those at higher risk for getting very sick from COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Isolation

Isolation keeps an individual who is sick and/or tested positive for COVID-19 away from other people and animals, even in their own home. Where possible, the individual is restricted to a specific “sick room” or area and use of a separate bathroom. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

Help in Limiting the Spread of COVID-19 in the Workplace

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Reducing-the-Spread-of-COVID-19-in-Workplaces>

All individuals are expected to actively participate in efforts to limit the spread of COVID-19 in the workplace by following the practices below. This applies, but is not limited to, employees, volunteers, contractors, subcontractors, and temporary agency employees.

- Stay home if you are feeling ill, even if you don't believe the illness to be related to COVID-19
- Notify your supervisor immediately if you become ill at work, even if you don't believe the illness to be related to COVID-19
- Observe your location's safety protocols
- Practice social distancing of at least 6 feet whenever possible
- Wear a face covering when 6 feet of social distancing is not possible or is difficult to maintain
- Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol
- Wash your hands promptly after going to the bathroom, before eating, and after coughing, sneezing, or blowing your nose
- Cover your cough or sneeze with a tissue, then promptly throw the tissue in the trash
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Clean and disinfect frequently touched objects and surfaces each day. Give particular attention to your own workspace, including desks, phones, keyboards, mouse, office doors, light switches, and desk handles
- Avoid close contact with people who are sick
- Know the symptoms of COVID-19
- Perform a self-check health screen for COVID-19 each day **before** reporting to work. Do not report to work if you answer YES to any of the questions.

Transmission of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Spread>

According to the CDC, the virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact (six feet or less) with one another.

COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why the CDC stresses the importance of practicing social distancing (staying at least 6 feet away from other people) and wearing face coverings when social distancing is not possible or cannot be maintained. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

Based on data from studies on COVID-19 and what is known about similar respiratory diseases, it may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or possibly eyes, but this is not thought to be the main way the virus spreads. A recent study found that the COVID-19 coronavirus can survive up to four hours on copper, up to 24 hours on cardboard, and up to two to three days on plastic and stainless steel. The researchers also found that this virus can hang out as droplets in the air for up to three hours before they fall, but most often, they will fall more quickly.

Symptoms of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Fever (CDC considers a person to have a fever when he or she has a measured temperature of 100.4°F or greater, feels warm to the touch, or gives a history of feeling feverish)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Daily COVID-19 Health Screen

Before reporting to work, employees are expected to perform a self-check health screen. Individual locations reserve the right to require all individuals to submit to a written or electronic health screen, including temperature check, before allowing entry to the workplace. For medium exposure positions, prescreening or surveying is required to verify that each employee does not have signs or symptoms of COVID-19. (Pg. 36)

Health screen responses and temperature results are considered “medical examinations” under Va. Code § 40.1-28. 51. Responses and results as well as any other medical information obtained, directly or indirectly, will be kept private and confidential and stored outside of the employee personnel file.

Employees must ask themselves:

“YES or NO, since my last day of work, have I had any of the following:”

- A new fever of 100.4°F or higher or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath or difficulty breathing that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- A new loss of taste or smell?

“YES or NO, in the past 14 days, have I done any of the following:”

- Had close contact with someone who is suspected or confirmed to have COVID-19?
- Travelled internationally?

If the answer is YES to any of the screening questions, the employee must stay home and not report to work.

Returning to the Workplace After Travelling

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

Contracting COVID-19 is a serious health risk associated with travel, especially when such travel is made by public transportation and/or internationally or to a region considered to be at a “red” risk level. Employees are encouraged to consider such risks and the potential impact to the workplace in advance of making travel plans. Risk levels are updated on a daily basis by the Harvard Global Health Institute at <https://globalepidemics.org/key-metrics-for-covid-suppression/>.

In accordance with the guidelines of the CDC, individuals will be prohibited from returning to the workplace for 14 days, inclusive of weekends, upon a return from international travel.

Management reserves the right to ask individuals of their travel destinations and modes of transportation in reviewing time-off requests. Further, management may take such destination information, as well as available statistics about COVID at the destination, into consideration in determining whether to approve such requests.

Employees prohibited from the workplace following return from travel will be expected to telework if work is available and appropriate for telework and approved by the direct supervisor. Where telework is not approved or available for the full complement of the employee’s normal work schedule, the employee will receive paid administrative leave.

Reporting to Work Ill or Experiencing Illness at the Workplace

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

The following emergency protocol will be activated with employees who report to work ill or become ill at the workplace:

- The ill employee will be isolated from others and will be required to wear a face covering (unless doing so would jeopardize breathing).
- If the employee is not severely ill, but medical care seems necessary, the employee's emergency contact will be contacted so that arrangements can be made for care and transportation to a healthcare facility OTHER THAN a hospital emergency room. The healthcare facility should be contacted in advance of arrival and informed that the employee might have COVID-19.
- If immediate medical care does not appear necessary, the ill employee will be sent home to self-isolate and directed to contact his/her medical provider for guidance. If necessary, transportation home will be arranged with the employee's emergency contact. If other transportation is required, the transporter will be advised in advance of arrival that the person may have COVID-19.
- If the employee is experiencing a medical emergency or emergency signs of COVID-19, 911 will be called immediately and the operator notified that the employee might have COVID-19. The emergency signs of COVID-19 include but are not limited to:
 - trouble breathing
 - persistent pain or pressure in the chest
 - new confusion or inability to arouse
 - bluish lips or face

Suspected or Confirmed Positive for COVID-19

Required Notifications if Suspected or Confirmed Positive for COVID-19 (Pgs. 20 – 21)

From the Individual to the Direct Manager: Individuals who suspect or have confirmed that they are positive for COVID-19 are expected to immediately advise their direct manager. This includes, but is not limited to, employees, contractors, subcontractors, and temporary agency employees. Under no circumstances are they to report to or remain at the worksite. If necessary, transportation home will be arranged with the employee's emergency contact. If other transportation is required, the transporter will be advised in advance of arrival that the person may have COVID-19.

Individuals who suspect that their infection was a result of contact at the worksite or in conjunction with work may be required to complete a workers' compensation report.

Individuals will be asked to provide the names of those with whom they had close contact at the worksite and/or in conjunction with work, including but not limited to, coworkers, students, parents, volunteers, event attendees, consultants, vendors, employees of temporary agencies or other employers within the 14 days prior to the positive testing.

From the Direct Manager to Risk Management: The Direct Manager must contact the Office of Risk Management **within 24 hours** of receiving notification of a suspected or confirmed case of COVID-19. This is required regardless of whether the infection is believed or suspected to be a result of contact at the worksite or in conjunction with work.

From Risk Management to the Virginia Department of Health: The Office of Risk Management must contact the Virginia Department of Health **within 24 hours** of the discovery of a positive case.

From Risk Management to the Virginia Department of Labor and Industry: The Office of Risk Management must contact the Virginia Department of Labor and Industry **within 24 hours** of the discovery of 3 or more employees present at the place of employment within a 14-day period testing positive for COVID-19 during that 14-day time period.

From Management to Others: In accordance with Virginia law, notification must occur **within 24 hours** of discovery of a positive test to the following:

- All employees with whom the confirmed individual had close contact at the worksite/in conjunction with work during the 14-day period prior to positive testing
- The building/facility owner, if applicable
- Other employers, independent contractors, vendors, etc. whose employees were working on-site during the 14-day period prior to positive testing
- All other individuals, including volunteers, with whom the confirmed individual had close contact during the 14-day period prior to positive testing.

The Notification:

- Will keep the name of the individual confidential
- Will not share any other identifying information about the individual
- Will require employees who had close contact to quarantine and not return to the worksite for 14 days from the date of positive testing
- Will prohibit non-employees who came in close contact from returning to the worksite for 14 days from the date of positive testing
- Will be done in writing for all populations requiring notification

Preparing the Workspace for Continued Operations

Areas used for prolonged periods of time by the individual suspected or confirmed positive will be cleaned and disinfected before allowing others to return to the workspace. This requirement does not apply to areas that have been unoccupied for seven or more days. (Pgs. 27 – 28)

- When possible, areas used for prolonged periods of time by the suspected or confirmed individual will be closed for 24 hours before cleaning and disinfecting will take place.
- Dirty surfaces will be cleaned with soap and water before disinfecting them.
- Surfaces will be disinfected using only chemicals and products appropriate for the surfaces and indicated in the EPA List N for use against SARS-CoV-2. Reference: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Instructions on product labels will be followed to ensure safe and effective use of the products.

Protection of Employee Medical Information

COVID-19 test results are considered “medical examinations” under Va. Code § 40.1-28. 51. (Pg. 24)
Test results and any other medical information obtained, directly or indirectly, will be kept private and confidential and stored outside of the employee personnel file.

Steps to Take While Infected With COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

- Stay home, except to get medical care. Avoid public transportation when seeking medical care.
- Separate yourself from other people and animals in your home. As much as possible, stay in a specific room and away from other people and pets.
- If possible, use a separate bathroom.

- If you have to be around others, social distance and wear a face covering, if possible.
- Avoid sharing personal household items, including dishes, towels, and bedding. Wash them thoroughly after use with soap and water.
- Clean and disinfect high touch surfaces, including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables every day. Use household cleaning sprays or wipes according to the label instructions.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze; throw tissues away immediately in a lined trashcan; and wash your hands promptly.
- Drink plenty of water.
- Follow your doctor's orders for self-care.
- DO NOT go to the doctor's office unannounced.
- Seek immediate emergency medical care if you experience:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Bluish lips or face
 - Inability to wake or stay awake

Working While Suspected or Confirmed Positive for COVID-19

Employees suspected or confirmed positive for COVID-19 will not be expected or requested to work. However, nothing prohibits management from permitting a suspected or known COVID-19 employee from engaging in telework if the employee makes the request and management believes work is available and appropriate for telework.

Payment for Missed Work Time

Any employee, **regardless of status or length of service**, who is suspected or confirmed positive with COVID-19 will receive paid admin leave equal to the employee's normal work hours for the length of the required absence, up to 10 workdays. These 10 workdays will be counted from the testing date.

For Employees Who Filed a Workers' Compensation Claim

Absences required beyond 10 workdays must follow the workers' compensation process. If the claim is approved, payment for lost work time will be provided directly from the workers' compensation carrier at a rate of 2/3 of the employee's average weekly wage. Employees will be able to use any available leave to supplement for the remaining 1/3 of their average weekly wage.

For Employees Who Did Not File a Workers' Compensation Claim or Whose Claim Was Denied

Regular, full-time employees who have been employed at least 90 days and who require absence beyond 10 workdays will be eligible to submit a claim for pay continuation under the diocesan short-term disability plan. Approval decisions will be made by the claims administrator. Payment for approved claims will be made in accordance with the standard STD benefit policy, which requires use of all available leave before STD payments will be processed. STD payments are equal to 100% of the employee's base pay, up to a maximum of \$1,000 per week.

All other employees who require absence beyond 10 workdays will use their available leave – sick and vacation – to cover the remainder of their absence. Upon exhaustion of available leave, the remaining absence will be unpaid.

Job and Benefits Protection

Any employee, **regardless of status or length of service**, who is suspected or confirmed positive for COVID-19 will have job and benefits protection for the length of the required absence, up to 12 workweeks.

Payment of Related Medical Claims

Unless a workers' compensation claim is approved, all medical related claims must be filed with the employee's respective medical insurance carrier and will be the responsibility of the employee. Medical expenses related to an approved workers' compensation claim are covered at 100 percent; documentation of such expenses must be submitted directly to the worker's compensation carrier for payment.

Requirements for Returning to On-site Work if Suspected or Confirmed Positive for COVID-19 (Pgs. 22 – 24)

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

Individuals who are suspected or confirmed positive for COVID-19, including those who are asymptomatic, are prohibited from returning to the worksite until:

Option 1: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:

- They have been fever-free for at least 3 days without the use of fever-reducing medications
AND
- They have improvement in respiratory symptoms (e.g. cough and shortness of breath)
AND
- At least 10 days have passed since the date of their first symptoms

OR

Option 2: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:

- They have been fever-free for at least 3 days without the use of fever-reducing medications
AND
- They have improvement in respiratory symptoms (e.g. cough and shortness of breath)
AND
- They have received at least 2 consecutive negative results more than 24 hours apart.

Employers are prohibited from requiring employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or in order to return to work. Further employers are prohibited from requiring an employee to pay for the cost of COVID-19 testing for return to work determinations.

Close Contact with a Person Suspected or Confirmed Positive for COVID-19

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

Requirement to Quarantine

Individuals who have had “close contact” with someone suspected or confirmed positive for COVID-19 are expected to quarantine at home or in a comparable setting for 14 days. This includes, but is not limited to, employees, contractors, subcontractors, and temporary agency employees. During this time period, they are prohibited from the worksite.

What Counts as Close Contact?

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- You were within 6 feet for at least 15 minutes with someone who is suspected of or confirmed to have COVID-19
- You provided care at home to someone who is suspected of or confirmed to have COVID-19
- You had direct physical contact with a person who is suspected of or confirmed to have COVID-19 (touched, hugged, or kissed them)
- You shared eating or drinking utensils with someone who is suspected of or confirmed to have COVID-19
- Someone who is suspected or confirmed to have COVID-19 sneezed, coughed, or somehow got respiratory droplets on you within the past 14 days

Required Notifications if You Must Quarantine Due to Close Contact

From the Individual to the Direct Manager: Individuals who have had close contact with someone suspected or confirmed positive for COVID-19 are expected to immediately advise their direct manager. Under no circumstances are they to report to or remain at the worksite.

From the Direct Manager to Risk Management: The Direct Manager must contact the Office of Risk Management **within 24 hours** of determining the need to impose a quarantine due to close contact at the worksite/in conjunction with work.

From Management to Others: There is no required notification to others unless or until the quarantined individual becomes a suspected of or confirmed positive for COVID-19.

Preparing the Workspace for Continued Operations

In the case of a quarantine required due to close contact outside of the worksite, standard cleaning measures will take place. Others may continue to report to and use the workspace as usual and without delay. However, areas used for prolonged periods of time by an individual suspected or confirmed positive will be cleaned and disinfected before allowing others to return to the workspace (see Suspected or Confirmed Positive for COVID-19).

Steps to Take While Quarantined

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- Stay home and practice social distancing.
- If possible, separate yourself from other people and animals in your home.
- Avoid sharing personal household items, including dishes, towels, and bedding.
- Stay away from others, especially those who are at higher risk for getting very sick from COVID-19, such as older adults and people with severe underlying medical conditions like heart or lung disease or diabetes.
- Practice routine cleaning of high touch surfaces, including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Use household cleaning sprays or wipes according to the label instructions.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Drink plenty of water.
- Watch for symptoms of COVID-19 (do not seek medical care if you do not have symptoms).
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell

- Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Wear a facemask if you experience any symptoms.
 - Contact your doctor if you experience any symptoms. DO NOT go to the doctor's office unannounced.

Working While Quarantined

Nothing prohibits management from permitting or requiring an employee who is quarantined (and not ill) from telework, if work is available and appropriate for telework.

Payment for Missed Work Time

Any employee, **regardless of status or length of service**, who is quarantined due to close contact with a suspected or confirmed positive with COVID-19 will receive regular pay for all hours worked via telework. In addition, paid admin leave will be provided for the complement of the regularly scheduled hours for the length of the quarantine, up to 10 workdays.

Job and Benefits Protection

Any employee, **regardless of status or length of service**, who is quarantined due to close contact with a suspected or confirmed positive with COVID-19 will have job and benefits protection for the length of the quarantine.

Requirements for Returning to On-site Work If Quarantined Due to Close Contact

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Individuals quarantined due to close contact with a person suspected or confirmed positive for COVID-19 may return to on-site work at the end of the 14-day period following the date of last contact with the person, provided they remain free from COVID-19 symptoms.

Sick Leave

Paid sick leave is provided to all regular employees who are employed to work a routine schedule of 20 or more hours per week. Employees classified as temporary, on-call, or seasonal as well as those who regularly work fewer than 20 hours per week are not eligible for sick leave.

Eligible Use

For the fiscal year ending June 30, 2021, eligible use of sick leave has been expanded and includes absences due to the reasons below. Those highlighted in yellow are new and unique to this fiscal year.

- The employee's non-COVID-19 illness or injury (including while on short-term disability salary continuation or workers' compensation)
- The employee's COVID-19 illness that lasts beyond 10 workdays (the first 10 workdays of absence are paid as administrative leave)
- The employee's need to care for an eligible sick family member
- The employee's own doctor or dentist appointment
- The employee's need to accompany an eligible family member to a doctor or dentist appointment
- The employee's requirement to quarantine beyond 10 workdays (the first 10 workdays of absence for each incident are paid as administrative leave)
- The employee's need to care for an eligible family member due to the family member's requirement to quarantine
- The employee's need to care for an eligible family member because of a school or day/elder care facility closing
- Purposes related to the adoption or foster care of a child. Examples include, but are not limited to:
 - appointments with adoption agencies, social workers, and attorneys
 - court proceedings
 - required travel
 - any periods of time during which adoptive/foster parents are ordered or required by an agency or by a court to take time off from work to care for the adopted/foster child,
 - other activities necessary to allow the adoption or placement to proceed, and
 - bonding or caring for an adopted or foster child during the first 12 months of placement

Documentation for COVID-19 Related Absences

Employers are prohibited from requiring employees to provide a COVID-19 test result or healthcare provider's note to validate their illness and/or need to quarantine, qualify for sick leave, or in order to return to work.

Non-discrimination for Exercising Rights Under the Safety and Health Provisions of Title 40.1 of the Code of Virginia

Discrimination against an individual for exercising rights for his/herself or others under the safety and health provisions of Title 40.1 of the Code of Virginia is prohibited. (Pgs. 46 – 47) This includes, but is not limited to:

- No person shall discharge, discriminate, intimidate, harass, discourage, or question an individual for complying with the required safety protocols of the employer, including, but not limited to, observing social distancing or wearing a face covering, face shield, or gloves.
- No person shall discharge, discriminate, intimidate, harass, discourage, or question an individual for voluntarily wearing personal protective equipment, including a face covering, face shield, or gloves, provided doing so does not create a greater hazard to the employee or create a serious hazard for others.
- No person shall discharge, discriminate, intimidate, harass, discourage, or question an individual for voluntarily providing and wearing his/her own personal protective equipment, including but not limited to a face covering, face shield, or gloves, if such equipment is not provided by the employer, provided doing so does not create a greater hazard to the employee or create a serious hazard for others.
- No person shall discharge or in any way discriminate or retaliate against an employee who raises a reasonable concern about infection control related to COVID-19 to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.

Accommodation for Face Coverings

Title 40.1 of the Code of Virginia does not require the use of face covering by any employee for whom doing so would be contrary to the employee's health or safety because of a medical condition. [\(Pg. 27\)](#) Employees who are unable to comply with a requirement to wear a face covering due to a medical condition are expected to bring the matter to the attention of their direct supervisor as soon as it is known, so that discussions about reasonable accommodation may be had.

Raising Concerns About COVID-19 Infection Control

The Diocese places great importance on the health and safety of our employees. Employees are expected to perform every task with concern and consideration for the health and safety of themselves, their fellow employees, visitors, and the communities in which we are located and/or serve. Employees must follow all operating practices, procedures, safety rules, and regulations designed to prevent injuries, illnesses, and losses.

All potentially dangerous or unsafe working conditions must be brought to the immediate attention of the direct supervisor for investigation and corrective action, when appropriate. The Diocese takes safety concerns very seriously. Thus, concerns may be filed anonymously, and there is no requirement to follow any formal chain of command when reporting a concern. Concerns may be filed with the Diocese's Department of Risk Management at 703-841-2758 or RiskManagement@arlingtondiocese.org or through the EthicsPoint hotline, at www.ethicspoint.com or 1-888-293-3718, at any time. All health and safety concerns will be taken seriously, will be investigated promptly, and will be kept confidential to the maximum extent possible. Employees found to be in violation of the safety policy will receive disciplinary action, up to and including termination.

The Diocese prohibits any form of retaliation against any employee for filing a concern under this policy or for assisting in a related investigation.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have thoroughly reviewed the COVID-19 Handbook for the Catholic Diocese of Arlington (“the Diocese”) dated July 27, 2020. I understand the policies and procedures contained within and agree to follow them as well as any addendums provided by my respective diocesan entity. I understand that employees found to be in violation of diocesan safety policies will receive disciplinary action, up to and including termination.

I acknowledge the critical requirement to perform a self-check health screen each day before the beginning of my work shift and agree to not report to work if the answer to any of the screening questions is YES. Further, I agree to not report to work if I am suspected or confirmed positive for COVID-19 or I have come in “close contact” within 14 days with a person suspected or confirmed positive for COVID-19. I agree to follow all reporting, notification, and return to work requirements.

I agree to notify my direct supervisor of all potentially dangerous or unsafe working conditions. I understand, however, that concerns may be filed anonymously, and there is no requirement to follow any formal chain of command when reporting a concern. Concerns may be filed with the Diocese’s Department of Risk Management at 703-841-2758 or RiskManagement@arlingtondiocese.org or through the EthicsPoint hotline, at www.ethicspoint.com or 1-888-293-3718, at any time.

I understand that the COVID-19 Handbook is posted and maintained on the Benergy website at: www.arlingtondiocese.benergy.com and may be accessed by using the log-in of: [arlingtondiocese](#) and the password of: [benefits](#). I understand, however, that I may request a copy of the Handbook from the Office of Human Resources at any time.

[SIGNATURE]

[PRINTED NAME]

[DATE]