



DEPARTMENT OF HUMAN RESOURCES

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 212
Roanoke, Virginia 24011-1519

Date: March 25, 2020
To: City of Roanoke Employees
From: Angelia Vernon, Acting Director of Human Resources
SUBJECT: Self-Screening COVID-19 (Coronavirus)

As an employer, we continue to work to provide you with information related to coronavirus (COVID-19) and guidance in order to maintain a healthy and safe workplace. According to the Center for Disease Control (CDC), the coronavirus is spread from person-to-person and happens most frequently among close contacts (within about 6 feet), thus the importance of practicing social distancing. We also know that transmission occurs via respiratory droplets and from surfaces contaminated with the virus such as metals and even plastics.

We are asking that you employ the following prevention methods to keep you and fellow co-workers safe.

1. Conduct a self-assessment/screening before leaving home and ask the following:

- a. Am I and/or a family member experiencing a fever?
- b. Am I and/or a family member experiencing coughing? and
- c. Am I and/or a family member feeling shortness of breath?

If you answer yes to these questions, then contact your supervisor and understand that you may need to remain at home for your safety and others.

- 2. Stay at home if you have a fever, respiratory symptoms, or believe you are sick.** If your supervisor believes you are sick, they may ask you to go home.
- 3. Practice hand hygiene frequently:** wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- 4. Practice routine cleaning of frequently touched surfaces with household cleaning spray or wipe:** including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- 5. Disinfect surfaces that may be contaminated with germs after cleaning:** Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).

Remember, the City has waived the requirement for employees on the new leave plan to utilize 24 hours of paid leave before your accessing extended illness. If you have no available leave, you could be advanced a maximum of 120 hours of extended illness or sick leave, if applicable.

NOTE: An employee must deplete all forms of leave before any sick leave will be advanced. Also, employees who are advanced sick leave will pay the leave back as it is accrued monthly and, should there be a separation of service, will be responsible for repaying such leave.

Our goal is to maintain a healthy and safe workplace, and to provide flexibility to support employees during this unprecedented and challenging time.