

**CITY OF ROANOKE
ADMINISTRATIVE PROCEDURES**

Section: Human Resources	Administrative Procedure 2.34
Effective Date: July 1, 2020	Replaces: N/A
Subject: To provide guidance to city employees in safely returning to work from travel and reopening city buildings.	
Issued By: Human Resources	
Policy: This policy is to address the health and safety of City Employees as the workplace reopens to the public; this policy also provides guidance on travel and the protocol for screening/assessment for the Coronavirus ("COVID-19").	

I. PURPOSE:

This policy provides guidance and procedures to ensure the safety and health of all city employees in preparation for the reopening of the workplace during the COVID-19 pandemic, and for employees returning to work from travel. This policy aligns with guidance provided by the Center for Disease Control and Prevention ("CDC"), and the Occupational Safety and Health Administration ("OSHA") on reopening workplaces.

II. APPLICABILITY:

This policy applies to all employees.

III. DEFINITIONS:

HIPAA: Health Insurance Portability and Accountability Act of 1996

"Hot Spots": Designated hot spot areas such as cities, states and countries considered to have high concentrations of COVID-19 outbreaks as noted by the Virginia Department of Health ("VDH") and/or the CDC at the websites noted in paragraph III. A. (4) below, and noted on the employee portal contained in Lotus Notes.

SARS-CoV-2: The virus that causes Coronavirus or COVID-19.

Self-Quarantine: Means that you will have to stay home and monitor yourself for any potential signs of infection—coughing, fever, chills or muscle aches for the duration of the incubation period (14 days), checking your temperature in the morning and evening, and reporting to the Employee Health Clinic if you have any symptoms. While on self-quarantine, employees are to remain at home.

POLICY:

A. Travel Guidance – There is a risk of infection in areas with active outbreaks. In an effort to minimize the spread of COVID-19, the following travel-related policy is effective

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immediately and will remain in place until further notice.

1. Strive to maintain social distancing and consider wearing a masks/face covering when traveling for personal reasons. (i.e., Vacation, visits with family out of the region or state, personal outings to the grocery store, etc.)
2. Follow local rules and guidelines. If you are traveling within the United States or abroad, you must adhere to that specific locality's/country's guidelines. Please be sure to check for travel advisories on both the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and/or the Virginia Department of Health's Department website <https://www.vdh.virginia.gov/>.
3. Notify your supervisor. Employees must let their supervisor know where they will be travelling and do their best to avoid "hot spot" areas with high concentrations of COVID-19 cases. "Hot spots" will be identified by the Battalion Chief of Emergency Management in consultation with the Virginia Department of Health - Roanoke City Health Department. A listing of the "Hot spots" will be posted on the Lotus Notes Portal.
4. If an employee, his/her family member or someone with whom the employee resides in the same household has traveled to a high-risk or "hot spot" area, or the employee's planned activities is considered to be in a high risk or "hot spot" area, upon return the employee must immediately contact the Employee Health Clinic at (540) 853-2045 and their supervisor. The Employee Health Clinic will conduct an assessment by asking a series of questions to determine if an employee should remain at home or return to work. The employee should not return to work until the Clinic completes the screening/assessment.
5. Employee who are required to self-quarantine have the option to use Emergency Paid Sick Leave ("ESPL") (see Administrative Procedure 2.31), utilize Extended Illness or Sick Leave, or if permitted by the employee's position and supervisor Telework.
6. Work-related travel outside the Roanoke Valley area is suspended until further notification by the City Manager or unless deemed essential by the City Manager, Assistant City Manager's, Council-Appointed Officers, or Constitutional Officers.

B. COVID-19 Screening/Assessments

1. For the health and safety of all employees, it is essential that employees do not report to work if they suspect they have COVID-19 and have not sought immediate medical treatment.
2. If the employee is experiencing symptoms of COVID-19, he/she should not report to work until either (1) the Employee Health Clinic screens the employee and clears them to return to work; (2) a healthcare provider examines the employee and confirms that

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the employee does not have COVID-19; or (3) a healthcare provider diagnoses the employee with COVID-19, and the employee is quarantined and eventually cleared to return to work once symptom-free.

3. All employees are to employ the following prevention methods for their safety and to keep fellow co-workers and citizens safe. (Refer to attached Appendix - Human Resources Memo communication dated 3/25/20.)

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

- 1) Am I and/or a family member experiencing a fever?
- 2) Am I and/or a family member experiencing coughing? and
- 3) 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.

b. 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.

- 1) Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of a fever(100.4 F) or greater using an oral thermometer, any signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (i.e. cough suppressants).
- 2) If an employee has been exposed to the COVID-19 and are fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, the City may still request that the employee not report to work or may ask the employee to work remotely, if feasible. Employee who have been exposed or believe they have been exposed must contact the Employee Health Clinic at (540) 853-2045 for an assessment prior to returning.

C. COVID-19 Testing & Triage Services

The Employee Health Clinic does not provide COVID-19 testing at this time. However, if testing or treatment is needed, clinic staff will provide triage services so that the employee is referred to the appropriate community resource for testing or further evaluation. Clinic staff will comply with the following protocol:

- 1) Clinic staff will contact the Roanoke Health Department and refer the employee for testing based on the severity of their symptoms or condition or likelihood of recovery with and without treatment. Determination is based on the guidelines of the Centers for Disease Control and Prevention.

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- 2) Clinic staff will ensure that the employee is directly connected to the Roanoke Health Department to ensure that the employee is sent to an appropriate COVID-19 testing site.
 - o Employee referrals to designated testing locations will depend on several factors: the level of the employee's exposure, the employee's position and job description, whether or not the employee has a Primary Care Physician (PCP), if the PCP is a member of Carilion Clinic or Lewis-Gale Medical Center as the health centers' testing sites vary, etc.
- 3) If the employee tests positive for COVID-19, the clinician will conduct check-in calls every 2 – 3 days to follow-up on the employee's health and return-to-work status.
- 4) Once the employee is cleared to return to work, clinic staff will provide a "return to work" note form that was developed by Marathon Health based on guidance from the Centers for Disease Control and Prevention (CDC).

Note: All "contact tracing" will be conducted by the Roanoke Health Department.

- 5) The following sites serve as COVID-19 testing sites or resources in the Roanoke community and may be utilized as a referral site by the Employee Health Clinic staff:

COVID-19 EVALUATION CLINICS & RESOURCES: Roanoke Health Department (Primary Contact)

Employee referrals will be initiated by the Employee Health Clinic clinical staff. According to the clinic staff, the best community resource has been the Roanoke Health Department, as it has been the most efficient way of getting employees testing. City Nurse Practitioner or Emergency Management Coordinator, will contact the health department to make the referral, after which the health department will contact the employee directly to schedule the testing. Currently, the Roanoke Health Department is conducting the tests at one of their parking lots. Employees are given the specific location when the testing is scheduled.

MedExpress Urgent Care (Hollins, VA)

5610 Williamson Road, Roanoke, VA 24012
(540) 265-8924

MedExpress Urgent Care (Salem, VA)

1336 West Main Street, Salem, VA 24153
(540) 389-0374

- Note: Most of the MedExpress centers offer drive-up testing, allowing patients to be screened and tested for COVID-19 without ever leaving their vehicles. However, select locations will require patients to enter the centers for COVID-19 testing. When the patients arrive at one of the designated locations, they will notice signage on the doors

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that asks them to return to their vehicle and call the center if they are exhibiting COVID-19 symptoms. This process is in alignment with the new protocols established by the Employee Health Clinic. A MedExpress team member will complete a brief screening with them over the phone. If they meet the CDC-based screening criteria for COVID-19 testing, a team member will meet them at the door of the center, provide them with a facemask and take them into an isolated part of the center. If they do not meet the screening criteria for COVID-19, the team will walk them through the next steps of your care and take them to a dedicated portion of the center for urgent care treatment.

CVS Minute Clinic @ Hollins, VA

7515 Williamson Road, Roanoke, VA 24012

- COVID-19 Testing Center – Drive-through
- Appointment required
- Referral not required
- Tests limited to certain patients
- Instructions: CVS Health is conducting drive-up coronavirus testing (COVID-19). Limited appointments are available to patients who qualify. Patients must legally reside in the state where the test is given and be 18 years of age or older. Patients being tested are required to stay in their vehicles and surfaces are sanitized after each visit.

Carilion Clinic's Roanoke County Testing Center

4064 Postal Drive, Roanoke, VA 24018

- Instructions: Referrals are needed from a Carilion Clinic provider to receive a COVID-19 test at this location.

Velocity Care (Roanoke)

4035 Electric Road, Roanoke, VA 24018

(540)-772-8670

Velocity Care (Daleville)

46 Wesley Rd, Daleville, VA 24083

(540)-591-9440

Referral not required. Patient can arrive at Velocity Care and instructions are posted outside on how to call the clinic. Registration will be performed by phone and they will direct the patient as to what the next steps will be. Velocity Care is only testing symptomatic patients. They will not test anyone who is asymptomatic.

D. Emergence or resurgence of COVID-19

1. City Administration will continue to monitor any change in outbreak conditions in the immediate area or state that directly affects city employees or creates exposure risks to SARS-CoV-2, the virus that causes COVID-19.

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2. For all phases of reopening, employees may be required to telework, if feasible, and/or staggered shifts may be implemented. In such cases, it may result in a temporary closure of city buildings.
 3. Safety is a priority for all employees and the city will continue to monitor the spread of COVID-19 in our region and may amend policies as necessary.
- E. For the latest information about cases in Virginia, visit the Virginia Department of Health (VDH) website at <https://www.vdh.virginia.gov/> and the city's webpage at <https://www.roanokeva.gov/2568/City-of-Roanoke-Employee-Information-Cor>.