

CITY OF ROANOKE ADMINISTRATIVE PROCEDURES

Section: Human Resources	Administrative Procedure 2.34
Effective Date: August 26, 2020	Replaces: July 1, 2020
Subject: To provide guidance to city employees in safely returning to work from travel and or in the case to reopen 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 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”) for workplaces.

II. **APPLICABILITY:**

This policy applies to all employees.

III. **DEFINITIONS:**

COVID-19 Advisory Team (“CAT”): This team is comprised of the Employee Health Clinic staff, Human Resources, Risk Management, Fire-EMS, Police and Emergency Management personnel and works under the direction of City Administration and with guidance from the Virginia Department of Health.

Emergency Temporary Standard: 16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 is a regulation as adopted by the Safety and Health Codes Board on July 15, 2020 under the Virginia Occupational Safety and Health (“VOSH”) Program and Virginia Department of Labor and Industry (“DOLI”).

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.

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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.

Serological Testing: Also known as antibody testing, is a test used to determine if persons have been infected with SARS-CoV-2 virus. Serological testing has not been determined if persons who have the antibodies are immune from infection.

Symptom Based Strategy: Individuals who exhibit symptoms of COVID-19 and have self-isolated should take precautions recommended to prevent transmission of SARS-CoV-2 to others, while limiting unnecessary prolonged isolation and unnecessary use of laboratory testing resources.

Test Based Strategy: Individuals who tested positive for COVID-19 and have two negative COVID-19 tests that were collected more than 24 hours apart.

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 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 the Harvard Global Health Institute’s COVID-19 Risk Levels Dashboard at <https://globalepidemics.org/key-metrics-for-covid-suppression/> to view the risk level by states and counties. For guidance on determining the risk level for an employee’s travels,
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 COVID-19 Advisory Team (CAT). CAT members will utilize the Harvard Global Health Institute’s COVID-19 Risk Levels Dashboard at <https://globalepidemics.org/key-metrics-for-covid-suppression/> to view the risk level by states and counties. A listing of the “Hot spots” will be posted on the Lotus Notes Portal.

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4. Employees who have traveled or who plan to travel to a “hot spot” will be required to complete a “COVID-19 Travel Advisory Form” at least two (2) weeks before travel (when possible). The travel advisory form will include the employee contact information, travel destination, mode of transportation, social distancing practices during the visit, and any “at risk” exposure activities.
 - Employees may obtain the form by logging into roanokeva.gov, going to the “City of Roanoke Employee Information: Coronavirus, and clicking on the “COVID-19 Travel Advisory Form” located under Employee Resources.
 - A link to the form may also be found on the Lotus Notes homepage under “News and Announcements” – titled “COVID-19 Travel Advisory Form”.

5. Once “COVID-19 Travel Advisory Form” is completed, the form will be automatically routed to one of the CAT members for screening and evaluation, at which time it will be determined if the employee’s travel plans are moderate to high risk or low risk.
 - a. For guidance on determining the risk level for an employee’s travels, CAT members will use the Harvard Global Health Institute’s COVID-19 Risk Levels Dashboard at <https://globalepidemics.org/key-metrics-for-covid-suppression/> to view the risk level by states and counties. The map displays COVID risk levels for each county in the United States, which are calculated based on daily cases per 100,000 people (with a 7 day rolling average).
 - b. For the purpose of this guidance, calculations and determinations will be based on the Key Metrics for COVID Suppression framework published by the Harvard Global Health Institute with levels calculated as follows:
 - Green (On Track for Containment) - < 1 daily new cases per 100,000 people (Monitor with viral testing and contact tracing programs)
 - Yellow (Community Spread) – 1 to 9 daily new cases per 100,000 people (Rigorous test and trace programs advised)
 - Orange (Accelerated Spread) – 10 – 24 daily new cases per 100,000 people (Stay-at-home orders and rigorous test and trace programs advised)
 - Red (Tipping Point) - > 25 daily new cases per 100,000 population (Stay-at-home orders necessary)

Note: *This data will aid in determining if the employee will be required to contact the Clinic to schedule a post-travel assessment.)
 - c. Employees who travel by air or via mass transit may be given special considerations due to the risks involved with air and mass transit traveling.

6. Within 24 to 48 hours of submission of the COVID-19 Travel Advisory Form, the forms will be reviewed by an on-duty CAT member to determine if the employee is required

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to have a post-travel assessment by the Clinic for further inquiry and review - based on the nature of the travel.

7. If a CAT member determines the employee’s travel to be a high risk level (red), the employee will be contacted and informed to call the Employee Health Clinic at (540) 853-2045 to schedule an appointment for a post-travel COVID-19 assessment immediately upon his/her return home and prior to their return to work. Additionally, if an employees’ family member or someone with whom the employee resides in the same household has traveled to a high-risk or “hot spot” area, upon return the employee must immediately contact the Employee Health Clinic 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.
8. Based on the Employee Health Clinic staff’s assessment, employees may be deemed high risk of exposure and required to self-isolate for a designated period of time before they are given authorization to return to work.
9. 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.
10. 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 or remain at the work site or engage in work with customers unless via Telework 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 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. Employees who are experiencing symptoms consistent with COVID-19, and no alternative diagnosis has been made (e.g., tested positive for influenza). Such employees shall be designated by the employer as “suspected to be infected with SARS-CoV-2 virus.”

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4. Serologic test results shall not be used to make decisions about returning employees to work who were previously classified as known or suspected to be infected with the SARS-CoV-2 virus.
5. Serologic test results shall not be used to make decisions concerning employees who were previously classified as known or suspected to be infected with the SARSCoV-2 virus about grouping, residing in or being admitted to congregate settings, such as schools, dormitories, etc.
6. 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. Positive Test Notification Process

1. If an employee, subcontractor, and contract employee receives a positive SARS-CoV-2 tests, per the COVID-19 Safety Standard/Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 as adopted by the Safety and Health Codes Board issued by the DOLI and VOSH Program, the following notification(s) must occur:

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2. The supervisor or department head of the positive SARS-CoV-2 employee shall notify the Department of Human Resources and the Employee Health Clinic immediately or maximum within 24 hours of the discovery.
 - a) The supervisor is to identify the affected area(s) of the workspace.
 - i. Include workstations, offices, and open spaces.
 - ii. Common areas such as hallways break and rest rooms, shared supplies and equipment areas, etc.
 - iii. High touch surfaces like doorknobs, countertops, keypads, etc...
 - b) Identify the logical perimeter that surrounds the affected area
 - i. Utilize doorways and walls that naturally isolate the area wherever practical
3. City of Roanoke Emergency Management and/or the Employee Health Clinic will notify the Virginia Department of Health within 24 hours of the discovery of a positive case.
4. The Virginia Department of Labor and Industry within 24 hours of the discovery of three or more employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period will be notified by the Risk Management Office.

NOTE: Two or more positive cases in the same immediate area are treated as an outbreak.

5. If an employee tests positive and other employees are believed to have been exposed, within 24 hours of discovery of the employees possible exposure, employees directly impacted will be notified by their supervisor while keeping confidential the identity of the person known to be infected with SARS-CoV-2 virus person in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations such as HIPAA (Health Insurance Portability and Accountability Act); and other employers whose employees were present at the work site during the same time period.
6. Environmental Management will be notified in order to secure resources in order to decontaminate the affected area.
7. For known or suspected to be infected with the SARS-CoV-2 virus employees the symptom-based strategy excludes an employee from returning to work until at least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and at least 10 days have passed since symptoms first appeared.

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8. The test-based strategy excludes an employee from returning to work until resolution of fever without the use of fever-reducing medications, improvement in respiratory symptoms (e.g., cough, shortness of breath), and negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARSCoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).
9. If a city employee who is known or suspected to be infected with the SARS-CoV-2 virus refuses to be tested, the city may use a symptom-based strategy in compliance with the Emergency Temporary Standard.

D. 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.
- 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:

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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 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.

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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.

E. 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.
2. ~~For all phases~~ 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.

F. 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>.