



Total Action for Progress

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

I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum, as well as guidelines from the Centers for Disease Control.

II. Responsibilities

Total Action for Progress has assigned the following individual(s) to serve in the role of health officer(s). The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID- 19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Annette Lewis	President & CEO	Administration	540-283-4818
Angela Penn	VP, Real Estate Development	Real Estate Development	540-284-4844
Tabatha Cooper	HR Director	Human Resources	540-283-4802
Kristen Moses	VP, Planning & Resource Development	Planning	540-283-4831
Crystal Fernatt	Supervisor of Monitoring and Compliance	Head Start	540-767-6072
Don Grabowski	Director, Property Management & Maintenance	Property Management & Maintenance	540-521-4076

For the purpose of ensuring compliance with the most recent safety and health requirements, **Angela Penn, VP of Real Estate Development**, is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls—including training, equipment, and personal protective equipment (PPE)—to protect employees' safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: "Very High," "High," "Medium," and "Lower."

"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

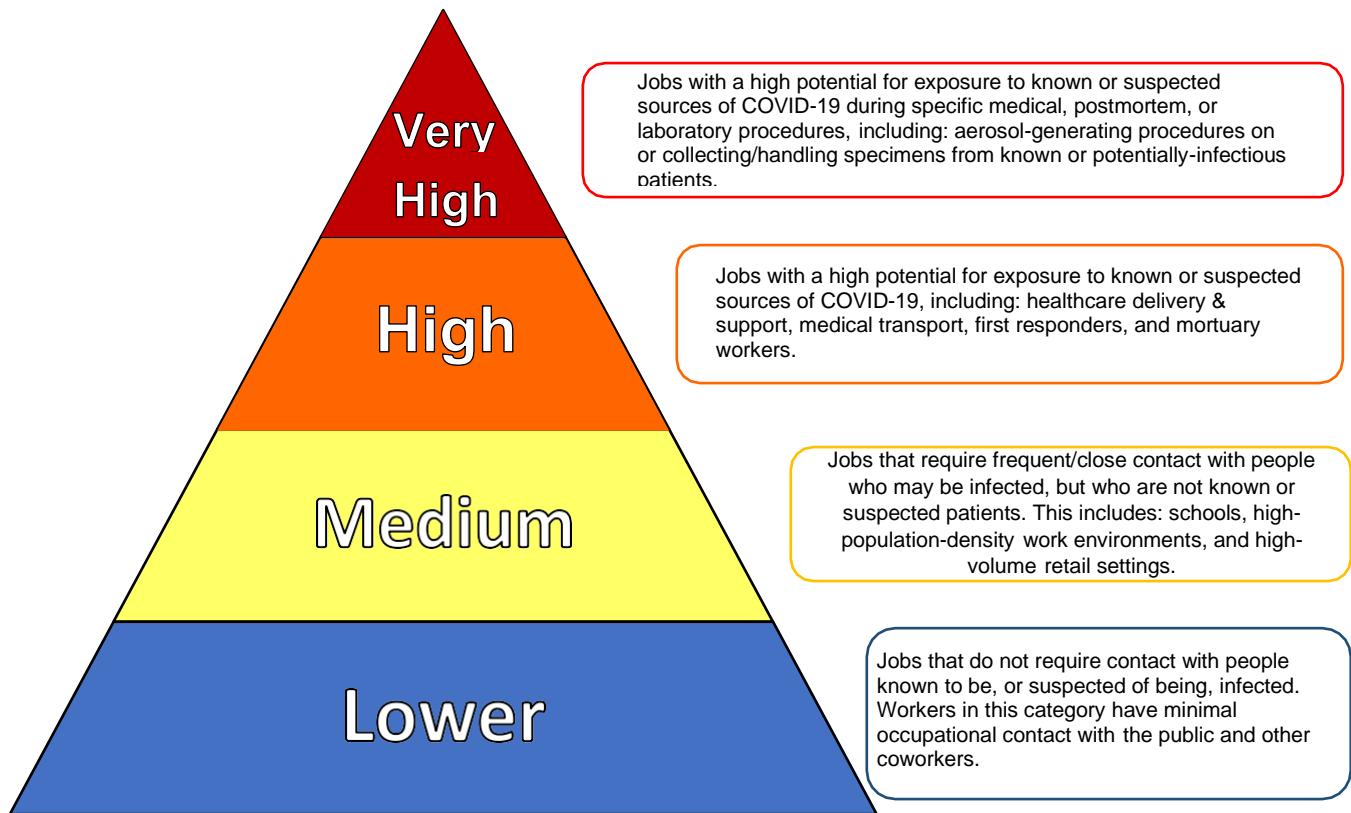
"High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure inside six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as "very high" exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

"Medium" exposure risk hazards or job tasks are those that are not otherwise labeled as "very high" or "high" exposure risk in places of employment that require more than minimal contact inside six feet with other employees, other persons, or the general public who may be infected with SARS-CoV-2, but who are not known or suspected to be infected. (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

"Lower" exposure risk hazards or job tasks are those not otherwise classified as "very high," "high," or "medium" exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2;

nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Based on available guidance from the Virginia Department of Labor and Industry and OSHA, the agency's Health Officials have made the following Exposure Risk Level determinations:

Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors <i>(Example: No Public Contact, Public Contact)</i>
TAP Main Office	Receptionists: greet guests, answer phones	Medium	Public Contact
Head Start centers	Teachers, teachers' aides and family development specialists: teach children, support families	Medium	Public Contact
Higher Education Center, MOC, & Dumas	Provide education and training services	Medium	Public Contact
TAP Main Office & Dumas	Housing counseling services, tax preparation, business development	Medium	Public Contact
Dumas & offsite locations	Leading support groups	Medium	Public Contact
MOC & client homes	Provide energy conservation services	Medium	Public Contact
MOC, Head Start centers, & all TAP locations	Provide maintenance service to Head Start centers and the agency	Medium	Public Contact
TAP Main Office	Provide rehabilitation services to homeowners	Medium	Public Contact
TAP Main Office, Kirk Avenue & Hurt Park	Provide DVS services and safe exchange and visitation	Medium	Public Contact
Higher Education Center, Sabrina's Place	Provide services and support to fathers	Medium	Public Contact
TAP Main Office	Provide housing and job-training services to veterans	Medium	Public Contact
TAP Main Office	Executive leadership for the agency	Low	Low Public Contact
TAP Main Office	Grant writing services, marketing, and technology	Low	Low Public Contact
TAP Main Office	Human resource functions for the agency	Low	Low Public Contact
Higher Education Center	Provides support for the operation of Head Start	Low	Low Public Contact

IV. Contingency Plan in the Event of an Infectious Disease Outbreak

In the event of an outbreak or pandemic due to an infectious disease, **Total Action for Progress** has set up contingency plans for addressing the workplace needs as well as

employee safety and health during the outbreak.

These plans are as follows:

In the event of an outbreak in the Commonwealth, the Roanoke Valley, or other localities where the agency provides services

1. The agency will follow any guidance or directives from the Governor's office with respect to operations at physical locations.
2. The agency will follow the guidance of the CDC, the Alleghany Regional Health Department, and/or other applicable health departments in our agency's service area.
3. If the agency is required to follow any shelter-in-place orders, we will adhere to the telecommuting policy. The TAP president will provide guidance on any changes to agency operations.

In the event of an outbreak within the agency

1. The TAP president and director of Human Resources, with the assistance of the preparedness taskforce, will identify the workspaces the employees affected by COVID-19. They will determine if the area or the entire location of the outbreak will need to be closed.
2. The areas occupied by those employees affected will be closed off for 24 hours. The area will then be cleaned and sanitized.
3. Human Resources will conduct contact tracing in accordance with the agency COVID-19 procedure and follow up with the health department as required.
4. The TAP president will communicate to the agency via the COVID-19 activity report.
5. Employees impacted will follow the process as outlined in the agency COVID-19 procedure for testing and returning to work.

V. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID-19, basic prevention and

control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decrease the chances of spread of an infectious disease, such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#).

Don Grabowski, Property Management & Maintenance Superintendent, is responsible for *making sure that adequate disinfection products are on hand, safety data sheets (SDSs) are obtained and retained, and employees using the products are aware of any personal protective equipment that is required for use*. TAP also works closely to ensure that its contractors like Clean Masters use proper sanitizing measures in our Head Start centers.

Total Action for Progress-specific actions being taken:

- Large gatherings are minimized whenever possible; staff meetings are held remotely via Zoom or GoToMeeting;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee work stations are greater than six feet apart; if there is shared space employees are required to wear their masks;
- Departments utilize flexible work hours and telecommuting, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.
- The agency uses a screening process for all staff and visitors, which includes temperature checks.

- The agency adheres to any partner agency's requirements for employees visiting their locations (e.g. a partnership site's requirement for testing).
- All agency vehicles are stocked with a COVID-19 kit. They include hand sanitizer, gloves, masks, and disinfecting wipes to cleanse high-touch surfaces after each use.
- If client transport takes place, screening must occur one day before scheduled appointments. The TAP staff member does a temperature screening prior to travel, and everyone wears a mask while in the car.

VI. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from an employee's personnel documentation.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to **Total Action for Progress**, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.
- Employees who traveled to a high-risk location, which are those locations as

designated in the agency COVID-19 procedures. (Locations will be added or removed by the TAP President.)

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below:

1. Employees MUST take a COVID-19 virus test (not an antibody test) if they meet either of the conditions listed in a–c below. Employees are to remain at home until receiving the test result. If the result is not received by 14 calendar days after leaving work, and the employee feels fine, the employee can return to work without the test result. An employee must have the permission from the component (program) director and HR director before returning to work.
 - a. Close contact or living with someone confirmed to have COVID-19
 - b. Close contact or living with someone who is suspected of having COVID-19
(Suspected definition: Person who has to take a COVID-19 virus test or be quarantined due to a COVID-19 incident.)
 - c. Traveled to a high-risk location, which are those locations as designated in the agency COVID-19 procedures. (Locations will be added or removed by the TAP president.)

2. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Total Action for Progress** screens employees on a daily basis.

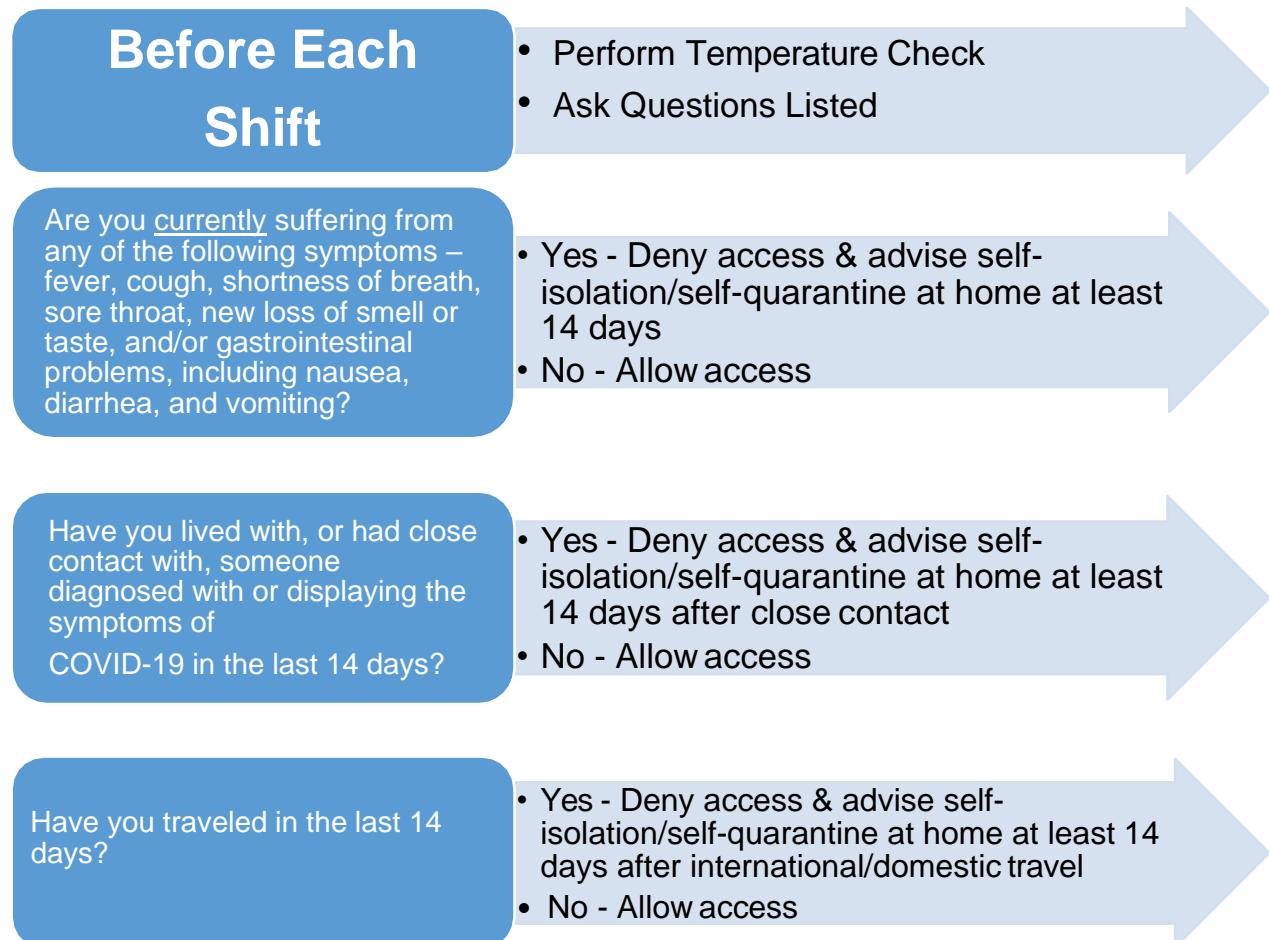
Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. Temperature checks are performed.
 - b. If the employee answers yes or has a fever, access is denied and the employee is advised to self-isolate/self- quarantine at home until permitted to return. In accordance with the screening protocol, the direct supervisor

is contacted to be made aware that they were denied access.

2. Have you lived with, or had close contact with, someone diagnosed with or displaying the symptoms of COVID-19 in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you traveled to any locations designated as hot spots in the agency COVID-19 procedures in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

A reference chart of the above daily screening questions is listed below.



Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources. Sick employees should stay home! Questions regarding use of emergency paid sick time should be directed to **Tabatha Cooper**.

3. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

If tested positive or showing symptoms of COVID-19, the employee:

- a. must quarantine for 14 days/not return to work until approved to return; or
- b. remain under doctor's care until they are no longer showing symptoms and been free of fever for 24 hours, if fever existed; or
- c. if not under doctor's care, employee MUST provide 2 negative virus test results and been free of fever for 24 hours, if fever existed. The 2 tests must have been taken within 24 hours. If the tests are not available, the employee must not return to work for 14 days from the onset of the symptoms and been free of fever at least 24 hours, if fever existed. An employee must have the permission from the component (program) director and HR director before returning to work.

Employees who come into close contact with or live with an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since the last

close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test. Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, **Total Action for Progress** may accept written statements from employees confirming all the factors supporting their release. **Tabatha Cooper** will follow state and federal guidance for return to work policies. Guidance from the employee's health care provider will also be considered.

VII. Procedures for Minimizing Exposure from Outside of Workplace

Total Action for Progress business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment-only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices observed:
 - 6-foot distances are maintained between staff and clients/guests;
 - Shaking hands and hugging are prohibited during TAP business;
 - In-person meetings are made by appointments only;
 - A limited number of customers are allowed into the workplace; and
 - Face-to-face contact is minimized where possible—face shields and masks are utilized.

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

Any individual entering one of **Total Action for Progress'** facilities must have their temperature checked and/or a questionnaire completed prior to entry.

Minimizing exposure from visitors or vendors:

*All business partners that work within **Total Action for Progress** have been provided this Plan.*

- When possible, **Total Action for Progress** limits the number of visitors in the facility.

- Any individual entering one of the **Total Action for Progress** facilities must have their temperature checked and/or a questionnaire completed prior to entry.
- Masks are available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries are handled through curbside pick-up or delivery. There is a notice posted on the door of the main building with contact information for deliveries.

Minimizing exposure from the general public:

- Social distancing practices observed:
 - 6-foot distances are marked in areas where individuals might gather/wait;
 - Limited numbers of individuals are allowed into workplace; and
 - Face-to-face contact is minimized, where possible.
- Computer workstations are positioned at least 6 feet apart; if using shared spaces masks must be worn.
- Information is posted at each **Total Action for Progress** facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering a **Total Action for Progress facility** must have their temperature checked and/or a questionnaire completed prior to entry.
- Any individual whose symptoms are assessed as those of COVID-19 will be removed from the workplace.
- Physical barriers between **Total Action for Progress** employees and the public are considered in high impact areas (i.e. shielding at the front desk areas).
- Masks are available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

VIII. Training

All employees at **Total Action for Progress** will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and the COVID-19 disease. This

training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- The agency's Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
- PPE -
 - When PPE is required: PPE must be in place upon entering a TAP facility and will be worn in the presence of any staff member or client.
 - What PPE is required: Mask, or face shield and mask, gloves (for shared equipment), and gowns/scrubs (for partnership centers).
 - How to properly don, doff, adjust, and wear PPE: Masks must fit properly, covering the nose and the mouth.
 - Limitations of PPE: In order for PPE to work properly, it must be in working order. All shields should be disinfected by the staff member; cloth masks should fit properly and be washed regularly.
 - Proper care, maintenance, useful life, and disposal of PPE: Cloth masks should be washed frequently, disposable masks and gloves should be thrown away after use, and face shields should be disinfected.

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements (see example below):

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

- Signature of Trainer

The following table is an example.

Date:		Trainer:	
Employee Name (Printed)	Employee Name (Signature)	Work Area	COVID-19 Risk Level

Training records must be retained in employee files. These records are located in the ***Human Resources department*** at the TAP Main Office Building. The most recent training records will be maintained.

Industry Specific Guidelines

Industry Specific Guidelines

If your business is in one of the following industries, there may be other regulations to follow and include in your guide. Please see additional content here:

- Construction
- Office
- Outdoor

Construction Industry Guidelines

Businesses or operations in the construction industry must:

- a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with a temperature screening if possible.
- b) Create a dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or provide alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
- c) Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
- d) Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
- e) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.

- f) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
- g) Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
- h) Restrict unnecessary movement between project sites.
- i) Create protocols for minimizing personal contact upon delivery of materials to the worksite.

Office Regulations

- a) Assign a dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule where only half of employees are in the office at a particular time).
- d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), and providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f) Turn off water fountains.
- g) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h) Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i) Post signs about the importance of personal hygiene.
- j) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- k) Institute cleaning and communications protocols when employees are sent home with symptoms.

- I) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m) Suspend all nonessential visitors.
- n) Restrict all non-essential travel, including in-person conference events.

Outdoor

Businesses or operations whose work is primarily and traditionally performed outdoors must:

- a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b) Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.