



VMi COVID-19 PREVENTION

Health and Safety Guidelines for
Employees and Cadets

June 2020





OVERVIEW

- I. COVID-19 Prevention in the Workplace and at Home

- II. VMI Employee COVID-19 Intake Assessment
 - a. Team Process
 - b. Cadet Infirmary Intake Process

- III. Leave guidance, Employee Sick Leave Benefits/Policies

- IV. Other Resources
 - a. (Links to: Employee Emergency Leave Policies & Federal FFCRA, CDC, Dept. of Health, VA Dept. of Emergency Management)



SECTION I: COVID-19 Prevention in the Workplace and at Home

Begins with you!

- How COVID-19 Spreads in the Community
- How to Protect Yourself and Others in the Workplace or at Home



How COVID-19 Spreads in a Community

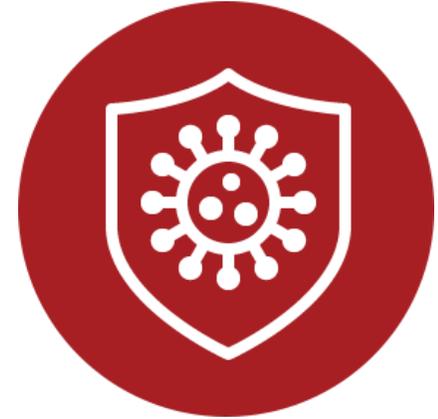




How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - 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.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.



Text from the [CDC](#)



Take precautions if you are sick.

- If an employee is sick or experiencing even mild symptoms of illness, **they must stay home.** If symptoms of illness are experienced while at work, employees must notify their supervisor and leave worksite.
- Employees are encouraged to go to the nearest emergency room, urgent care, or contact their doctor if having COVID-19 related symptoms.
- Employees should contact Human Resources at 464-7322 to report any COVID-19 related symptoms. Employee will receive follow-up phone call from member of the VMI COVID Intake Assessment Team. **VMI will follow Dept. of Health Guidelines for reporting/notification.**



Maintain social and physical distancing

Prevent close contact between employees

- Maintain at least 6 feet between people with or without the use of facemasks.
- Separate work stations by at least 6 feet or with other appropriate barrier.
- Allow only infrequent and intermittent passing within 6 feet.
- Limit the number of people riding in elevators.
- Social/physical distancing during breaks and at shift start and end times must be maintained.
- Stagger break times.
- Limit in-person meetings to fewer than 10 people and maintain 6-foot spacing.
- Take separate vehicles whenever possible
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid handshakes.



Wash your hands often

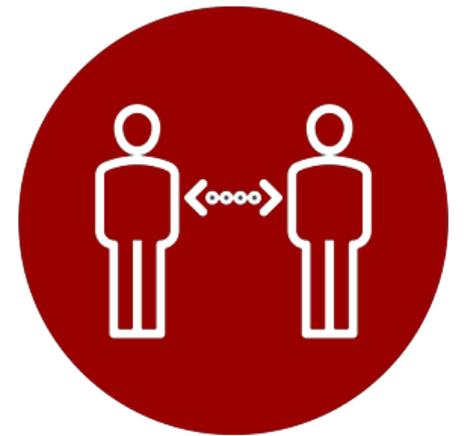
- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.





Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)



Text from the [CDC](#)



Key times to wash hands

- After using the restroom.
- After contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- After removing gloves or other personal protective equipment
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound

WASH HANDS WITH SOAP & WATER FOR 20 SECONDS



Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.



Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Face Masks / Cloth Face Coverings

- ✓ The CDC recommends the use of face coverings when physical distancing is difficult to continuously maintain; **however, wearing a face covering is not a substitute for physical distancing.**
- ✓ Face masks or face coverings must be worn by all staff, faculty and cadets on campus when in the presence of others, and in public settings (indoors and outdoors) where other physical distancing measures are difficult to maintain, e.g., common work spaces, meeting rooms, classrooms, etc. Appropriate use of face masks or coverings is critical in minimizing risks to others. Individuals can spread COVID-19 to others even if they do not feel sick.





Face Masks / Cloth Face Coverings (cont'd)

- ✓ VMI will initially provide two cloth face masks for each staff and faculty member. Cloth face coverings must only be worn for one day at a time and must be properly laundered before **another use. Staff and Faculty are responsible for purchasing any additional masks. Face coverings should not display images that are inappropriate for the workplace.**
- ✓ Cadets will be provided cloth masks



Use and Care of Face Coverings

Putting on your face covering/face mask

- ✓ Wash your hands or use hand sanitizer prior to handling your face covering.
- ✓ Ensure the face covering fits over your nose and under your chin.
- ✓ Situate the face covering properly with nose wire snug against your nose, where applicable.
- ✓ Tie straps behind your head and neck or loop around your ears

THROUGHOUT THE PROCESS, AVOID TOUCHING THE FRONT OF YOUR FACE COVERING/FACE MASK



Taking off the face covering

- ✓ Do not touch your eyes, nose or mouth when removing your face covering.
- ✓ When taking off your face covering, loop your finger into the strap and pull the strap away from your ear or untie the straps.
- ✓ Wash your hands or apply hand sanitizer immediately after removing.

THROUGHOUT THE PROCESS, AVOID TOUCHING THE FRONT OF YOUR FACE COVERING/FACE MASK



Taking care, storing and laundering face covering

- ✓ Keep your face covering stored in a paper bag when not in use.
- ✓ Do not use your cloth face coverings more than one day at a time and wash it after each use. Properly launder cloth face coverings with regular clothing detergent before your first use and after each shift.
- ✓ Replace cloth face coverings immediately if they become soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

Do not use disposable masks for more than one day and place them in the trash after your work is complete or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.



When using a face covering at work, consider the following:

- Use a face covering when in a vehicle with another individual.
- Understand that a face covering may be removed if it impedes vision, if an employee has a medical condition or if it would create an unsafe condition in which to operate equipment or execute a task.
- The face covering may be removed to eat or drink during breaks and lunch periods; however, at those times, practice physical distancing.
- The face covering may be removed when driving alone or when you are isolated in a closed personal office.
- VMI encourages the use of a face covering by all customers when they are conducting business.



Cadet & Uniformed Faculty/Staff Guidance face coverings

- ✓ Recommend following all CDC Guidelines, which includes wearing cloth face coverings in public/group settings where other social distancing measures are difficult to maintain
- ✓ Face coverings should be conservative in appearance, not offensive, and conform to CDC guidance, and present a neat and professional military appearance.
- ✓ While wearing military cover (outside), masks should be worn if social distancing measures (6 ft. or more) cannot be maintained.
- ✓ Cover removed (inside), masks should be worn in classrooms, unless social distancing measures are in place (6 feet of space) between individuals



Exceptions for Face Coverings

Departments should also be mindful of students, customers, staff and faculty who may have a religious belief or medical condition that prevents them from wearing a face covering. There may be other physical distancing strategies that can be put in place.

It is recommended that departments contact VMI Human Resources to handle any needed exceptions for staff or faculty when a face covering is required in the workplace.



Exceptions for Face Coverings (cont'd)

- If there is a work assignment where a face covering may be considered a safety issue, the department must develop an alternative solution.
- No one should wear a face covering if it impedes their vision or creates an unsafe condition for operating equipment or executing a task.
- Individuals who are hearing impaired may also have difficulty communicating and lip reading if face coverings are used.
- If a face covering cannot be worn, physical distancing must be maintained using alternative solutions.



Visitor guidance – face coverings

Where feasible, visitors should be asked to wear face coverings when coming on Post. If a customer refuses to wear a face covering, departments should ask the customer to return at another time or determine if assistance can be provided while maintaining physical distancing. Departments must take all actions practical to provide the needed service using physical distancing practices. Staff, faculty, student and visitor safety should be the first priority in considering how to handle the situation.



Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.





Clean and disinfect surfaces

- It is important to clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.
- Clean and disinfect frequently touched surfaces (e.g. door knobs, tables, computer keyboards, handrails,) regularly to maintain a visibly clean state.
- Wipe down shared equipment after each use.



Coronavirus and Stigma

- Coronavirus doesn't recognize race, nationality, or ethnicity.
- Everyone deserves to feel safe, whether they wear a face covering or not.
- Avoid spreading misinformation – stay informed through reputable, trusted sources like the CDC or the Virginia Dept. of Health
- Speak up if you hear, see, or read misinformation or harassing comments.
- If you are a victim of or witness to harassing comments, please contact the Human Resources office or the Office of the Inspector General.
- Show compassion and support for those most closely impacted and dispel racist and misinformed ideas.



SECTION II:

VMI Employee COVID-19 Intake Assessment





VMI COVID-19 Intake Assessment Process

- To protect the health of all VMI employees a COVID-19 Intake Assessment Team (IAT) was organized in April 2020.
- The goal of this team is to proactively prevent the spread of COVID-19 by monitoring the health of the VMI employee population, through a self-reporting process.
- Employees are encouraged to notify the Human Resources Department at (464-7322) or their Supervisor if they are experiencing any symptoms or have had a potential/actual exposure to COVID-19.
- Dr. David Copeland and the VMI Infirmary staff will monitor Cadet health.

See Slides 25 – 29 for additional information



VMI COVID-19 INTAKE ASSESSMENT TEAM (IAT)

BG DALLAS B. CLARK
Deputy Superintendent
Finance, Administration and
Support

DAVID L. COPELAND, M.D.
Institute Physician
VMI Infirmary

Col JAMES L. WILLIAMS
Director of Emergency
Management

MAJ ELLIE KANIA
Director
Human Resources

CAITLIN PERRY, R.N.
Nurse Administrator
VMI Infirmary

Ms. KATHY BARTLEY
Human Resources Assistant



Intake Process Overview

- Employee reports symptoms/or potential COVID exposure to Supervisor or HR
- Intake Assessment Team (IAT) member assigned to contact employee same day
- Facts are summarized in report – contact tracing performed
- Facts reviewed by Intake Assessment Team with return to work recommendations to employee (in conjunction with employee personal physician's advice).



Intake Process

Step 1: Contact Tracing

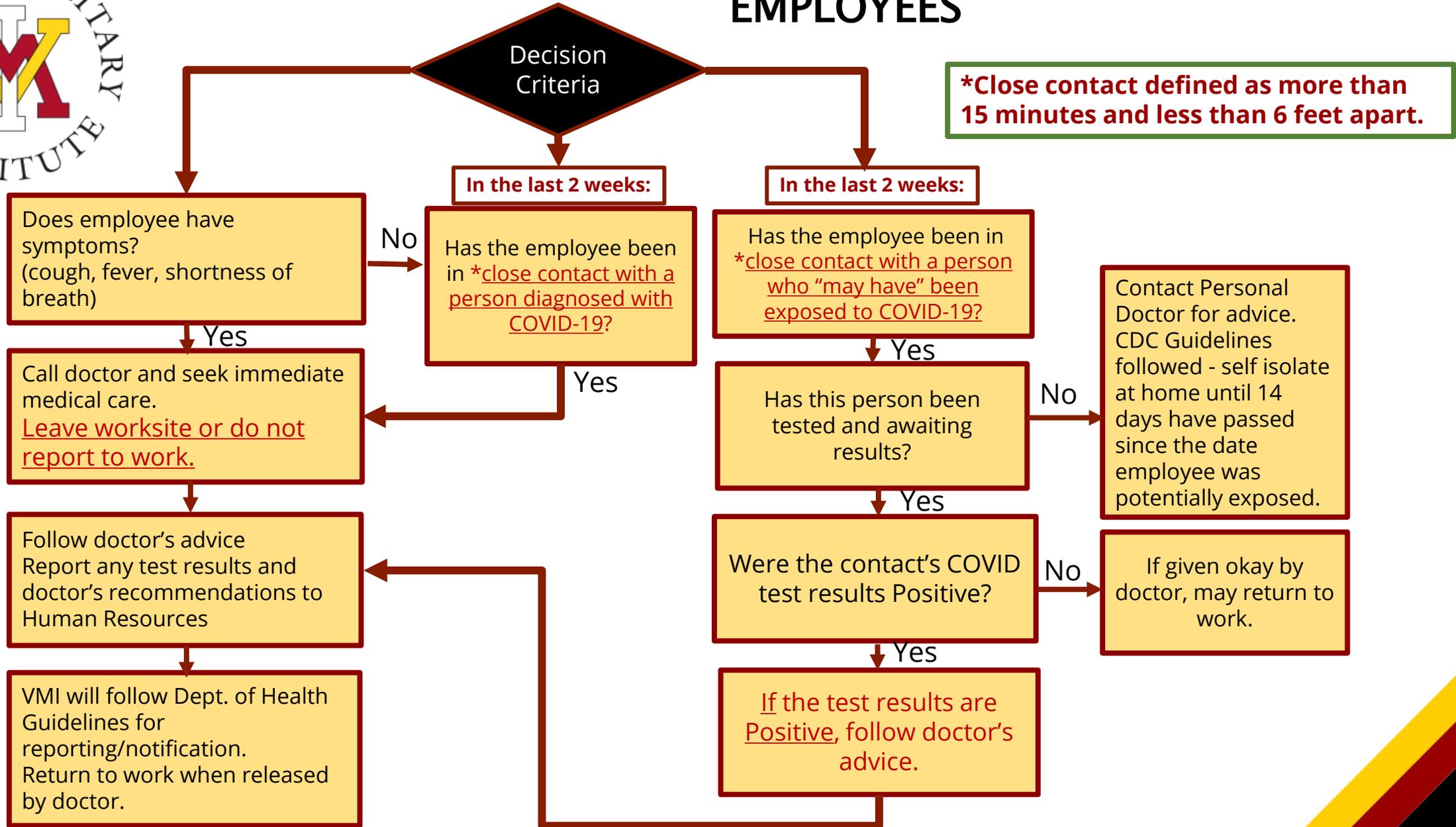
- Employee is asked to describe circumstances of potential exposure – i.e. date/location/length of time of potential exposure/internal or external to VMI
- Other questions may include whether or not the reported contact has been tested for COVID-19 and if results are known.
- Summary report is generated and submitted to Intake Assessment Team for review/recommendation. (SEE DECISION CRITERIA – NEXT SLIDE)

Step 2: Monitoring Progress/Return to Work

- Based on personal doctor's advice and IAT Team review, employee is contacted and asked to self-isolate for a period of time determined by date of exposure.
- Supervisor also notified of self-isolating period.
- Employee asked to contact the assigned IAT member with any changes to their health.
- Follow-up contact initiated by assigned IAT member to determine health status prior to return to work
- Employee utilizes PHEL, FFCRA or personal leave to cover time away from work
- Employee is required to submit physician return to work documentation to supervisor upon return if diagnosed with COVID-19

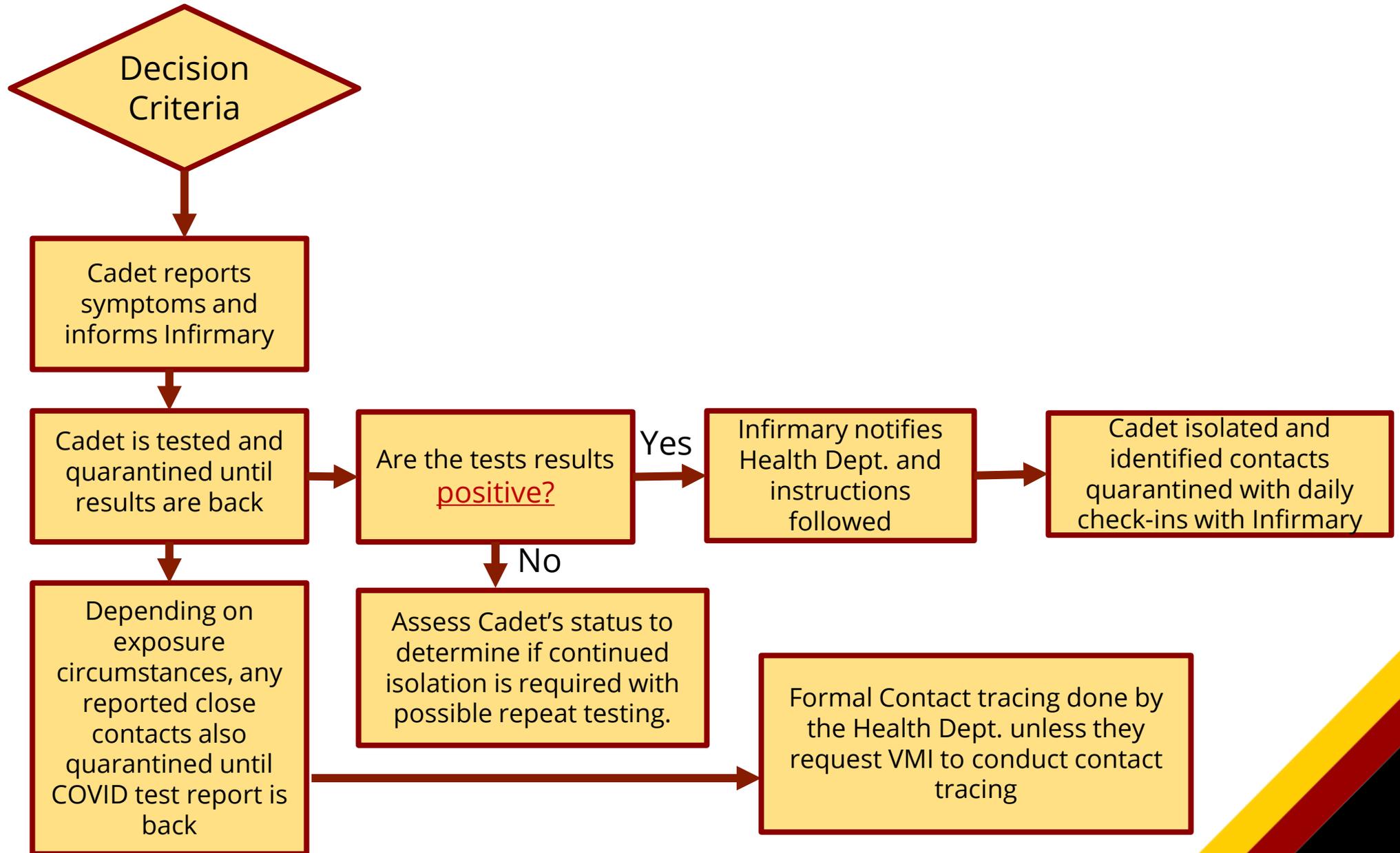


COVID INTAKE COMMITTEE RECOMMENDATION PROCESS – EMPLOYEES





VMI INFIRMARY COVID INTAKE PROCESS – CADETS





SECTION III:

Leave guidance, Employee Sick Leave Benefits & Policy





Emergency Leave Guidance- Classified FT/Hourly Employees

- Should only be used when absolutely necessary/qualifying circumstances exist, such as quarantine/isolation due to COVID-19 or health issues
- Eligible to use within specific timeframes and only when a Public Health State of Emergency Order is in place
- Public Health Emergency Leave (PHEL) – Leave hours used over Jan. 10 through Jan. 9 Leave Year
- Families First Coronavirus Response Act (FFCRA) – Leave hours available through Dec. 31, 2020
- Documentation (unless otherwise specified), Supervisory Approval, and HR Final Approval required for all Emergency Leave
- Please call the Human Resources Office at 464-7322 for additional information and Forms required for FFCRA Leave.

Any other leave requested after exhaustion of PHEL and FFCRA Emergency Leave requires use of employee personal leave balances – comp. time, vacation, overtime.



State Agency Emergency Leave

Public Health Emergency Leave (PHEL) – Virginia State Agencies

- Leave activated by VA State Governor declaration of a Communicable Disease of Public Health.
- Full-time salaried employees are eligible for up to 160 hours of paid leave per leave year.
- Wage employees eligible for PHEL hours based on a pro-rated number of hours, not to exceed the number of hours normally scheduled to work during a week.



Public Health Emergency Leave (PHEL)

- Provides up to **160** hours of paid leave per leave year to eligible full-time employees to attend to their own medical needs (and/or those of their immediate family members) related to the declared public health threat during a pandemic illness – hours pro-rated for hourly employees.
- Employees required by public health officials to be monitored during the quarantine/isolation period may use PHEL to be paid for that period of time.
- If an employee's job is not conducive to telework or alternate schedule arrangements (based on discussion with Supervisor) or other off-site arrangements, the employee will be provided PHEL.
- Can be used to provide care for eligible (up to 18 yrs. of age) dependent children due to closure of schools and daycare facilities.
- Can be used if employee cannot work remotely and/or is at high risk due to underlying medical conditions, or advanced age
- Employees potentially exposed but asymptomatic who choose to self-monitor may telework if possible for the incubation period.



Federal Government Emergency Leave

Families First Coronavirus Response Act (FFCRA)

New Federal Law effective 1 Apr 2020 through 31 Dec 2020. Interfaces with existing Agency Policies and Leave Categories and applies to all Full-time Salaried and Part-time Wage Employees.

FFCRA Consists of Two Parts:

- Paid Emergency Sick Leave (PESL)
- Expanded Family Medical Leave (EFML)



Families First Coronavirus Response Act (FFCRA) – Effec. 4/1/2020 – Federal

Consists of 2 Parts:

1. Paid Emergency Sick Leave (PSEL):

Provides 80 hours or 2 weeks of paid sick leave for full-time salaried employees; pro-rated for wage employees (number of hours worked on average over a two-week period). This leave is in addition to the VA State Public Health Emergency Leave (PHEL) and all other leave types. May not require that other available leave be used before eligibility for emergency paid sick leave.



Families First Coronavirus Response Act (FFCRA) (cont'd)

Under the FFCRA, an employee qualifies for Paid Emergency Sick Leave (PESL) if the employee is unable to work, or telework because the employee:

- #1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (no documentation required)
- #2. has been advised by a health care provider to self-quarantine related to COVID-19;
- #3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- #4. is caring for an individual subject to an order described in number 1 or self-quarantine as described in number 2;
- #5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- #6. is experiencing any other substantially-similar COVID-19 related condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Leave paid at 2/3 pay rate for reasons #4,5,6



Families First Coronavirus Response Act (FFCRA) – Effec. 4/1/2020 – Federal

2. FCRA Expanded Family Medical Leave (EFML)

Under the FFCRA, EFML provides employees with 10 additional weeks of leave when the employee is:

- unable to work, or telework, due to a bona fide need to care for a child under the age of 18 whose school or child care provider is closed or unavailable for reasons related to COVID-19. Employees may also use the leave to care for a child over 18 years of age who has a mental or physical disability and is incapable of self-care because of that disability.
- The first two weeks of EFML is unpaid (remaining PHEL or personal leave balances can be used to supplement), and the remaining 10 weeks are paid at 2/3 the employee's regular rate of pay
- Employees must have worked for Virginia Military Institute a minimum of 30 calendar days to be eligible.

**Leave paid at 2/3 pay rate
There is no carry over of this leave**



SECTION IV:

Other Information Links (Emergency Leave Policies, FFCRA, CDC, VDH, VDEM, etc.)





Other Resources

Links to Emergency Leave Policies & New FFCRA Leave

- [Governor Chief of Staff Memo-COVID-19 and Emergency Preparedness - dated 13 Mar 2020](#)
- [DHRM Policy 4.52 Public Health Emergency Leave Administrative Procedures](#)
- [Governor's Memo - Vulnerable Populations - Press conference and memo dated 17 Mar 2020](#)
- [DHRM Policy 4.52 Amendment Extends PHEL to 160 hours as needed as of 26 Mar 2020](#)
- [DEPT. OF LABOR NOTICE OUTLINING FFCRA EMPLOYEE RIGHTS](#)



Other Resources (cont'd)

Links to CDC , Dept. of Health, VA Dept. of Emergency Mgmt.

- www.cdc.gov/coronavirus
- www.vdh.virginia.gov/coronavirus/
- www.vaemergency.gov