



TIDEWATER STAFFING

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

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

Tidewater Staffing has assigned the following individual(s) to serve in the role of health officer. 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			
Name	Title	Department	Phone Number
Donald Warner	EH & S Lead	Safety	757-321-6415

For the purpose of ensuring compliance with the most recent safety and health requirements, TSI 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. TSI 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".

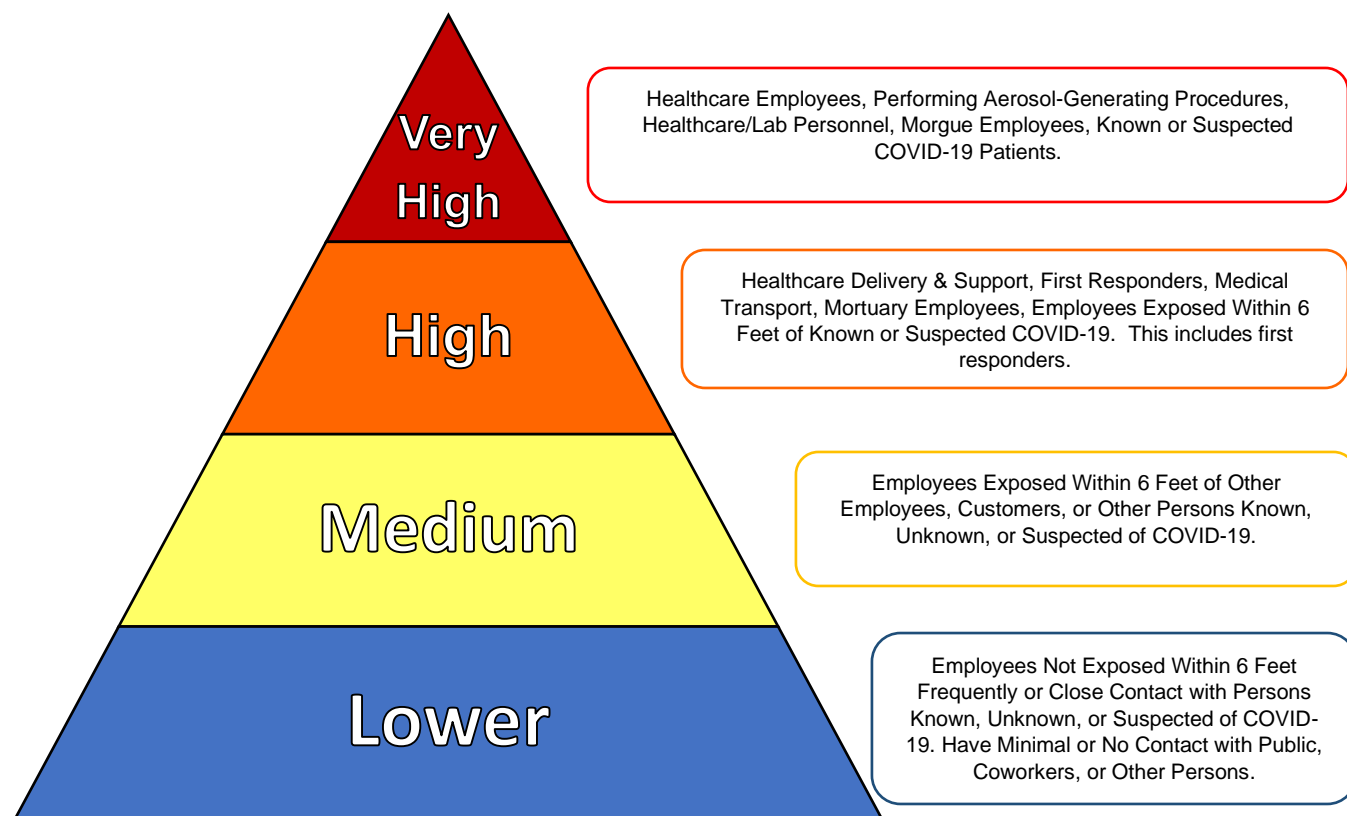
"Very High" exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer 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 within 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 that are not labeled as “very high” or “high” (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.



Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
Warehouse	Warehouse workers, forklift operators, material handlers	Medium	Possible contact with public, sometimes contact within six feet of others
Office	Office staff including in all warehouse divisions, logistics divisions, transportation divisions, and air freight division	Medium	Possible contact with public, sometimes contact within six feet of others
Manufacturing	General laborers and Trades	Medium	Possible contact with public, sometimes contact within six feet of others
Shipyards	General laborers and Trades	Medium	Possible contact with public, sometimes contact within six feet of others
Truck and Facilities Shop	Mechanics, painters, leads, janitorial, general laborers	Medium	Possible contact with public, sometimes contact within six feet of others, cleaning chemicals and surfaces that the virus could have landed on or become infected with

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

In the event that an outbreak or pandemic due to an infectious disease, TSI has set up contingency plans (Emergency Action Plan) for addressing the workplace needs as well as employee safety and health during an outbreak. TSI understands that as a result of the pandemic increased absenteeism may occur. Most employees have been cross trained to address this problem and will shift employees around in order to accommodate departmental needs for absenteeism should the need arise.

TSI has considered and addressed the level(s) of COVID-19 disease risks associated with various locations, the hazards employees are exposed to and job tasks employees perform at those sites. Such considerations include:

1. Where employees could be exposed:

- Breakrooms
- Restrooms
- Coordinators desks
- Entry ways
- The general public entering a TSI facility
- Training Rooms

2. How employees could be exposed:

- Not wearing a face covering
- Not maintaining proper social distancing
- Lack of cleaning or disinfecting
- Any person entering a TSI facility infected with the COVID-19

3. What sources of the COVID-19 disease might employees be exposed at work:

- Respiratory secretions
- Persons known to be infected or those at particularly high risk of COVID-19 infection (e.g., local, state, national, and international travelers who have visited locations with ongoing COVID-19 community transmission, healthcare employees who have had unprotected exposures to known or suspected to be infected with COVID-19 persons); and
- Situations where employees work more than one job with different employers and encounter hazards or engage in job tasks that present a “very high,” “high,” or “medium” level of exposure risk.

TSI will ensure compliance with mandatory requirements of any applicable Commonwealth of Virginia’s executive order or order of public health emergency related to the COVID-19 disease as well as being compliant with current CDC Guidelines.

TSI has on multiple occasions informed people to maintain appropriate social distance and will continue to remind and enforce those requirements.

TSI has made a face covering mandatory in all facilities when social distance cannot be kept and encouraged wearing a face covering at all times.

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 and 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 decreasing 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.

Infection prevention measures to be implemented:

- TSI will promote frequent and thorough hand washing, including by providing employees, customers, visitors, the general public, and other persons to Givens facilities with a place to wash their hands. If soap and running water are not immediately available, hand sanitizers provided;
- TSI will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment;
- TSI has established policies and procedures for managing and educating visitors to any TSI facility (signs are located in each facility directing visitors to wear a face covering and the use of hand sanitizer);
- TSI will minimize large gatherings whenever possible, when not possible will enforce social distancing; staff meetings are postponed, cancelled, held remotely, or moved to large spaces to allow for social distancing;
- 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, or barriers placed between those stations;
- Employee interactions with the general public are minimized to allow for additional physical space between parties.
- In accordance with OSHA's Temporary Workers Initiative, the Host Employer is responsible for the integrity and supervision of the jobsite. Therefore, the Host Employer will be responsible for maintaining and implementing their own plan while our workers are working on their site and communicating with TSI should any COVID-19 related incident arise with one of our employees while working on their jobsite. The communication should be open and shared both ways from TSI and Host Employer.

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

TSI will promptly identify and isolate known or suspected to be infected with COVID-19 employees away from work, including procedures for employees to report when they are experiencing symptoms of COVID-19 (see training document). 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 employee's personnel documentation.

TSI has addressed infectious disease preparedness and response with all Tidewater Staffing staff members.

1. Employee Self-Monitoring

The following employees should **not** report to work and, upon notification to TSI 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
- Report to work but be alert for any symptoms if you have come in contact with a person awaiting the results of a COVID-19 test;
- Report to work but be alert for any symptoms if you have had close contact with someone who has been in contact with someone who is COVID-19 positive or awaiting test results.

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

2. Daily Screenings

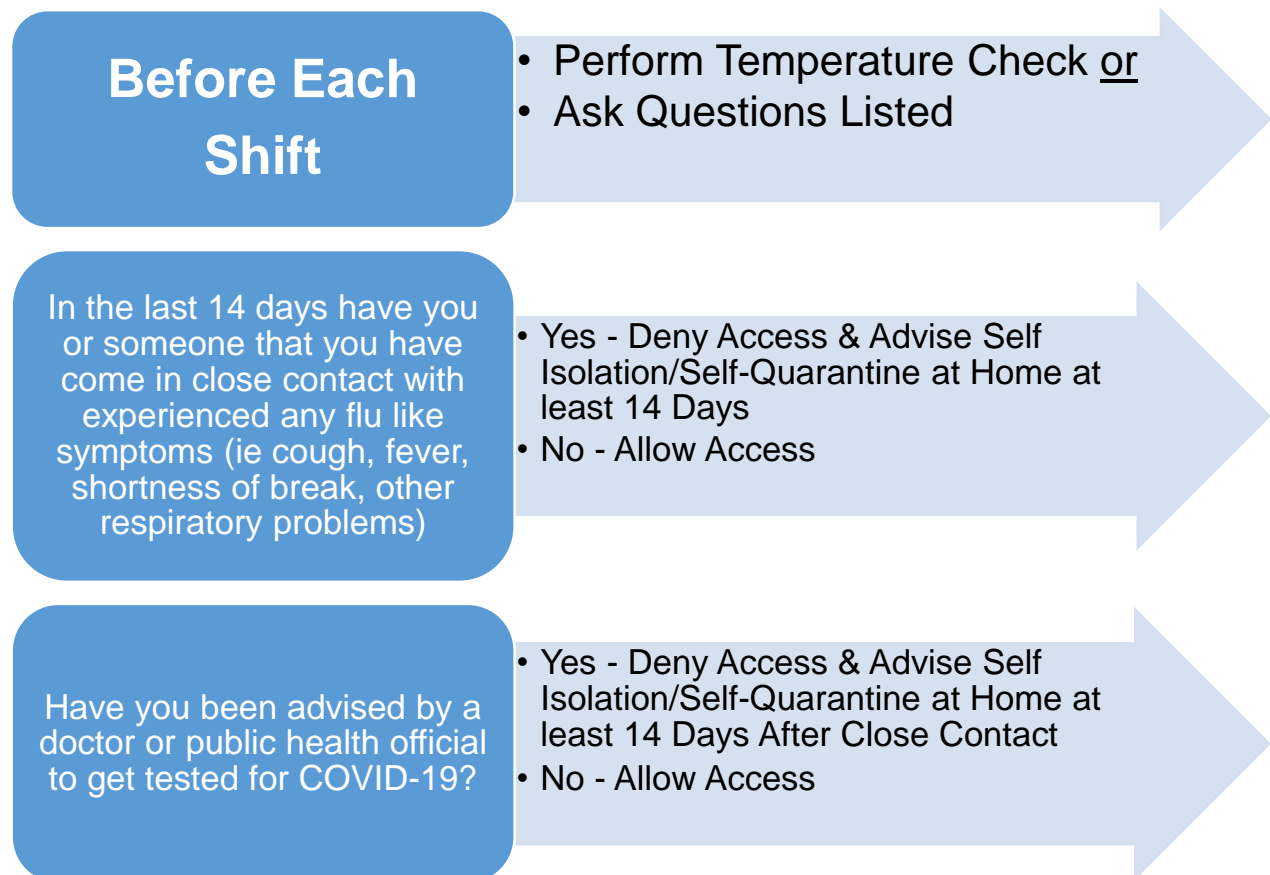
To prevent the spread of COVID-19 and reduce the potential risk of exposure, TSI surveys or screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

- 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?

- Temperature checks are performed in certain areas.
 - If yes, access is denied, and employee is advised to see their supervisor immediately and self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
- Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - If yes, access is denied, and employee is advised to see their supervisor immediately and self-isolate/self-quarantine at home, until at least 14 days after the close contact.

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.

3. Return-to-Work Requirements

Tidewater Staffing follows CDC Guidance: The CDC is learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below. [This guidance is based on available information about COVID-19](#) and is subject to change as additional information becomes available. Accumulating evidence supports ending isolation and precautions for persons with COVID-19 using a symptom-based strategy. Specifically, researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 7 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer

than 14 days after their symptoms began. Therefore, CDC has updated the recommendations for discontinuing home isolation as follows:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 7 days* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent virus beyond 7 days, that may warrant extending duration of isolation for up to 14 days after symptom onset. Consider consultation with infection control experts. See [Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings \(Interim Guidance\)](#).

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA. RT-PCR testing for detection of SARS-CoV-2 RNA for discontinuing isolation could be considered for persons who are severely immunocompromised¹, in consultation with infectious disease experts. For all others, a test-based strategy is no longer recommended except to discontinue isolation or other precautions earlier than would occur under the symptom-based strategy outlined above.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work 7 days after 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.

Critical infrastructure employees can continue to work if they have had potential exposure to COVID-19 if they remain asymptomatic and take [additional precautions](#). Potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for 15 minutes or more starting 48 hours before that individual became symptomatic.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, TSI may accept written statements from employees confirming all the factors supporting their release.

TSI has and will continue to encourage sick employees to stay home.

TSI will follow state and federal guidance for return to work guidance.

Guidance from the employee's health care provider will also be considered.

To the extent permitted by law, including HIPAA, TSI has established a system to receive reports of positive SARS-CoV-2 tests by employees, subcontractors, contract employees, and temporary employees (excluding patients hospitalized on the basis of being known or suspected to be infected with SARS-CoV-2 virus) present at the place of employment within the previous 14 days from the date of positive test, and TSI will notify:

a. Its own employees who may have been exposed, within 24 hours of discovery of their possible exposure, while keeping confidential the identity of the 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; and

b. In the same manner as other employers whose employees were present at the work site during the same time period; and

c. The Virginia Department of Health within 24 hours of the discovery of a positive case.

d. The Virginia Department of Labor and Industry within 24 hours of the discovery of three (3) or more employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus.

- * In accordance with OSHA's Temporary Workers Initiative, the Host Employer is responsible for the integrity and supervision of the jobsite. Therefore, the Host Employer will be responsible for maintaining and implementing their own ETS while our workers are working on their site and communicating with TSI should any COVID-19 related incident arise with one of our employees while working on their jobsite. The communication should be open and shared both ways from TSI and Host Employer. The Host Employer will be notified by TSI of any positive tests while on their jobsite and will be up to the Host Employer to notify the Virginia Health Department and Labor and Industry in accordance with the Host Employers plan.

e. **CDC Update 1/7/22:**

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status: Stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. Continue to wear a mask around others for 5 additional days. *If you have a fever, continue to stay home until your fever resolves.*

If You Were Exposed to Someone with COVID-19 (Quarantine)

If you: Have been boosted **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series of J&J vaccine within the last 2 months: Wear a mask around others for 10 days and test on day 5, if possible. *If you develop symptoms get a test and stay home.*

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR** Completed the primary series of J&J over 2 months ago and are not boosted **OR** Are unvaccinated: Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can't quarantine you must wear a mask for 10 days. Test on day 5 if possible. *If you develop symptoms get a test and stay home*

VII. Procedures for Minimizing Exposure from Outside of Workplace

TSI business practices are evaluated to ensure the safety and health of all individuals.

- Social distancing practices to be observed
- 6-foot distances are marked in areas where customers or employees might gather/wait

- In person meetings are limited, cancelled, or moved to larger areas to allow for distancing
- Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

Any individual entering one of TSI facilities may have their temperature checked and/or a questionnaire completed prior to entry. To minimize exposure from visitors or vendors and the general public:

- All TSI Staff that work within TSI have been provided this plan.
- When possible, TSI will limit the number of visitors in the facility.
- Any individual entering one of the TSI facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks have been made available to visitors/vendors as well as appropriate disinfectants so individuals can clean hands and work areas before and after use.
- Information is posted at TSI facilities educating individuals on ways to reduce the spread of COVID-19.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between TSI employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).

VIII. Training

All TSI staff members are required to have training on the hazards and characteristics of SARS-CoV-2 virus and 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.
- Companies 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
 - What PPE is required

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:

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

Retention of training records must be retained in training files. The most recent training records will be maintained.

"Retraining." When TSI has reason to believe that any affected employee who has already been trained does not have the understanding and skill required TSI will retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace, COVID-19 disease hazards exposed to, or job tasks performed render previous training obsolete;
- Changes are made to Givens' Infectious Disease Preparedness and Response Plan; or
- Inadequacies in an affected employee's knowledge or use of workplace control measures indicate that the employee has not retained the requisite understanding or skill.

IX. Discrimination

Discrimination against an employee for exercising rights under this standard is prohibited.

A. No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions.

B. No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears their own personal protective equipment, including but not limited to a respirator, face shield, or gloves, or face covering if such equipment is not provided by Givens, provided that the PPE does not create a greater hazard to the employee, or create a serious hazard for other employees.

C. No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to Givens, other employees, a government agency, or to the public such as through print, online, social, or any other media

D. TSI will not limit an employee for refusing to do work or enter a location they feel is unsafe.