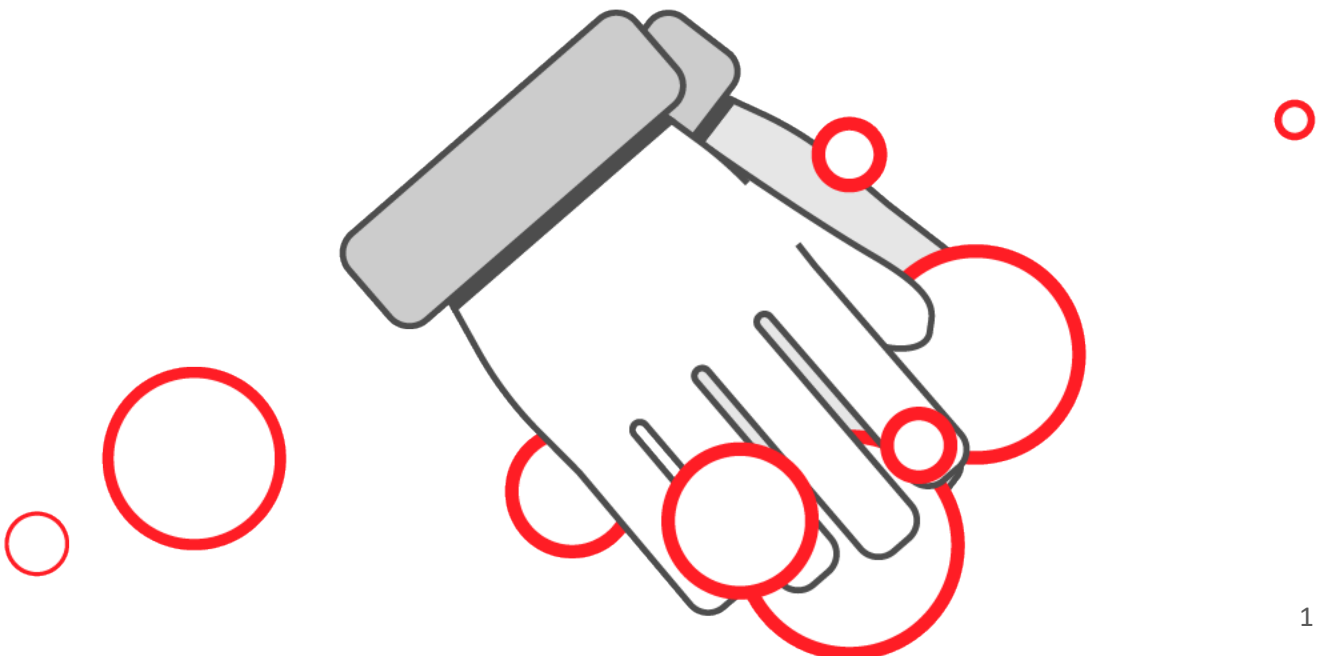


RETURN TO WORK ACTION PLAN

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Introduction

At the Loudoun County Chamber of Commerce, the safety and well-being of our employees, members, and their employees and families is our top priority, especially during the COVID-19 pandemic. To meet this priority, the Loudoun Chamber has, and will continue to, abide by all government guidelines and mandates proffered to control the spread and impact of this disease. In some cases, the Loudoun Chamber has successfully adopted practices and policies that exceed those measures offered by state and federal government officials, while meeting the needs of our organization and its members.

This “**Return to Work**” action plan details the Chamber’s phased approach to reopening our office while keeping our employees, members and visitors safe, to every extent possible. This plan relies on guidance from the U.S. Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) and the Commonwealth of Virginia, to outline the responsibilities of Chamber management, supervisors and employees, and additional steps we are taking to address this pandemic.

This “**Return to Work**” action plan is intended to clearly communicate our plans to reopen the Chamber office, to highlight important workplace protocols to protect the safety of everyone who enters our office and establish a level of comfort for all employees upon your to return to the office. The Loudoun Chamber’s Board and management take very seriously our responsibility to ensure our employees’ safety, and it’s up to you and your co-workers to execute on these new protocols consistently.

We understand that every employee’s situation is different and encourage those with specific concerns to reach out to their manager or the Chamber’s President to discuss alternate arrangements, if needed.

Return to Work Prohibitions

Regardless of the Loudoun Chamber’s office closure status, until Virginia’s official State of Emergency, declared in response to the COVID-19 crisis, is lifted and the President of the Chamber has declared a resumption of normal business activities, Chamber employees are specifically forbidden to enter the Chamber offices or the building where those offices are located, if they exhibit any of these attributes:

- 1) They are feeling ill or have a body temperature above 99.5 degrees. Employees are encouraged to take their temperature before coming to the office and to remain at home whenever they have an elevated temperature.
- 2) Have tested positive for COVID-19 within the past three months, regardless of their symptoms or how they feel, without written clearance from a medical professional indicating you are no longer infected.
- 3) There is any member of their household who exhibits any of the characteristics described in sections #1. and #2.

Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, the Loudoun Chamber’s timeline for resuming “normal,” defined as pre-Covid-19, operations are a challenge. The Loudoun Chamber has based its reopening decisions on the very reasonable interpretation of applicable state and local official guidance. We have created a tentative phased approach for asking our employees to return to work. To remain consistent with federal guidance, our phased approach mirrors the guidelines included in the White House’s [Opening Up America Again](#) Virginia Governor Ralph Northam’s [Forward Virginia Guidelines](#).

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Office Closure

As Chamber President, I made the decision to close the Chamber office on an indefinite basis, beginning March 16, 2020. That closure date was later extended to April 23 and then May 8, 2020. Based on the best data and evidence provided by the Commonwealth of Virginia's and Loudoun County public health officials, and the county's health care systems, I have decided to keep the Loudoun Chamber offices closed indefinitely to all visitors, including our members, with very limited access for Chamber staff.

This decision will be revisited again on Friday May 15, 2020. Employees who are able to work remotely are asked to continue doing so until further notice.

Access to the Chamber office for staff will be granted based on a specific request to the Chamber President, written or oral, and limited to no more than three staff members at any time, with strict social distancing practices (individuals must stay no less than 6 feet apart at all times) in place.

Phase One

The decision to enter Phase One rests with the Loudoun Chamber's President, in consultation with the Board of Directors. That decision will be made based on the legal eligibility to enter Phase One, including those described in the Virginia's Governor's Executive Orders and Emergency Declarations, and a reasonable assessment of the conditions in Loudoun County related to the COVID-19 pandemic.

Under Phase One, Chamber staff will be granted the OPTION to work in the office, but the office will remain closed to anyone, except those employed by the Loudoun Chamber. A limit of no more than 5 Chamber staff members will be allowed to be in the office at one time, regardless of their location in the office, with proper social distancing practices closely followed.

This is an option to work from the office, so all staff have the discretion to continue to work remotely from home. All business-related travel is suspended during Phase One, except that which is explicitly approved, in writing, by the Chamber President.

All staff must seek and receive permission to work from the office at least three days in advance and are responsible for recording their approved work-from-office hours in the Outlook staff calendar.

This is an option to work from the office, so all staff have the discretion to continue to work remotely from home. All business-related travel is suspended during Phase One, except that which is explicitly approved, in writing, by the Chamber President.

Safety Practices

Chamber staff who decide to work from the office during Phase One will always be required to follow these safety practices:

- 1) The proper use of Chamber-provided face mask whenever they leave their workstation and remain anywhere with the office building where the Chamber offices are located. This includes the hallways, restrooms, elevators and stairway. Masks should be replaced every three days. Please reference the provided CDC poster for proper methods of removing face masks.
- 2) Use Chamber provided gloves for handling mail, packages or other outside deliveries.
- 3) Apply hand sanitizer or wash your hands after removing gloves after handling items described in section 2.
- 4) Adhere to the Cleaning and Disinfecting protocols detailed on page 8.

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Phase Two

While official government guidance offers numerous conditions that define acceptable standards upon which it is appropriate to enter Phase Two, only the President of the Loudoun Chamber has the discretion, in coordination with the Chamber's Board of Directors, to determine when the Chamber will enter this Phase.

Upon such declaration by the Chamber President, a decision that will be based upon widely accepted federal, state and local standards, the Chamber Offices will be open to all Chamber staff, except for those who fall within the prohibitions articulated in the **Return to Work Prohibitions** section on page 2.

In Phase Two, the Safety Practices shown in Phase One remain in place and all standing committee meetings will remain in a virtual environment.

In Phase Two, no more than seven (7) Chamber employees will be allowed to work from the office at the same time. The Chamber will permit a maximum of 15 individuals (total of all employees, members, visitors) to occupy the office at the same time, with no more than 10 individuals occupying the same area, conference room or any of the three primary sections of the Chamber office.

These sections are defined as:

- The large Conference Room;
- The main lobby area, which is bounded by the corner that marks the short hallway to the President's office and the front edge of the entrance to the break room/kitchen.
- The north section occupied by the eight workstations, just past the front edge of the entrance to the break room/kitchen.

Like Phase One, employees who can work from home should continue to do so. Access to the office will be reserved for job roles that are critical to business operations or for employees who are not able to work remotely.

Should the Loudoun Chamber reopen our office in this limited capacity, social distancing protocols will remain in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. These include:

- **Staggered work schedules** — Staff requests to work from the office will be coordinated to stay within the seven (7) staff limit at any one time, and requests may be staggered to remain below that threshold.
- **Workstations** — Staff are prohibited from entering any work station other than own and must maintain the six-foot social distancing rule whenever collaborating with a colleague. Work from office schedules will be planned to avoid having staff members whose work stations are adjacent or within six feet of another from being in the office simultaneously.
- **In-person meetings**— In-person or face to face meetings in a confined space that do not meet all social distancing requirements are prohibited.

In addition to the protocols mentioned above, the Loudoun Chamber may implement additional guidance during Phase Two that is designed to promote workplace safety.

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Travel: Although government guidance may allow nonessential work-related travel under Phase Two, business-related travel by Loudoun Chamber staff will only be allowed on a limited basis, and with prior approval by the Chamber President.

Phase Three

Under Phase Three, the office may reopen to all employees, though certain safety protocols, including cleaning schedules and social distancing practices may remain. Business related travel may also resume in Phase Three. In Phase Three, committees may resume in person meetings.

Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change to protect our employees (see **Reporting Transparency Protocol** on page 6). In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close. We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Please reach out to your supervisor, manager or HR to discuss your personal situation.

Workplace Protocols to Follow When Returning to Work

The Loudoun Chamber has implemented various workplace protocols designed to ensure the safety of our employees. This section further explains these protocols. For additional information, contact your supervisor or the Chamber's President.

Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

Through the end of Phase Three, Loudoun Chamber of Commerce employees will be asked to confirm their health status before coming to work in the office. Employees are asked to take their temperature no more than two hours before entering the Chamber offices or an approved off-site location for work-related purposes, and to confirm they do not have a temperature above 99.5 degrees. Other restrictions, as expressed in the **Return to Work Prohibitions** section on page 2, remain firmly in place.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected must follow the advice of a qualified medical professional, including self-quarantine. When self-quarantining, employees should:

- Stay at home, away from other people, in a separate room and use a separate bathroom if available.
- Not allow visitors and always wear a face mask if they must be around people, including family.
- Not share household items, including drinking cups, eating utensils, towels and bedding.
- Clean high touch surfaces frequently.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

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Employees who are symptomatic or test positive may not return to the office until these conditions are met:

Return to Work Considerations	
Symptomatic but not tested for COVID-19	Employee was tested for COVID-19.
An employee may return to the office no less than one week after meeting these conditions: <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• All symptoms have improved.• Seven days have passed since they first experienced symptoms.	An employee may return to the office no less than one week after meeting these conditions: <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• All symptoms have improved.• They received two negative COVID-19 tests, with written confirmation provided by a medical professional.

When an employee who is working from the office tests positive for COVID-19, the Chamber offices will be closed, and all employees will work remotely until deep-cleaning procedures at the office have occurred. Any employee who has been in close contact with an individual who tested positive for COVID-19 will be asked to self-quarantine.

Reporting Transparency Protocol

Any Loudoun Chamber employee who experiences COVID-19 symptoms or tests positive for COVID-19 must notify the Chamber President as soon as practicable. An employee who tests positive may be asked to cooperate with health officials on contact tracing. The process of contact tracing will be conducted by an outside party. The Loudoun Chamber, its management, Board and employees will have no access to those records and will only participate as necessary to ensure accurate contact tracing.

The Chamber will notify all employees if there is a confirmed case of COVID-19 in the workplace, though every attempt will be made to limit the release of confidential information.

Social Distancing Protocol

During Phases One and Two, employees should follow social distancing practices while in the office, including at their workstations, common areas and conference rooms. The following restrictions are mandated during Phase One and encouraged in Phase Two:

- Stay 6 feet away from others when working or on breaks.
- Avoid job tasks that require face-to-face work with others.
- Avoid touching surfaces that may have been touched by others, if possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.

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- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid using common areas.

Employee Health and Safety Protocols

The success of our return to work action plan relies on employees following social distancing and safety protocols. Please bring any concerns regarding these protocols to a manager or supervisor immediately.

General Employee Health and Hygiene

Good hygiene is essential to prevent the spread of COVID-19. Please continue to practice enhanced good hygiene habit here at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day, using warm water and soap, especially before eating.
- Cover coughs and sneezes with your elbow.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, Loudoun Chamber will provide hand sanitizer, cleaning products and disinfecting wipes throughout the office. We have limited amounts of these supplies and will restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, the Chamber will contract with commercial office cleaning companies to conduct thorough disinfecting of the entire office suite, with a focus on high touch, frequently visited areas.

The Loudoun Chamber will maintain an inventory of disposable masks and gloves for employees working from the office in Phases One and Two. Employees are strongly encouraged wear face coverings when entering and exiting the building and when using common areas, such as bathrooms, kitchens and lobby.

As directed by public health officials, and certainly through Phases One and Two, employees are strongly encouraged to wear face coverings when in public and when physical distancing cannot be guaranteed. Employees must provide their own face coverings for their non-work-related activities.

Employees who are feeling sick are asked to stay home. Employees with symptoms of acute respiratory illness should seek immediate medical attention and follow the guidance of a health care provider.

Sick Leave and Paid-Time Off (PTO) (Phases One and Two)

Employees with COVID-19 symptoms or who test positive for the disease are required to provide written clearance from their doctor before they can return to work in the office. An employee with COVID-19 symptoms or who test positive for the disease may be allowed to work remotely, without using sick leave, at the sole discretion of the President.

Until Phase Three expires, employees are authorized to use their available paid-time off (PTO), until they recover and are cleared by their doctor. Employees with COVID-19 symptoms or who test positive for

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the disease that do not have written clearance from their doctor to return to work must first exhaust their available sick leave before they will be allowed to use their available paid time off.

Employee Mental Health Considerations

The Loudoun Chamber understands that the COVID-19 pandemic has increased stress on employees across the country. Your mental well being during these uncertain times is our priority. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should consult with their manager or supervisor.

Cleaning and Disinfecting Protocol (Phases One and Two)

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees are also prohibited from using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or microwave), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the Chamber. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

The Loudoun Chamber has requested that our landlord greatly enhance their cleaning and sanitizing practices, with a focus on common areas and frequently touched surfaces.

Office Procedures (Phases One and Two)

In addition to the guidance outlined above, Loudoun County Chamber of Commerce has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**—Chamber staff should limit any deliveries to the Chamber office to necessary office or cleaning/sanitary supplies. Whenever offered, staff must request contactless deliveries. All deliveries must be taken wearing gloves and the package that contains the supplies must be disposed of immediately in specially marked trash bin. An assigned employee will process mail and packages at least three times per week, utilizing gloves. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—All nonessential visitors are prohibited. For business-critical visits (e.g., material deliveries), visitors are required to avoid unnecessary interactions with employees, practice social distancing and good hygiene while on-site.
- **Food**—Employees that are working from the office are highly encouraged to follow this this behavior for meals taken mid-shift (lunch, usually) in order of priority: bring your own food in self contained containers that only you touch and that you take home every night, followed by curbside, drive-through or delivery meals. Chamber employees are asked to refrain from taking any meals during their shift as a dine-in customer at any restaurant, to lessen contacts with other diners and the high-risk surfaces. All dishware must be placed in the dishwasher immediately after use, and the dishwasher must be run daily on a sanitizing cycle.

Loudoun County Chamber of Commerce may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they're up to date on all health and safety communications.

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Conclusion

The Loudoun County Chamber of Commerce looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. **For more information, click [here](#).**