



**METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY**

**Metropolitan Washington Airports Authority (MWAA)
Infectious Disease Preparedness and Response Plan
Policies and Procedures
Version 3**

March 12, 2021

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Metropolitan Washington Airports Authority (MWAA) Infectious Disease Preparedness and Response Plan Policies and Procedures

1. Introduction

This policy supersedes, consolidates, and replaces all policies and information disseminated in response to Coronavirus (COVID-19) and has been updated effective March 12, 2021.

The Airports Authority worked in close coordination with the Centers for Disease Control and Prevention (CDC), U.S. Customs and Border Protection (CBP), Transportation Security Administration (TSA) and state and local health departments and emergency management agencies to develop airport preparedness activities related to COVID-19. Internally, the Airports Authority established a COVID-19 crisis management team along with a dedicated email address and phone number.

This Plan has been voluntarily prepared by the Metropolitan Washington Airports Authority (MWAA) to align with the provisions of Virginia Emergency Temporary Regulations and the Final Permanent Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220, which was adopted on January 13 and was effective on January 27, 2021. Version 1 of the plan was implemented on September 25, 2020. Version 2 of the plan was implemented on October 29, 2020. This plan applies all to Airports Authority employees and Airports Authority temporary contractors (not contractors that do business with the Airports Authority).

As an interstate compact agency, the Airports Authority is not subject to regulation by the Virginia Department of Labor and Industry (DOLI) and the publication of this Plan does not constitute a waiver of that immunity. However, in the interest of promoting the occupational health and safety of our employees, especially during the COVID-19 pandemic, the Airports Authority is, to the extent practicable, voluntarily following the guidance issued by DOLI.

In accordance with the Virginia Final Permanent Standard 16VAC25-220, the Vice President for Operations Support, Senior Vice President of Human Resources and Administration Services, Emergency Management and Preparedness Manager and the Risk Management Manager are designated as the persons responsible for administering this Plan.

The following management personnel provided input to develop this Plan:

- Emergency Management and Preparedness Manager
- Risk Management Manager
- Organizational Design and Management Manager

- Human Capital Management Performance and Business Readiness Manager
- Vice President for Operations Support
- Senior Vice President for Human Resources and Administrative Services
- Associate General Counsel
- Compensation and Benefits Manager

2. About COVID-19

Section 2 was sourced from the CDC website.

2.1 Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update their list as they learn more about COVID-19.

2.2 When to Seek Emergency Medical Attention

Look for **emergency warning signs** for COVID-19. If you are showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning.

2.3 Preventing Illness from COVID-19

The best way to prevent illness from COVID-19 is to avoid being exposed to this virus.

2.3.1 According to the CDC – How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected often have symptoms of illness. Some people without symptoms may be able to spread virus.

COVID-19 is a new disease and the nation's health experts are still learning about how it spreads and the severity of illness it causes.

2.3.2 Person-to-Person Spread

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.
- Through droplets that 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.

2.3.3 Spread from Contact with Contaminated Surfaces or Objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but there is more to learn about this virus.

2.3.4 How Easily the Virus Spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus (SARS-CoV-2) that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

2.4 Protect Yourself and Others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.
- Avoid crowds.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a face covering when around others.
- Wear a face covering that covers your nose and mouth.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

It's especially important to wash your hands:

- 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 face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

3. Social Distancing

Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19. The Airports Authority has identified and implemented operational changes to improve social distancing in our workplaces such as the following:

- Flexible worksites (e.g., telework)
- Flexible work schedules (e.g., staggered shifts – scheduling employees to report to work at different times or on alternating days so as to limit the number of employees arriving, leaving or working on premises at the same time)
- Increased physical space between employees at the worksite and restricted access to essential personnel
- Increased physical space between employees and customers (e.g., no-go areas in airport operations and temporary signage reminding customers to social distance)
- Web conference (Zoom or Microsoft Teams) meetings and ceasing all non-essential events and travel
- Downsized operations (12-hour shifts so only 50% of employees are working at any time)
- Delivering services remotely (e.g., New Employee Orientation and training)

- Implementing videoconferencing/teleconferencing for regularly scheduled large business meetings (Board of Directors, Manager's Forum, Staff Meetings)
- All conference rooms, lunch rooms, break rooms, and common areas etc. will be posted with the maximum occupancy permitted to ensure social distancing. Managers and employees are responsible for ensuring room occupancy limits are not exceeded.

4. Telework

The Airports Authority implemented a Telework Program to work at alternative locations for emergency purposes, including emergency closure, early dismissal, or delayed arrival due to unexpected weather or emergency facility closure and to maintain continuity of operations. This policy provides employees with the flexibility to continue to perform their full job duties and responsibilities from an alternative work site other than the Airports Authority work location to which the employee regularly reports.

The President and Chief Executive Officer will determine when to activate or deactivate this Telework Policy.

For more information about the Airports Authority Telework Policy for the 2019 Novel Coronavirus (2019-nCoV) and Other Emergencies, November 2020, refer to the Airports Authority intranet.

5. Employee Requirements

5.1 Employees Will Practice Good Personal Hygiene

- Wash hands frequently with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow.

5.2 Employees Will Practice Good Hygiene Habits

- Disinfect frequently used items and surfaces such as keyboards, desktops, work surfaces, tools, equipment, etc., as much as possible.
- Maintain 6-foot social distancing to the maximum extent practicable.
- Face coverings, worn properly over the nose and mouth, are required to be worn at all times in all Airports Authority facilities and on all Airports Authority properties, both public-facing and in non-public areas, without exception. A limited number of special circumstances are outlined below (see Section 12.2.5 for exceptions):
 - If you are by yourself in an enclosed office with the door closed, you do not need to wear a face covering. If your door is open or if someone opens your door or enters your office, you are required to put a face covering on,

without exception. If you step out of your office, you are required to wear a face covering, without exception.

- Vice presidents, managers and supervisors are responsible for monitoring and ensuring face coverings are being worn in their respective operations in accordance with policy.

5.3 Employee Daily Self-Screening and Temperature Measurements for COVID-19

This section is in accordance with the Employee Self-Screening and Temperature Measurement Policy and Procedures for COVID-19, available on the Airports Authority intranet.

Employees are required to self-screen for COVID-19 symptoms prior to reporting to work and have their temperature measured at the start of their work shift each day. If an employee answers affirmatively to any of the statements on the COVID-19 self-screening tool, they are not to report to work and immediately contact their supervisor. If they have a temperature measured at 100.4°F (38°C) or higher, they must immediately leave the worksite and contact their supervisor. Employees who refuse to have their temperature measured will be sent home and may be subject to corrective action.

Contractors and visitors entering Airports Authority offices and enclosed employee work areas will be required to complete the Contractor or Visitor Self-Screening Tool for COVID-19 symptoms and exposure and have their temperature measured in accordance with this Policy. If they answer affirmatively to any statements on the COVID-19 self-screening tool, have a temperature measured at 100.4°F (38°C) or higher, or refuse to have their temperature measured, they will not be allowed entry into enclosed employee work areas or offices.

Teleworking employees are required to comply with this Policy whenever they enter an Airports Authority facility.

5.4 Employees Must Self-Screen for COVID-19

All employees must self-screen for symptoms every day before reporting to work using the Employee Self-Screening Tool for COVID-19. If an employee answers affirmatively to the COVID-19 self-screening tool, they must not report to work and must immediately contact their supervisor.

Employees who report to work are attesting that they were negative for all of the statements on the screening tool.

5.5 Measurement of Temperatures

All employees must have their temperature measured at the beginning of their work shift.

5.5.1 Mandatory Employee Procedures When Waiting to have Temperature Measured

- a. Employees must wear a face covering.
- b. Employees must maintain 6 feet of social distancing while waiting.

5.5.2 If the Employee has Fever

- a. An employee whose temperature is measured at or above 100.4°F (38°C) must immediately leave the worksite.
- b. The employee will immediately inform their supervisor and contact their primary care provider. The employee must contact their manager prior to returning to work for guidance.
- c. The manager will contact the Emergency and Preparedness Manager or the Human Resources Representative to determine whether or not the employee can return to work and what documentation will be required.
- d. The manager will follow up with the employee to inform them whether or not they can return to work and what documentation they need.
- e. The manager will follow up with the employee prior to allowing them to return to work. If they have not developed any symptoms, they can return to work after the appropriate quarantine.
- f. If the employee has developed symptoms of illness, especially fever, cough or difficulty breathing or other symptoms related to COVID-19 or other communicable diseases, they must furnish medical certification from their treating physician or practitioner to their manager prior to returning to work certifying that they have been cleared to return to work.
- g. The manager may send the employee a letter or email, as they determine necessary, outlining these instructions. The manager must inform the Emergency Management and Preparedness Manager that an employee may be returning to work no later than the day before their return.
- h. The employee will use their own earned leave or may use Emergency Paid Sick Leave if they meet one of the qualifying criteria in the MWAA Emergency Paid Sick Leave Guidance. For more information, refer to

the MWAA Emergency Paid Sick Leave Guidance available on Compass.

- i. The Telework Program provides the option for employees to work at alternative locations to maintain continuity of operations. The manager may approve the employee to telework only if the employee's job can be accomplished via telework. Employees who are teleworking will abide by the terms of the Telework Policy and Agreement and all other applicable Airports Authority policies, instructions, procedures, and guidelines.

6. Confidential Medical Information

HIPAA (the Health Insurance Portability and Accountability Act) is a federal law which establishes requirements for protecting the privacy and security of confidential medical information, medical records and other personally identifiable health information.

HIPAA (as well as other laws such as the Americans with Disabilities Act) requires appropriate safeguards to protect the privacy of Protected Health Information and sets limits and conditions on the use and disclosure of such information without patient authorization.

The Airports Authority policy, contained in the Employee Benefits Directive (HR-016), is to comply fully with HIPAA and to protect the confidentiality of Protected Health Information. All employees who have access to Protected Health Information must respect the confidentiality of such information. Therefore, the sharing of personal medical information concerning any health-related conditions such as Coronavirus testing, treatment and/or quarantine status with other Airports Authority employees or supervisors who do not have a "need to know" is strictly prohibited.

Employee names, temperature readings, and other medical information (including information that is either documented or known by the personnel administering the temperature measurements) will be kept strictly confidential. Such information should be shared only with individuals on a need-to-know basis. In addition, the Airports Authority may share the information with public health authorities. When information is shared, only what absolutely must be shared will be disclosed.

7. Illness and Reporting Requirements

7.1 Employees and Temporary Contractors Who Feel Sick Should Stay Home

Airports Authority employees and temporary contractors that have COVID-19 related symptoms in Subsections 2.1 and 2.2 or have been tested for COVID-19 and are awaiting test results or tested positive:

- Must stay home and not report to work.
- Must immediately report their illness to their supervisor.
- Contact and follow the advice of their medical provider.

Employees will be required to furnish a negative COVID test, clearance from a Department of Health, or medical certification by their treating physician or practitioner, whichever is deemed necessary for the circumstances, to their manager prior to returning to work certifying that they have been cleared to return to work.

7.2 Notification Before and After Travel

Employees are required to inform their manager prior to travel to international or domestic locations or travel on a cruise ship and are required to contact their manager for guidance before returning to work. If the employee doesn't inform the manager, the manager is responsible for inquiring whether the employee traveled to an international or domestic location (outside of DMV/WV and not a regular commuting route) or a cruise ship.

Managers who have questions about an employee's international or domestic travel or travel on a cruise ship are to contact the Emergency and Preparedness Manager for assistance.

Prior to contacting the Emergency and Preparedness Manager about an employee's travel, managers must obtain answers to the following questions from the employee:

- Where did they go?
- What activities did they participate in during their travel?
- Did they self-quarantine during their travel?
- Was any person they interacted with known to be diagnosed with COVID-19 and/or displaying COVID-19-related symptoms?

The Emergency and Preparedness Manager will coordinate with the Human Resources Representative to collect the facts and circumstances of each situation. They will provide the manager with guidance and next steps as well as quarantine, testing and documentation requirements.

When to Call the Emergency and Preparedness Manager

Managers and supervisors are to report all COVID-19 employee notifications immediately to the Emergency and Preparedness Manager, at (202) 557-8955 or via email (gregory.vernon@mwa.com).

Examples of when to contact the Emergency and Preparedness Manager include:

- Employee is pending results of a COVID-19 test or tests positive for COVID-19.
- Employee is informed they are presumed positive with COVID-19 and instructed to self-quarantine.
- A family member or person in the employee's household tests positive for COVID-19.
- Employee returns from international or domestic travel or a cruise in the last 14 days.
- Employee had potential exposure or close contact with a person suspected of COVID-19 and/or was instructed to self-quarantine.
- An employee's temperature was measured at or above 100.4°F (38°C).

8. Communicable Disease Quarantine Policy and Procedures

For purposes of this document, the term “quarantinable communicable disease” generally means a disease for which isolation and quarantine are authorized. Isolation may be used to separate people with a contagious disease from people who are not sick in order to stop the spread of that illness. Quarantine may be used to separate and restrict the movement of people who were exposed to a contagious disease to see if those exposed become sick and to prevent the possible spread of that disease to others. Under certain circumstances, the Centers for Disease Control and Prevention (CDC) or a state or local health department may determine that exposure to a quarantinable communicable disease would jeopardize the health of others and that quarantine of the exposed individual is warranted to protect the public's health.

The following quarantine procedures inform managers and employees of requirements to eliminate or minimize workplace exposure to communicable diseases.

Quarantine Options: the CDC issued two options for quarantine periods that are shorter than the current 14-day recommendation. Each alternative has specific requirements to lessen the risk of spreading the disease. Day 0 is counted as the day of exposure or infection.

10-Day Quarantine (option without a test)

Quarantine can end after Day 10 if no symptoms have been reported. No test is required and employees must:

- Monitor for symptoms for the full 14 days.
- Wear a face covering for the full 14 days.

7-Day Quarantine (option with a test)

- Test on Day 5 or Day 6.

- Quarantine can end after Day 7 if no symptoms have been reported and the test is negative.

Employees must:

- Monitor for symptoms for the full 14 days
- Wear a face covering for the full 14 days

Employees who develop symptoms of COVID-19 during the aforementioned quarantines or during the 14-day monitoring period, or are pending the results of a COVID-19 test, or have tested positive are not to report to work and must report these conditions to their manager immediately.

Before they return to work, employees must give their managers a negative COVID-19 test result, clearance from a Department of Health, or medical certification from their treating physician or practitioner certifying that they have been cleared to return to work. The acceptable COVID-19 test is negative results from an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA.

In accordance with Section 8.1 of this Policy, managers will immediately report employee notifications to the Emergency and Preparedness Manager at (202) 557-8955 or via email. Managers will provide medical information, test results, or return to work certifications, if necessary, only to the Human Resources Representative via email.

8.1 COVID-19 Symptom or Exposure Reporting

Employees or temporary contract employees (hereafter employees) will report to their manager immediately if they have been notified by the Centers for Disease Control and Prevention (CDC) or the state or local health department or medical professional that they have had potential exposure or close contact with an individual confirmed or suspected to have COVID-19. Close contact is defined as someone who was within six feet of an infected person for a cumulative total of **15 minutes or more over a 24-hour period** (e.g., *three five-minute exposures for a total of 15 minutes*), starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated.

Employees who have contracted COVID-19, are ill or have symptoms of COVID-19, or have been tested for COVID-19 and are awaiting results or have tested positive are not to report to work and, must report these conditions to their manager immediately.

Managers must report the employee notification immediately to the Emergency and Preparedness Manager at (202) 557-8955 or via email.

Managers are to email medical information, test results, or return to work certifications, if necessary, **only** to the Human Resources Representative via email.

The notification and medical information are protected by the Health Insurance Portability and Accountability Act (HIPAA) which establishes requirements for protecting the privacy and security of confidential medical information, medical records and other personally identifiable health information.

All COVID-19 notifications or medical documentation emailed to the Emergency and Preparedness Manager or the Human Resources Representative must include “Confidential” in the email subject line. In addition, the manager must include the following statement on all email that contains HIPAA information:

The information contained in this transmission may contain privileged and confidential information, including employee health information protected by federal privacy laws.

8.2 Symptom- and Exposure-Related Circumstances

Employees will not report to work with symptoms of illness, especially fever or chills, cough, shortness of breath or difficulty breathing, or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases. In addition, the employee will not report to work if they are going to be tested for COVID-19, or if a household member has been tested and is waiting for results or has been instructed to self-quarantine.

Any employee may be sent home for the following:

- If the employee reports to their supervisor that they are symptomatic or may have been exposed;
- If the employee has been notified by the CDC or the state or local health department that they may have been exposed; or
- If the employee had potential exposure or close contact with an individual confirmed or suspected with COVID-19.
- If a family member or person in an employee’s household is symptomatic or has been exposed.
- Employee has tested positive or been tested for COVID-19 and is waiting for results.

8.2.1 Required Notifications for Potential COVID-19 Exposure

- a. Vice President for Operations Support or Emergency Management and Preparedness Manager will coordinate the following notifications:
 - i. Coordinate the notification to all employer tenants in the Corporate Headquarters Building and other Airports Authority facilities where one or more cases have been reported and the

floor or work area where the case was located. The identity of the individual will be kept confidential in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations.

- ii. Coordinate the notification with Airports Authority personnel that one or more cases have been reported at their worksite.
- iii. Coordinate with Human Resources for the notification to 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 during that 14-day time period. The report shall be made as specified by Virginia Department of Health (VDH), to include name, date of birth, and contact information of each case, within 24 hours of becoming aware of such cases and to continue to report all cases until the local health department has closed the outbreak. After the outbreak is closed, subsequent identification of two or more confirmed cases of COVID-19 during a declared emergency shall be reported, as required.
- iv. Inform the employee's supervisor to report as a workers' compensation matter any positive case potentially caused by an exposure to or condition associated with employment within 24 hours of becoming aware of a positive case involving one (1) or more employees following the reporting protocols located on the Risk Management site on Compass.
- v. Vice President for Operations Support or Emergency Management and Preparedness Manager will notify the appropriate Vice President.

b. The Vice Presidents or their designee will notify:

- i. In coordination with Emergency Management, employees within their facilities whenever an employee, subcontractor, contract, or temporary employee has tested positive or is suspected to be infected that may have been exposed in their workplace within the previous 2 days from the date of positive test or the development of symptoms (excluding patients hospitalized on the basis of being known or suspected to be infected with SARS-CoV-2 virus). This notification must be completed within 24 hours of discovery of the possible exposure, while keeping confidential the identity of the individual known to be infected with COVID-19 in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations; and
- ii. Other employers whose employees were present at the worksite during the same time period.

8.2.2 Procedure

- a. Employees will be directed in accordance with the following procedures for the above circumstances related to symptoms or exposure.
 - i. If the affected employee is at work, they will be sent home immediately. Employees should take their work laptop when they leave the work site and await further instruction.
 - ii. Employees will be provided with leave options and/or telecommuting options applicable to their situation.
 - iii. Before they return to work, employees must give their managers a negative COVID-19 test result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA, or medical certification from their treating physician or practitioner, or documentation from the health department certifying that they have been cleared to return to work in accordance with the 7-day quarantine in Section 8.

- b. There are two different types of tests – diagnostic tests and antibody tests.
 - i. A **diagnostic test** can show if a person has an active coronavirus infection and should take steps to quarantine or isolate themselves from others. Currently there are two types of diagnostic tests which detect the virus – molecular tests, such as RT-PCR tests, that detect the virus’s genetic material, and antigen tests that detect specific proteins on the surface of the virus.

Antigen tests usually provide results diagnosing an active coronavirus infection faster than molecular tests, but antigen tests have a higher chance of missing an active infection. If an antigen test shows a negative result indicating that a person does not have an active coronavirus infection, their health care provider may order a molecular test to confirm the result.

- ii. An **antibody test**, also known as Serological testing, looks for antibodies that are made by a person’s immune system in response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after a person has an infection and may stay in their blood for several weeks or more after recovery. Because of this, antibody tests are not to be used to diagnose an active coronavirus infection.

Antibody (Serologic) test results will not be used to make decisions about returning employees to work who were previously classified as known or suspected to be infected with the SARS-CoV-2 virus.

8.3 Quarantine-Related Circumstances

Employees will be instructed in accordance with the following procedures for any quarantine-related circumstances included below.

8.3.1 Procedure

- a. Employees will follow the telework or leave policy and shall not report to work or any Airports Authority facility for any reason.
- b. The manager will follow up with the employee prior to allowing them to return to work. If they have not developed any symptoms, they can return to work after the appropriate quarantine and after communication with Emergency and Preparedness Manager or the Human Resources Representative.
- c. If the employee has developed symptoms of illness, especially fever, cough or difficulty breathing or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases, they must furnish medical certification from their treating physician or practitioner to their manager prior to returning to work certifying that they have been cleared to return to work.

The manager may send the employee a letter or email, as they determine necessary, outlining these instructions. **The manager must inform the Emergency and Preparedness Manager or the Human Resources Representative that an employee may be returning to work no later than the day before their return.**

8.4 Quarantine for Employees Who have been Fully Vaccinated

8.4.1 What is Fully Vaccinated?

A person is fully vaccinated:

- Two weeks or more after their second dose in a two-dose series.
or
- Two weeks or more after one dose of a single-dose vaccine.

8.4.2 Fully Vaccinated Employees with COVID-19 Symptoms

Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 will:

- Quarantine,
- Be clinically evaluated for COVID-19, and
- Be tested for SARS-CoV-2 (COVID-19) if indicated.

The symptomatic fully vaccinated person will immediately notify their supervisor and should inform their healthcare provider of their vaccination status at the time of presentation to care.

8.4.3 Fully Vaccinated Employees with no COVID-Like Symptoms Following an Exposure

Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.

Fully vaccinated people who do not quarantine will monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they will:

- Quarantine,
- Be clinically evaluated for COVID-19, including SARS-CoV-2 (COVID-19) testing, if indicated.

If the employee develops symptoms during the 14-day monitoring period, the employee will immediately notify their supervisor and inform their healthcare provider of their vaccination status at the time of presentation to care.

If requested, the employee will provide their COVID-19 Vaccination Card to the Human Resources representative only.

8.5 Exposure Risk Assessment

Vice presidents will ensure that the COVID-19 Job Profile Hazard Exposure Risk Level Certification is completed or updated for those Job Profiles under their area of responsibility. Risk Management will coordinate with each vice president. The COVID-19 Job Profile Hazard Exposure Risk Level Certification will be conducted and certified in accordance with the provisions of Virginia Final Permanent Standard, 16VAC25-220.

9. Leave Options and Circumstances that Require a Medical Clearance to Return to Work

9.1 MWAA Emergency Paid Sick Leave Guidance

As part of the MWAA Emergency Paid Sick Leave Guidance (MWAA-EP SL), effective January 1, 2021, additional leave is available. Employees may take Emergency Paid Sick Leave if they meet the eligibility requirements. The MWAA-EP SL benefits do not apply to employees who are not teleworking but wish to remain at home because they wish to avoid exposure to others. Employees must submit required documentation in support of requests for various types of leave.

These MWAA-provided emergency paid sick leave benefits are temporary and will be terminated at the discretion of MWAA. The benefits do not accrue and there is no payout on separation.

For more information about the MWAA Emergency Paid Sick Leave, refer to MWAA Emergency Paid Sick Leave Guidance available on Compass.

9.1.1 MWAA Emergency Paid Sick Leave Benefits (MWAA-EP SL)

About MWAA Emergency Paid Sick Leave

All employees are entitled to eight days (64 hours) of emergency paid sick leave if they are unable to work or telework due to one of the following qualifying conditions occasioned by the Coronavirus pandemic:

- a. The employee is subject to a governmental quarantine or isolation order related to COVID-19.
- b. The employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
- c. The employee is experiencing symptoms of COVID-19 and seeking diagnosis.
- d. The employee is caring for a family member subject to a governmental quarantine/isolation order or health care provider quarantine recommendation.
- e. The employee is caring for an eligible “son or daughter” under age 18 if school or day care has been closed due to COVID-19 precautions.

Employees will be compensated at their current hourly rate per day for leave under these circumstances.

9.1.2 MWAA Emergency Paid Sick Leave and Documentation Resources

The following guides are available to assist employees and managers with how to apply for emergency paid sick leave and the associated required documentation.

- a. MWAA Emergency Paid Sick Leave (MWAA-EP SL) Guidance
- b. Employee Guide for MWAA Emergency Paid Sick Leave (MWAA-EP SL) Overview
- c. Manager’s Guide for MWAA Emergency Paid Sick Leave Benefit, Employee Documentation to Substantiate Leave

These guides are available on Compass.

9.2 Airports Authority Leave Options

The Airports Authority offers a variety of leave options to help employees during incidences of quarantinable communicable diseases such as COVID-19. Under current policy, employees may use sick leave, annual leave, advanced annual and/or sick leave, Family and Medical Leave Act (FMLA), donated leave, and leave without pay options if they are eligible.

9.2.1 Advanced Annual and/or Sick Leave

Under current policy, employees may request an advance of up to 80

hours of annual leave. For purposes of dealing with COVID-19 or other quarantinable communicable diseases, the Airports Authority has expanded sick leave benefits to include advanced sick leave up to 80 hours to be charged against sick leave accrual until the advance is repaid.

Before advanced leave is approved for situations related to COVID-19, employees must provide documentation from the local health department or their doctor stating that they are to be quarantined. Employees must also provide a clearance document from the local health department or their doctor to their manager prior to returning to work.

9.2.2 Family Medical Leave (FMLA)

Under the Family and Medical Leave Act (FMLA), eligible employees have the right to take up to 12 weeks of leave within a 12-month rolling period for qualifying medical and family conditions. The leave may be paid or unpaid, but paid leave must be exhausted before leave without pay will be approved. An employee or family member who contracts a quarantinable communicable disease such as COVID-19 and becomes ill would generally be considered to have a qualifying serious health condition. For information about Expanded Family and Medical Leave, see Section 9.1.2, above.

9.2.3 Donated Leave

Employees who are enrolled in the Donated Leave Program can withdraw leave through the program after all accrued sick leave as well as all annual leave in excess of a specified amount has been used. Withdrawals must be in accordance with the Donated Leave Program rules.

9.2.4 Leave Without Pay

If an employee has exhausted their available annual or sick leave and other forms of paid time off, they may request leave without pay (LWOP). LWOP is a temporary nonpaid status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by policy. While FMLA leave is limited to specific purposes, LWOP may be granted for any reason approved by the employee's manager. In situations where LWOP is taken for a purpose that would qualify under FMLA, granting LWOP without requiring the employee to invoke FMLA will preserve the employee's entitlement to 12 weeks of FMLA leave. An extended period of LWOP may have an effect on an employee's benefits including health benefits, retirement benefits, and life insurance.

In all of the following instances regardless of the type of leave or combination of the aforementioned types of leave used, employees will be required to furnish medical certification by their treating physician or practitioner to their manager prior to returning to work certifying that they have been cleared to return to work.

- a. If an employee reports to their supervisor that they have developed symptoms of illness, especially fever, cough or difficulty breathing, or

other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases; that they are symptomatic; or may have been exposed.

- b. If an employee has been notified by the CDC or the state or local health department that they have contracted or had direct contact with someone who has tested positive for COVID-19.
- c. If an employee is ill or has symptoms of COVID-19 and they are going to take leave to self-quarantine.
- d. If an employee has returned from an international or domestic travel or cruise travel and been placed on self-quarantine and during their quarantine they develop symptoms of illness, especially fever, cough or difficulty breathing or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases, that they are symptomatic or may have been exposed.
- e. If a family member or person in an employee's household is quarantined, symptomatic or has been exposed.
- f. Employees on telework who develop symptoms of illness, especially fever, cough or difficulty breathing, or other potentially contagious illness or symptoms related to COVID-19 or other communicable diseases.
- g. All employees who are absent due to illness for three or more days.

10. Reporting Time and Requesting Time Off Related to COVID-19

10.1 Reporting Covid-19-Related Work Hours

10.1.1 Entering Current Time

As employees enter their time, they should use the Workday COVID-19 Tracking Identifier to mark any time they spent on COVID-19-related tasks. Use the COVID-19 tracking identifier only for COVID-19-related time. Otherwise, enter time as usual. A short justification must be included in the Comments section for all COVID-related workhours including overtime.

10.1.2 Correcting Past Time

If an employee has worked on COVID-19 related tasks since March 1, they should correct that time to include the tracking identifier.

10.1.3 Job Aid.

The COVID-19 Tracking Identifier Job Aid includes instructions for entering and correctly coding the time that an employee works on COVID-19 related tasks. It also provides how to correct time already submitted to show which blocks of time were spent on COVID-19 related tasks. The job aid is available on the Workday page on Compass.

10.2 Requesting Time Off Related to COVID-19

10.2.1 Sick Leave

If an employee takes sick leave for reasons related to the COVID-19 pandemic, they should select "COVID-19" in the Reason field.

10.2.2 Annual Leave

If an employee takes annual leave for reasons related to the COVID-19 pandemic, they should select "COVID-19" in the Reason field.

10.2.3 Child Care

Employees who need to care for children in their immediate family for COVID-19-related reasons may use annual or sick leave and should select "COVID-19" in the Reason field.

10.2.4 Job Aid

The Time Off: Requesting MWAA Emergency Paid Sick Leave Job Aid includes instructions for correctly requesting time off and entering the necessary documentation. The job aid is available on the Workday page on Compass.

11. Employees at Risk

Adults of any age with **certain underlying medical conditions** are at increased risk for severe illness from the virus (SARS-CoV-2) that causes COVID-19. Severe illness from COVID-19 is defined as hospitalization, admission to the ICU, intubation or mechanical ventilation, or death.

Adults of any age with the following conditions **are at increased risk** of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Down Syndrome
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- Severe Obesity (BMI ≥ 40 kg/m²)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

COVID-19 is a new virus (SARS-CoV-2). Based on what we know at this time, adults of any age with the following conditions **might be at an increased risk** for severe illness from the virus that causes COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

After consultation with their manager, at-risk employees should continue to telecommute until notified to return to their on-site workplace.

Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.

12. Personal Protective Equipment and Hygiene

12.1 Hand Hygiene – Clean hands often

12.1.1 Wash Your Hands Often

- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.

12.1.2 Hand Sanitizer

- If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol.
- However, if hands are visibly dirty, always wash hands with soap and water.

12.1.3 Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.

- Before and after providing routine care for another person who needs assistance (e.g. a child).

12.1.4 Avoid touching your eyes, nose, and mouth with unwashed hands.

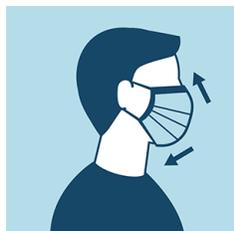
12.2 Use of Face Coverings and Gloves

In accordance with Airports Authority policy, VOSH Final Standard, and the TSA Directive, all employees must wear a face covering worn properly over the nose and mouth at all times in all Airports Authority facilities and on all Airports Authority properties, in both public-facing and in non-public areas, without exception.

12.2.1 Use of Face Coverings

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Requiring face coverings may help slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

12.2.2 How to Wear a Face Covering



Face coverings should:

- Be made of two or more layers of washable, breathable fabric
- Be able to be laundered and machine dried without damage or change to shape
- Fits snugly against the sides of the face without any gaps
- Allow for breathing without restriction
- Completely cover the nose and mouth, and fitting securely under the chin
- Be secured with ties or ear loops
- Not have exhalation valves or vents which could allow virus particles to escape
- Not be made of material that make it hard to breathe, such as vinyl

12.2.3 Cleaning Face Coverings

- Should face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

- How does one safely sterilize/clean a face covering?

A washing machine should suffice in properly washing a face covering.

12.2.4 Removing a Face Covering

- How does one safely remove a used face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

12.2.5 Exceptions

The requirement to wear a face covering does not apply under the following circumstances:

- a. When necessary to temporarily remove the face covering for identity verification purposes.
- b. While eating, drinking, or taking oral medications for brief periods. Prolonged periods of face covering removal are not permitted for eating or drinking.
- c. While communicating with a person who is deaf or hard of hearing, when the ability to see the mouth is essential for communication. Whenever possible use email or text when necessary to communicate with a person who is deaf or hard of hearing.
- d. If unconscious (for reasons other than sleeping), incapacitated, unable to be awakened, or otherwise unable to remove the face covering without assistance.
- e. Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- f. When temporary removal of the face covering is necessary to secure government or medical services.
- g. Persons with health conditions that prohibit wearing a face covering. The use of a face covering will not be required by any person for whom doing so would be contrary to their health or safety because of a medical condition.
- h. People with disabilities who cannot wear a face covering, or cannot safely wear a face covering, because of the disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.).¹
- i. People for whom wearing a face covering would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

¹ This is a narrow exception that includes a person with a disability who cannot wear a face covering for reasons related to the disability; who, e.g., do not understand how to remove their mask due to cognitive impairment, cannot remove a mask on their own due to dexterity/mobility impairments, or cannot communicate promptly to ask someone else to remove their mask due to speech impairments or language disorders, or cannot wear a mask because doing so would impede the function of assistive devices/technology. It is not meant to cover persons for whom mask-wearing may only be difficult. CDC intends to issue further guidance regarding this exception.

12.2.6 Use of Disposable Gloves

In addition, employees that want to voluntarily wear disposable gloves may request them from their supervisor. These gloves are limited to one-time use. Once removed, the gloves should be discarded in a waste container and not reused.

12.2.7 Safe Removal of Disposable Gloves

- a. There are two very important things to remember:
 - First, pay special attention so that you don't contaminate your hands.
 - Second, don't snap the gloves which could cause spray.
- b. CDC advises how to properly remove gloves:
 - Grasp the outside of one glove at the wrist. Do not touch your bare skin.
 - Peel the glove away from your body, pulling it inside out.
 - Hold the glove you just removed in your gloved hand.
 - Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
 - Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
 - Discard gloves in waste container. Do not reuse the gloves.

After glove removal, immediately wash your hands or use an alcohol-based hand sanitizer.

13. PPE Requirements When Operating/Using an Airports Authority Vehicle

13.1 Eliminate the need for employees to share work vehicles and arrange for alternative means for additional employees to travel to work sites

13.2 Provide access to fresh air ventilation (e.g., windows). Do not recirculate cabin air.

- 13.3 Face coverings must be worn at all times while in the vehicle whenever more than one person is in the vehicle. N-95 respirator is preferred if available.
- 13.4 Operators and passengers must avoid eating and drinking while together in the vehicle.
- 13.5 Employees are responsible for cleaning and disinfecting the vehicle after each use including all high-touch areas and any other area that they touched while using the vehicle when they return the vehicle (Wipe In, Wipe Out policy). Sanitizing wipes will be provided. Disposable bags will also be provided for use in vehicles to safely dispose of the used wipes.

14. Sanitation and Disinfecting Requirements

- 14.1 Employees that interact with customers, the general public, contractors, and other persons, will clean and disinfectant surfaces contacted during the interaction where there is the potential for exposure to COVID-19 by themselves or other employees. Sanitizing wipes will be provided.
- 14.2 Areas in the place of employment where known or suspected to be infected with COVID-19 employees or other persons accessed or worked shall be cleaned and disinfected prior to allowing other employees access to the areas. This requirement shall not apply if the area(s) in question have been unoccupied for seven or more days.
- 14.3 All common spaces, including bathrooms, frequently touched surfaces and doors shall at a minimum be cleaned and disinfected at the end of each shift. All shared tools, equipment, workspaces, and vehicles shall be cleaned and disinfected prior to transfer from one employee to another.
- 14.4 Cleaning and disinfecting products will be made available to employees to accomplish the required cleaning and disinfecting. In addition, only disinfecting chemicals and products indicated in the Environmental Protection Agency (EPA) List N for use against COVID-19 will be used.
- 14.5 Manufacturer's instructions for use of all disinfecting chemicals and products will be complied with (e.g., concentration, application method, contact time, PPE, etc.).
- 14.6 Employees assigned to a work station where job tasks require frequent interaction inside six feet with other persons will be provided with hand sanitizer where feasible at their work station. Mobile crews shall be provided with hand sanitizer where feasible for the duration of work at a work site.

15. Training Requirement

All employees shall be trained in accordance with the Final Permanent Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19, 16VAC-25-220 with an effective date of January 27, 2021, on the following:

- 1. The requirements of the standard/regulation.

2. The mandatory and non-mandatory provisions in any applicable CDC guidelines or Commonwealth of Virginia guidance documents with which the employer is complying.
3. The characteristics and methods of transmission of the SARS-CoV-2 virus (COVID-19).
4. The signs and symptoms of SARS-CoV-2 virus (COVID-19).
5. Risk factors for severe COVID-19 illness including underlying health conditions and advancing age.
6. Awareness of the ability of persons pre-symptomatically and asymptotically infected with SARS-CoV-2 to transmit the SARS-CoV-2 virus.
7. Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, noncontact methods of greeting, etc.
8. PPE:
 - a. When PPE is required.
 - b. What PPE is required.
 - c. How to properly don, doff, adjust, and wear PPE.
 - d. Limitations of PPE.
 - e. and the proper care, maintenance, useful life, and disposal of PPE.
 - f. Strategies to extend PPE usage during periods when supplies are not available and no other options are available for protection, as long as the extended use of the PPE does not pose any increased risk of exposure. The training to extend PPE usage shall include the conditions of extended PPE use, inspection criteria of the PPE to determine whether it can or cannot be used for an extended period, and safe storage requirements for PPE used for an extended period; and
 - g. Heat-related illness prevention including the signs and symptoms of heat-related illness associated with the use of COVID-19 PPE and face coverings;
9. The anti-discrimination provisions of the standard/regulation in 16VAC25-220-90.
10. The Infectious Disease Preparedness and Response Plan.

16. Discrimination

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

- 16.1** No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health

provisions of this standard Title 40.1 of the Code of Virginia, and implementing regulations under §16VAC25-60-110 for themselves or others.

- 16.2** 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 the employer, provided that the PPE does not create a greater hazard to the employee, or create a serious hazard for other employees.
- 16.3** 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 the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media
- 16.4** Nothing in this standard shall limit an employee from refusing to do work or enter a location they feel is unsafe. See §16VAC25-60-110 for requirements concerning discharge or discipline of an employee who has refused to complete an assigned task because of a reasonable fear of injury or death.