

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 1 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

405.1 Introduction

1. Purpose

This plan describes the implementation of mandatory health and safety requirements in the event of a contagious outbreak, epidemic, or pandemic spread of an infectious disease. Some examples include the SARS-CoV-2 virus that causes Coronavirus Disease (COVID-19); Influenza including seasonal, avian, swine and other variations of the flu; the Zika virus; Ebola; and Middle East Respiratory Syndrome (MERS).

Implementation of this plan is based on regulations, policies, and directives, established by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Virginia Department of Labor and Industry (DOLI), the Virginia Department of Health (VDH), Gloucester County Emergency Management, executive orders from the Governor, and other applicable federal and state agencies.

Gloucester County is committed to the safety and health of our employees (full-time, part-time, work-as-required, and otherwise). Prevention and control measures are intended to protect county employees so that they can return to their families at the conclusion of their shifts, just as safe and healthy as they arrived. This policy sets forth the plans, assessments, and enforcement measures that the County will utilize to ensure that exposure to an infectious disease is limited. Employees failing to abide by the requirements of this policy may receive disciplinary action in accordance with the County's Personnel Policies and Procedures.

2. Responsibilities

The County has assigned the Workplace Safety & Training Specialist to serve in the additional role of health officer. The health officer has the authority to stop or alter activities in efforts to assure that all work practices conform to the mandatory safety and health requirements applicable to any infectious disease hazard, including COVID-19. The Workplace Safety & Training Specialist is part of the Human Resources Department and may be contacted by email or calling 804-824-2710 for questions or guidance.

For the purpose of assuring compliance with the most recent safety and health requirements, the County's Workplace Safety and Training Specialist (in conjunction with the County Administrator and/or his designee) is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and
Response Plan

Page: 2 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

405.2 Definitions

1. **Administrative Control:** Any procedures which significantly limits daily exposure to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.
2. **Asymptomatic:** An adjective describing a person that is not experiencing symptoms similar to those attributed to an infectious disease as identified by the CDC or other governmental health agency. Symptoms may not appear immediately, however an infected person may still be capable of passing the infectious disease to others.
3. **Cleaning:** Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs but by removing the germs, it decreases their number and therefore the risk of spreading infection.
4. **Close Contact:** Any individual within the established physical distancing standard [i.e. six (6) feet] of an infected person for at least fifteen (15) minutes starting from two (2) days before the person became sick until the person was isolated.
5. **Disinfecting:** The use of chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs but rather kills germs remaining on a surface after cleaning further reducing the risk of spreading infection.
6. **Engineering Control:** The use of substitution, isolation, ventilation, and/or equipment modification to reduce exposure to workplace hazards and job tasks.
7. **Exposure Risk Level:** Assessment of the possibility that an employee could be exposed to the hazards associated with an infectious disease, based on risk factors present during the course of employment (regardless of location). These risk levels have been broken down into “very high”, “high”, “medium”, and “lower” designations.
8. **Face Covering:** Item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source. A face covering is not subject to testing or approval by a state government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and
Response Plan

Page: 3 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

9. **Face Shield:** A form of personal protective equipment made of transparent, impermeable materials intended to protect the entire face or portions of it from droplets or splashes.

10. **Physical Distancing (also called “Social Distancing”):** Keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical establishment by staying beyond the recommended physical distancing standard (i.e. six (6) feet or other distance as may be prescribed by authorities having jurisdiction) from other persons.

11. **Symptomatic:** An adjective describing a person that is experiencing symptoms similar to those attributed to an infectious disease as identified by the CDC or other governmental health agency. (Symptoms may not appear for immediately however, an infected person may still be capable of passing the infectious disease to others).

405.3 Determination of Exposure Risk by Job Duty

The County will adhere to federal and state guidance to assure application of appropriate hazard controls (including but not necessarily limited to engineering, administrative, personal protective equipment (PPE), and employee training) to protect employees' safety and health. County worksite functions have been assigned a risk exposure level based on OSHA 3990-03 2020 “Guidance on Preparing Workplaces for COVID-19” which divides job tasks into four risk levels. This publication is the present standard and may be changed from time to time, depending on characteristics of the outbreak. OSHA 3990 classifies the four risk levels as:

Very High: Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include: Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians, morgue workers, and laboratory personnel) performing aerosol-generating procedures on patients; collecting or handling specimens; or performing autopsies on the bodies of people who are known to have, or are suspected of having an infectious disease at the time of their death.

High: Employees with exposure risk hazards or job tasks in places and/or situations of employment with high potential for exposure to known or suspected sources of the infectious disease that are not otherwise classified as “Very High”.

Medium: Employees with exposure risk hazards or job tasks in places and/or situations of employment that are not otherwise classified as “Very High” or “High” and require frequent and/or close occupational contact (i.e. within the established physical distancing

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 4 of 14

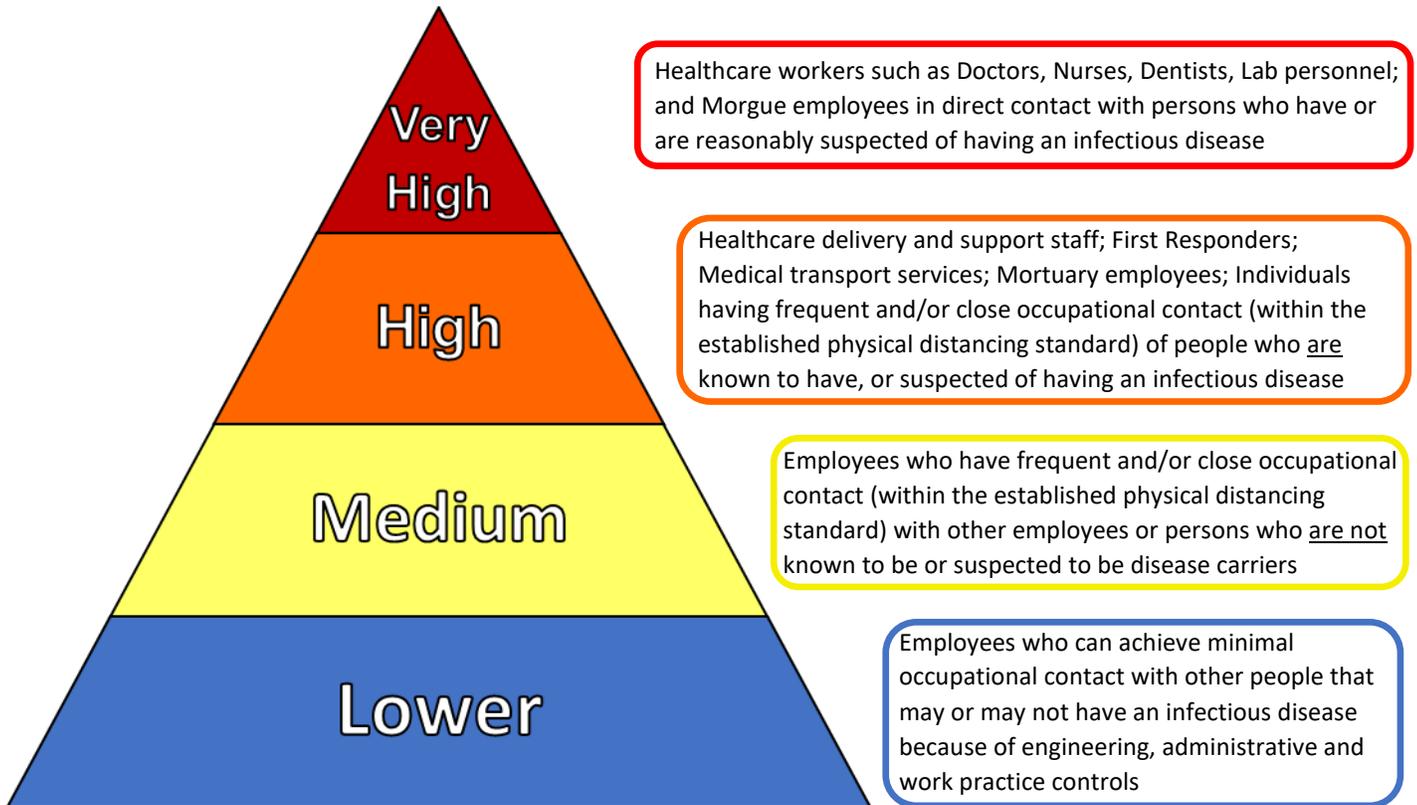
Effective Date: September 25, 2020

Authorized By: County Administrator

standard) with other employees or persons who are not known to be or suspected to be disease carriers.

Lower: Employees that are not otherwise classified as “Very High,” “High,” or “Medium” risk and do not typically require frequent or close contact (i.e. within the established physical distancing standard) with persons who may be, or may be suspected of having an infectious disease.

The following graphic illustrates some job types and situations that could place an employee in each risk level. The examples listed are not all-inclusive.



Appendix A contains a table that summarizes risk levels for positions or classes of positions under County employment based on type of work and specific job duties. Some positions or classes of positions may have more than one type of exposure risk depending on specific tasking or other qualifying factors.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and
Response Plan

Page: 5 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

405.4 Contingency Plan in the Event of an Infectious Disease Outbreak

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. Gloucester County has set up a four phased plan for addressing workplace needs as well as employee safety and health during the various stages of an outbreak. Phase zero is a time for preplanning and preparation before any outbreak takes place. Phase one shall be implemented when the exposure risk in the County and surrounding communities is low. The second phase shall go into effect when there are confirmed cases in our (Hampton Roads/ Middle Peninsula) region. Phase three becomes active when cases of the infectious disease occur within the County limits.

1. Phase Zero

Taking the time to review established County policies, emergency action plans, continuity of operation procedures, and memorandums of agreement well before an infectious disease outbreak is essential. Department and agency heads are responsible for evaluating their respective missions and their organization's ability to maintain continuous operations while also assuring that their employees are educated on this policy and reasonably protected against the hazards of infectious disease. Contact the Emergency Management Coordinator and the Workplace Safety and Training Specialist for assistance if plans are not currently prepared, or otherwise deemed insufficient.

In phase zero, staffing needs should be established by defining initial/ prospective office and telework schedules, determining if staggered shifts may be required, and planning how respective departments/ agencies will continue providing quality customer service in the event of significant employee absenteeism.

Department and agency heads are responsible for evaluating and adjusting functional service delivery as needed. Implementing basic prevention and control measures that are required to assure maintenance and preservation of a safe and healthy working environment within respective organizations, is to be done with concurrence of the County Administrator. Examples include but are not limited to implementation of engineering and administrative controls; issuance of PPE; establishment of general and/or enhanced housekeeping protocols and confirming the availability of cleaning supplies; posting of appropriate signage; setting physical distancing and modified rules for gatherings or interactions with the general public; and ensuring that employees are appropriately trained with respect to the aforementioned measures.

Training employees on how to prepare for and what to do in the event of an infectious disease outbreak shall be conducted on a routine basis. See section 405.8 for additional training and communication information.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 6 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

2. Phase One

Phase one shall be implemented not later than when an infectious disease [recognized by the Centers for Disease Control and Prevention (CDC), the US Department of Health and Human Services (HHS), the Virginia Department of Health (VDH) or other federal or state health agency] is known to be spreading through populated areas of the state but has not been identified as being present in our region. Exposure risk in the County and surrounding communities is low.

When the County enters Phase One the following protective measures shall be implemented or improved upon:

A. Engineering Controls

Facilities Management (FM) shall oversee the implementation/ installation of additional engineering controls needed to better isolate employees from work-related hazards. Examples of such measures include but are not limited to:

- Installing high-efficiency air filters in occupied buildings;
- Increasing ventilation rates in the work environment;
- Installing permanent or temporary physical barriers, such as floor to ceiling customer service stations, or sneeze guards;
- Placing customer service drop boxes in specified areas to reduce person-to-person contact;
- Other engineering controls deemed appropriate by the County Administrator.

B. Administrative Controls

Administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. The County Administrator or his designated representative will determine how and when such controls shall be put into practice. Examples of such measures may include but are not limited to:

- Flexible worksites (e.g., telecommuting);
- Flexible work hours (e.g., staggered shifts);
- Delivery of services remotely or through alternate means;
- Physical distancing;
- Discontinuation of nonessential travel;
- Other exposure-reducing actions.

Symptomatic employees are to follow the County's "Time and Attendance Policy" and stay at home.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 7 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

1. Basic Housekeeping

To control the spread of infectious disease it is important to maintain effective general housekeeping in the workplace. Select, additional housekeeping actions, as outlined in the Facility Management (FM) department's Enhanced Cleaning Measures for Gloucester County Facilities guide may be implemented in this phase. Primary housekeeping is the responsibility of FM department custodians who will increase cleaning time for common areas, but only during their regular shift.

County employees will assist in cleaning their individual work areas by taking time to make spot cleans between custodial services. Employees who must interact with customers, contractors, or the general public will be provided with and required to use, supplies to clean and disinfect areas where there is potential for exposure to the infectious disease immediately after use of or contact with such areas. When applied, disinfectants shall remain on surfaces for at least 10 seconds, preferably allowing them to air dry for maximum effectiveness, before being wiped off. Wearing gloves and masks when cleaning or disinfecting will prevent chemical exposure and help reduce the spread of germs.

Departments and agencies shall request extra disinfectants and other protective items, if or as needed, exclusively through FM. Everyone is encouraged to use supplies conservatively as they may be or may become in short supply if the risk increases.

2. Personal Cleanliness

Employees are to wash hands frequently using soap and water for at least 20 seconds. When handwashing is not practical the use of sanitizers containing at least 60% alcohol, or the use of impermeable style gloves can be used as alternate methods of protection. Cough and sneeze etiquette should always be practiced by using a tissue to cover coughs and sneezes and throwing the tissue away after use, followed by hand washing or sanitization. Consider spraying trash cans (where potentially germ carrying items are disposed of) with disinfectant as well. If a tissue is not available, turn away from others and cough or sneeze into your elbow.

3. Communication and Signage

Posters and/or other types of signs shall be displayed in areas where individuals may congregate. These visual cues shall be used to guide movement and activity, control or restrict occupancy and traffic flow, serve as reminders for physical distancing and required face coverings, provide general health and prevention information about the importance of personal hygiene, or other messaging deemed appropriate to the situation.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 8 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

4. Physical Distancing

Employee interactions with the general public shall be modified to maintain physical separation in accordance with guidance provided by the CDC, HHS, and/or VDH. Customers shall be (politely and gently) educated on virtual, remote, and other assistance options made available, such as drive-through, drop-off, or curbside service, to reduce opportunities for direct person-to-person contact. Employees will respectfully encourage patrons to use these alternate service delivery methods and be patient with those who are not able to do so.

Meetings should be limited to those necessary to attend, with virtual/ remote options preferable. If an in-person meeting must take place, choose a gathering space that can be configured in a way that provides appropriate distance between participants in alignment with the aforementioned guidance. Contact surfaces will be cleaned and sanitized before and after each meeting.

5. Shared Use of County Vehicles

All contact surfaces of vehicles used by more than one person are to be disinfected at the end of each person's use.

C. Personal Protective Equipment (PPE)

Engineering and administrative controls are considered more effective in minimizing exposure to an infectious disease however, PPE may also be needed for additional protection. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Some examples of PPE include gloves (i.e. medical style, impermeable, latex free, disposable), goggles, face shields, and respiratory protection, when appropriate. During an outbreak of an infectious disease recommendations for PPE may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing spread of the infectious disease.

Cloth face coverings, or masks worn over the nose and mouth are not considered PPE and only offer minimal protection. Many germs and viruses are spread from person to person at close distances so masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. Masks with exhalation valves or vents allow germs and viruses to pass right through the openings and should NOT be worn.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 9 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

When physical distancing is not feasible, employees are required to use of a face covering, including when occupying a County vehicle together. If a face covering is not supportive of an employee's safety or health a face covering is not required, however, the employee may be required to utilize a face shield or other PPE device to ensure protection.

All types of PPE must be put on, worn, and removed correctly. PPE should also be regularly inspected, maintained, and replaced, as necessary.

3. Phase Two

There are two potential conditions that prescribe movement to the second phase of prevention/ protection. The first is if/ when there are confirmed cases in our (Hampton Roads and/or Middle Peninsula) region, and the second is if/ when the Governor or the Virginia Department of Health alerts the public for increased preventive/ protective measures. Prevention/ protective measures already in effect will be supplemented with additional requirements.

Further engineering controls shall be implemented and applied on an as-needed basis.

The second phase of administrative controls may include, but are not limited to:

- Limited access to County facilities for non-employees;
- Alternative customer support and engagement using non-face-to-face methods such as drop boxes, on-line services, and phone/ email-based communications;
- Limitations on large meetings/ gatherings;
- Suspension of non-mandatory travel (i.e. in-person conferences or training courses);
- Implementation of telework and/or rotating schedules to limit the occupancy of office and common workspaces;
- Repositioning and/or reconfiguration of employee workstations to help assure adequate physical distancing is maintained;
- Maintenance of appropriate physical distance among employees required to work in the office, and when clocking in, reporting to work, clocking out, and leaving work;
- Use of face coverings by all front-line employees while interacting with the public and in shared spaces, including restrooms and hallways;

Gloucester County
Administrative Policy
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 10 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

- Requirements that employees wash or sanitize their hands after each contact with the public and coworkers;
- Conducting meetings that do not allow for appropriate physical distancing by phone, teleconference, or other electronic means;
- Cancellation or suspension of select administrative functions, department operations and/or services, such as the Library, and Parks/ Recreation/ Tourism programming and events;
- Increasing custodial cleaning and disinfecting services during working hours;
- Modification of protocols for handling shipments and deliveries, both internal and external;
- Prohibition of sharing other employees' phones, desks, offices, workspaces, tools and equipment.

4. Phase Three

When there are confirmed cases in our County the following controls (among others) may also be put in place:

- Closure of County buildings, offices, and community areas to the public;
- Limitations on what staff reports to their office for work;
- Increased/ up to maximum conversion to alternate work schedules, flexible work hours, and/ or teleworking;
- Furloughs and/or other temporary or permanent reductions in force, further limiting the number of employees simultaneously working on-site;
- Use of separate employee entrances and exits to and/or through publicly shared areas where possible;
- Temporary suspension/ non-use of contractors and/or temporary workers conducting business with the County that are known or suspected to have been infected, until cleared to return to work;
- Requirements for employees to wear approved face coverings any time they are outside of their individual offices including but not limited to: to and from parking lots; when entering or exiting all County buildings; in all commonly used areas such

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 11 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

as stairwells and hallways; and at any time appropriate physical distance can't be consistently maintained;

- Requirements for employees to routinely wipe down their workplace surfaces during the workday;
- Substitution of face-to-face contact with email, telephone, or other electronic means to communicate with other employees, even if they are in the next office;
- Temperature checks and/or other screenings of employees and/or the public prior to allowing entry into County facilities.

405.5 Identification and Isolation of Sick and/or Exposed Employees

The County is committed to a safe workplace for all its employees. During the outbreak of an infectious disease, it may become necessary to identify those who have or may have been exposed. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting our workers, customers, visitors, and others.

Guidance for employee self-monitoring, daily screenings, and return to work requirements may be established and enforced at any time by the County Administrator or his designated representative.

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.

1. Employee Self-Monitoring

Employees may be required to self-monitor for signs and symptoms of suspected infection each day before coming to work. Infectious diseases are often present with specific symptoms, any or all of which may be included in the self-monitoring program.

Employees who are experiencing symptoms of the infectious disease are required to stay home and notify a supervisor of their absence. Telework may be available depending on an individual's job duties. Should the need arise to remain away from work for an extended period due to an infectious disease related illness, the County's sick leave policy (Personnel Policies and Procedures Manual, Chapter 5 Leave, Sections 5-3: Sick Leave; and 5-14: Family and Medical Leave) contains detailed procedures to follow. Any employee who has known symptoms of the infectious disease, with or without a formal diagnosis should notify their supervisor and not report to work.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and Response Plan

Page: 12 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

Additionally, employees who have had close contact with and/or live with any person having a confirmed diagnosis or displaying infectious disease symptoms may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Daily Screenings

To prevent the spread of infection and reduce the potential risk of exposure, employees must be able to answer NO to the following questions before entering the worksite:

- Are you currently suffering from any of the known infectious disease symptoms, [specific symptoms to be detailed that are particular to the infectious disease event]?
- Have you lived with, or had close contact with, anyone in the [specific number of days to be detailed that are particular to the infectious disease event] days that has been diagnosed with or has recently displayed symptoms of the infection?
- Have you travelled by plane internationally or domestically in the last [specific number of days to be detailed that are particular to the infectious disease event] days?

If the answer is YES to any of these questions, employees may not be permitted to enter County buildings or grounds before speaking with their department director. Employees may also be advised to self-isolate/ self-quarantine at home, until permitted to return to work as defined below.

Employees may also be required to do a temperature check on themselves each day before reporting to work.

405.6 Notification procedures for positive cases

Employees who develop infectious disease symptoms during their shift must directly report to their supervisor and/or Human Resources and may be required to isolate immediately. Potentially infectious persons may be moved to a location away from workers, customers, and other visitors. The designated isolation area shall be a well-ventilated room with closable doors. Access to the room should be restricted to the greatest extent possible.

Employees who have become symptomatic should wear a face covering or face shield to contain respiratory secretions until they are able leave the workplace (i.e. for medical evaluation/ care or to return home).

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and
Response Plan

Page: 13 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

Areas where the symptomatic employee has been should be deep cleaned and disinfected in accordance with procedures established by the FM Director.

405.7 Return to work procedures

Employees who have been diagnosed with an infectious disease may only return to work after confirmation by an appropriate medical professional that they no longer have symptoms and they are no longer contagious. Verification may be confirmed using either a test-based strategy or a non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work after a medically recognized testing procedure verifies absence of infectious disease.

For the non-test-based strategy, employees may return to work when all the following conditions are met: [specific symptoms to be detailed that are particular to the infectious disease event]

A return to work authorization may be required from a healthcare provider.

Gloucester County will follow state and federal guidance when considering whether or not to allow affected employees to return to work.

405.8 Employee Training and Communication

When an infectious disease outbreak becomes apparent, all County employees and staff are to be informed on the known hazards and characteristics of the disease and its potential symptoms. At a minimum this training or communication will provide information on:

- Characteristics of the infectious disease and how it may spread;
- Signs and symptoms of infection;
- Cleaning and disinfecting procedures;
- Safe and healthy work practices, including but not limited to physical distancing
- When PPE is required and what type it should be; how it is to be properly put on, adjusted, worn, and removed; what limitations PPE may have; and the proper care, maintenance, useful life and disposal of PPE.

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 405

Supersedes: N/A

Title: Infectious Disease Preparedness and
Response Plan

Page: 14 of 14

Effective Date: September 25, 2020

Authorized By: County Administrator

All training will be documented and include the employee's name, the employee's signature (physical or electronic), and the date. The employee's department director or supervisor is to certify that the employee reviewed or participated in the training. Training documentation shall be returned to the Human Resources Department for record keeping.

405.9 Availability and Distribution of Infectious Disease Policy

A copy of the Infectious Disease Policy shall be available for review in the County Administrator's Office and the Human Resources Department during normal business hours. A copy of this policy shall be available for review on the County's website and will also be posted on the County's intranet website. Department/ agency heads are responsible for distributing this policy to their employees. Distribution may be in either paper or electronic form.

Department/ Agency Title	Emergency Standard Risk Level
1111 BOARD OF SUPERVISORS	
BOARD OF SPV MEMBERS	Lower
1211 COUNTY ADMINISTRATION	
DEPUTY CLERK	Lower
COUNTY ADMINISTRATOR	Medium
DEPUTY COUNTY ADMIN	Medium
COMMUNITY DEV COORD	Lower
ASST COUNTY ADMIN COMM SV	Medium
1221 COUNTY ATTORNEY	
LEGAL ASSISTANT, SENIOR	Lower
COUNTY ATTORNEY	Medium
1222 HUMAN RESOURCES	
SENIOR HR ANALYST	Lower
HUMAN RESOURCES ASSISTANT	Lower
PAYROLL/BENEFITS COOR	Lower
SUBSTITUTE WORKER	Lower
SENIOR HR ANALYST	Lower
WRKPLACE SAFETY/TRNG SPEC	Lower
DIR HUMAN RESOURCES	Lower
1231 COMMISSIONER OF REVENUE	
TEMPORARY WORKER	Lower
REVENUE TECHNICIAN	Lower
REAL ESTATE TECHNICIAN	Medium
COMM OF REVENUE	Medium
REVENUE SPECIALIST, SR	Medium
REVENUE COORDINATOR	Medium
CHIEF DEPUTY-COR	Medium
1232 REAL ESTATE ASSESSMENT	
REAL ESTATE MANAGER	Medium
RE APPRAISER II	Medium
REAL ESTATE ANALYST I	Medium
ADMINISTRATIVE ASSISTANT	Lower
ASSESSOR	Medium
REVENUE TECHNICIAN	Medium
1241 TREASURER	
TEMPORARY WORKER	Lower
COLLECTIONS COORD	Medium
DEPUTY TREASURER III	Medium
CHIEF DEPUTY-TREASURER	Medium
DEPUTY TREASURER I	Medium
CHIEF DEPUTY-TREASURER	Medium
DEPUTY TREASURER II	Medium
TREASURER	Medium
1242 FINANCE	
ACCOUNTING COORDINATOR	Lower
ACCOUNTING TECHNICIAN II	Lower
ACCOUNTING TECHNICIAN I	Lower
FISCAL SERVICES MANAGER	Lower
BUDGET ANALYST	Lower
1253 PURCHASING	
PURCHASING COORDINATOR	Lower
PURCHASING AGENT	Medium
BUYER, SENIOR	Medium
1253 INFORMATION TECHNOLOGY	
ADMIN COORD	Lower
IT SUPPORT SPECIALIST I	Medium
SOFTWARE ANALYST II	Lower
SENIOR IT SYSTEMS ANALYST	Lower
SENIOR SOFTWARE ANALYST	Lower
SR IT SUPPORT SPECIALIST	Medium
IT SYSTEMS ANALYST II	Medium

Department/ Agency Title	Emergency Standard Risk Level
1252 GIS	
GIS ANALYST	Lower
GIS TECHNICIAN	Lower
GIS MANAGER	Lower
1310 REGISTRAR	
TEMP PT CLERICAL-REGISTR	Medium
ELECT BOARD VICE CHAIRMAN	Medium
TEMP PT CLERICAL-REGISTR	Medium
ASST REGISTRAR	Medium
ELECT BOARD SECRETARY	Medium
TEMP PT CLERICAL-REGISTR	Medium
DEPUTY REGISTRAR	Medium
REGISTRAR	Medium
TEMP PT CLERICAL-REGISTR	Medium
ELECT BOARD CHAIRMAN	Lower
2110 CIRCUIT COURT JUDGE	
LEGAL ASSISTANT	Lower
2160 CLERK OF CIRCUIT COURT	
CHIEF DEPUTY-CIR CRT	Medium
DEPUTY II- CIR CRT	Medium
DEPUTY III-CIR CRT	Medium
DEPUTY IV-CIR CRT	Medium
CIRCUIT COURT CLERK	Medium
2210 COMMONWEALTH ATTORNEY	
ASST COMM ATTY II	Medium
COMMONWEALTH ATTY	Medium
ASST COMM ATTY I	Medium
LEGAL SECRETARY	Lower
CHIEF DEPUTY COMM ATTY	Medium
2191 VICTIM/ WITNESS	
VICTIM WITNESS ADVOCATE	Medium
VICTIM WITNESS COORDINATO	Medium
3330 PROBATION & PRETRIAL	
PROBATION & PRETRIAL DIR	Medium
PROBATION OFFICER	Medium
PRETRIAL OFFICER	Medium
3120 SHERIFF	
MASTER DEPUTY - LE	Medium
DEPUTY I - LE	Medium
SENIOR DEPUTY - LE	Medium
DISPATCHER TRAINEE (911)	Lower
DISPATCHER II (911 COMM)	Lower
ASSIST COMMUNICATIONS SPV	Lower
PT DISPATCHER I	Lower
LT/LE	Medium
CHIEF DEPUTY SHERIFF	Medium
DISPATCHER II (911 COMM)	Lower
CPT/IT & SUPPORT	Medium
SENIOR DISPATCHER (911)	Lower
DISPATCHER I (911)	Lower
INVESTIGATOR II	Medium
SGT/LE	Medium
DEPUTY RECRUIT/LE	Medium
DEPUTY II - LE	Medium
PT DISPATCHER II (911)	Lower
SENIOR INVESTIGATOR	Medium
LT/SCHOOL RESOURCE	Medium
ACCOUNTS PAYABLE TECH	Lower
INVESTIGATOR	Medium

Department/ Agency Title	Emergency Standard Risk Level
3120 SHERIFF (Continued)	
PT DARE OFFICER	Lower
CPT/LE	Medium
LT/INVESTIGATIONS	Medium
CPT/ADMINISTRATION	Medium
COMMUNICATION SPV	Lower
SGT/INVESTIGATION	Medium
SHERIFF	Medium
ADMIN COORD	Lower
3320 JAIL	
SGT/CORRECTIONS	Medium
CORR HEALTH ASST	High
MASTER DEPUTY/CT & CP	Medium
MASTER DEPUTY/CORR	Medium
DEPUTY I/CORRECTIONS	Medium
TEMPORARY WORKER	Medium
LT/CT & CIVIL PROCESS	Medium
CPT/CORRECTIONS	Medium
COOK II	Medium
DEPUTY I/CT & CP	Medium
COOK, PT	Lower
LT/CORRECTIONS	Medium
ADMINISTRATIVE ASSISTANT	Lower
DEPUTY II/ CORR	Medium
3410 BUILDING INSPECTIONS	
PERMIT TECH II	Lower
INSPECTOR I	Medium
PERMIT TECH I	Lower
CODES ENFORCEMENT OFFICER	Medium
INSPECTOR II	Medium
COMBINATION INSP/PLANS EX	Medium
3510 ANIMAL CONTROL	
CHIEF A/C OFFICER	Medium
SUBSTITUTE WORKER	Lower
ADMINISTRATIVE ASSISTANT	Lower
A/C DEPUTY OFFICER	Lower
A/C DEPUTY OFFICER	Medium
3550 EMERGENCY MANAGEMENT	
EMERGENCY MGMNT COORD	Medium
ASSIST EMERGENCY MGT COOR	Medium
4110 ENGINEERING SERVICES	
ENGINEERING SERVICES DIR	Medium
CIVIL ENGINEER I	Medium
ADMIN COORD	Lower
4310 FACILITIES MANAGEMENT	
GROUNDSKEEPER	Lower
VEH/EQUIP/MOSQ TECH III	Lower
CUSTODIAN (Day time-Manages court cleaning)	Medium
ADMINISTRATIVE ASSISTANT	Lower
CUSTODIAN	Lower
FACILITIES TECHNICIAN III	Medium
FACILITIES MAINT SPV	Medium
MECH TECH III	Lower
CUSTODIAN - WAR	Lower
CUSTODIAL SUPERVISOR	Lower
FACILITIES MANAGEMENT DIR	Medium
LEAD CUSTODIAN	Lower
MECH TECH, SENIOR	Lower
GROUNDS TECHNICIAN	Lower
4260 MOSQUITO CONTROL	
MOSQUITO CONTROL TECH	Lower
4900 UTILITIES	
UTILITY INSPECTOR	Medium
CLASS II WTP OPERATOR	Medium
UTILITY FOREMAN	Medium
DIR UTILITIES	Medium
WATER TREATMENT PLANT MGR	Medium
ADMINISTRATIVE ASSISTANT	Lower
LEAD WTP OPERATOR	Medium
CUSTOMER SERVICE SPEC.	Lower
UTILITY MECHANIC FOREMAN	Medium
SR UTILITY MAINT TECHNICI	Medium
CLASS III WTP OPERATOR	Medium
UTILITY MAINTENANCE WKER	Medium
CLASS I WTP OPERATOR	Medium
UTILITY SPVR	Medium
UTILITY MAINTENANCE TECHN	Medium
WTP TRAINEE	Medium
SR UTILITY MECHANIC	Medium

Department/ Agency Title	Emergency Standard Risk Level
5310 SOCIAL SERVICES	
SS/BENEFIT PROGR SPV	Lower
SS/FAMILY SVCS SPEC II	Medium
SS/FAMILY SVCS SPVR	Medium
SS/HUMAN SVCS ASSIST III	Lower
SS/BENEFIT PROGR SPEC III	Lower
SS/FAMILY SVCS SPEC III	Medium
SS/ADMINISTRATIVE COORD I	Lower
SS/SELSUFF SPEC III	Medium
SS/FAMILY SVCS SPEC I	Medium
SS/PROGRAM COORD - CSA	Lower
SS/OFFICE ASSOCIATE III	Lower
SS/DIRECTOR II	Lower
SS/ADMINISTRA COORD II	Lower
SS/ASST DIRECTOR I	Lower
SS/ADMIN PROGRAM ASST I	Lower
SS/ASST DIRECTOR II	Lower
SS/BENEFIT PROGR SPEC II	Lower
SS/HUMAN SVCS ASSIST III	Medium
SS/BENEFIT PROGR SPEC I	Lower
5370 SOCIAL SERVICES BOARD	
SS/BOARD MEMBER	Lower
6530 COMMUNITY ENGAGE/ PUBLIC INFORMATION	
COMM ENGAGEMENT COORD	Lower
COMM ENGAGEMENT COORD, PT	Lower
COMM SCH SITE SUP	Lower
SR COMM ENGAGE COORD	Lower
PUBLIC INFO MRKTNG COORD	Lower
MGR COMM ENGAG PUBIC INFO	Lower
7110 PARKS & RECREATION	
RECREATION AIDE	Medium
SPECIALITY INSTRUCTOR	Lower
SPECIALITY INSTRUCTOR	Medium
GYMNASTIC ASST I	Medium
ATHLETICS SUPERVISOR	Medium
GYMNASTIC HEAD COACH	Medium
RECREATION & TOURISM MGR	Lower
RECREATION AIDE	Lower
RECREATION AIDE	Medium
OFFICE ASSISTANT, PT	Lower
RECREATION SUPERVISOR	Medium
GYMNASTIC ASSISTANT II	Medium
ADMIN COORD, SENIOR	Lower
DIR PARKS, REC & TOURISM	Lower
SUBSTITUTE WORKER	Lower
7132 PARK OPERATIONS	
PARK RANGER	Medium
PARK AIDE	Medium
PARK MAINT TECHNICIAN	Medium
PARK SUPERVISOR-OPERATIO	Medium
PARK SUPERINTENDENT	Medium
7150 DAFFODIL FESTIVAL	
FESTIVAL COORDINATOR	Lower
8160 CLEAN COMMUNITY	
CLEAN COMM COORD	Lower
8170 TOURISM	
MUSEUMS COORDINATOR	Lower
VISITOR SERVICES COORD	Medium
OFFICE ASSISTANT, PT	Lower
7310 LIBRARY	
LIBRARY TECH SVC SPEC	Medium
LIBRARY COORDINATOR	Medium
ADMINISTRATIVE ASSISTANT	Lower
LIBRARY CLERK	Medium
LIBRARIAN	Medium
LIBRARY SPECIALIST, PT	Lower
LIBRARY SPECIALIST	Medium
DIR LIBRARY SERVICES	Lower

Department/ Agency Title	Emergency Standard Risk Level
8120 PLANNING & ZONING	
ASSISTANT ZONING ADMIN	Medium
DIR PLANNING ZONING ENVIR	Lower
PLANNER III	Lower
PLANNER II	Lower
PLANNER, SR COMPREHENSIVE	Lower
ZONING SPECIALIST	Lower
ADMIN COORD	Lower
3420 ENVIRONMENTAL	
ENVIRONMENTAL INSP II	Medium
ENVIRO PROGRAM MANAGER	Medium
ENVIROMENTAL INSPECT II-A	Medium
8150 ECONOMIC DEVELOPMENT	
ADMIN COORD	Lower
DIR ECONOMIC DEV	Medium
8310 EXTENSION SERVICE	
4H TECHNICIAN	Lower