



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: COVID-19 POLICY AND PROCEDURES**

**INDEX NUMBER: 199.00**

**EFFECTIVE DATE: October 14, 2022**

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**PURPOSE:** To establish and communicate the Division of Administrative Services (hereinafter referred to as “Division”) policy related to the Coronavirus disease (COVID-19). This policy statement is not all-inclusive, and the Division has the authority and discretion to address any issues or matters related to COVID-19.

**REFERENCE:** West Virginia Code §15A-2-1, §15A-2-2, and §15A-2-4, U.S. Centers for Disease Control (CDC) COVID-19 guidelines, consultation with the Epidemiology Section, Bureau of Public Health, West Virginia Department of Health and Human Resources concerning COVID-19 procedures and practices.

**RESPONSIBILITY:** Any additional written instructions on this subject will be issued under the signature of the Director, unless otherwise specified herein.

**CANCELLATION:** Any previous instructions on this subject, for example, the Director’s Memorandum dated 8 April 2021 “*COVID-19 Randomized Testing of Employees etc.*” and Policy Statement 199.00 dated December 29, 2021.

**APPLICABILITY:** This policy statement applies to all employees of the Division.

**DEFINITIONS:**

**COVID-19:** an infectious disease caused by the SARS-CoV-2 virus.

**POLICY:**

**I. Employee Testing Program**

CDC has ceased recommending screening testing of asymptomatic people without known exposures in most community settings. Accordingly, the Division ceased its employee testing program effective September 21, 2022. The Division has discretion to reinstitute testing.

## II. Stay Home When You are Sick

There are a variety of symptoms associated with the COVID-19 virus, for example: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, fatigue, headache, congestion, and runny nose. This list is not all-inclusive. COVID-19, **like other respiratory infections**, can vary from mild to severe cases, and pneumonia, respiratory failure, and death are possible.

- ***“Stay home.*** *Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.”*
- ***“Take care of yourself.*** *Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.”*
- ***“Stay in touch with your doctor.*** *Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.”*

## III. CDC Guidelines for Isolation or Quarantine 8/11/2022

- A. Recommending that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.
- B. Reiterating that regardless of vaccination status, you should isolate from others when you have COVID-19.
  - You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results.
    - If your results are positive, follow CDC’s full isolation recommendations.
    - If your results are negative, you can end your isolation.
- C. Recommending that if you test positive for COVID-19, you stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.
  - If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
  - Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
  - You should wear a high-quality mask through day 10.

- D. Recommending that if you had moderate illness (if you experienced shortness of breath or had difficulty breathing) or severe illness (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to isolate through day 10.
- E. Recommending that if you had severe illness or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- F. Clarifying that after you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

**IV. Wearing of Masks:** The Executive Branch of the State of West Virginia does not currently mandate the wearing of masks.

**V. COVID-19 Vaccinations:** While the Executive Branch of the State of West Virginia does not currently mandate COVID-19 vaccinations for employees – employees are strongly encouraged to voluntarily complete the COVID-19 vaccination and stay up to date with COVID-19 vaccines for their age group as recommended by the CDC.

**VI. Social Distancing:**

The Division has discretion to close, limit or restrict access, or establish occupancy limits for any physical space under its control. For example, establishing social distancing requirements, closing lunchrooms, or establishing an occupancy limit in conference rooms.

**VII. Workplace Hygiene and Sanitation**

- A. Practice good cough and sneeze etiquette: Cover your mouth and nose with your elbow (or ideally a tissue) rather than with your hand when you cough or sneeze and throw all tissues in the trash immediately after use.
- B. Practice good hand hygiene: regularly wash your hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing your nose, after using the bathroom, before eating, before and after preparing food, before taking medication, and after touching garbage. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not immediately available. The Division will provide hand soap in the restrooms and food preparation areas, and hand sanitizer for use in the workplace.
- C. Avoid touching your eyes, nose, or mouth without cleaning your hands first.
- D. Avoid sharing utensils, dishes, and cups.

E. Sanitize the frequently touched items in your cubicle or office daily with sanitary wipes. For example, doorknobs, telephones, keyboards, computer mouses, chair arms, etc. The Division will provide sanitary wipes for this purpose.

F. Custodial staff will be responsible for frequent sanitizing of high touch items in common areas.

**VIII. Telework or Alternate Work Locations:** These are matters, separate and apart from COVID-19, with multiple circumstances and considerations and thus will be addressed separately. The Division retains sole authority and discretion for all matters related to telework and alternate work locations and there is no guarantee that any request by any employee for telework or alternate work location will receive approval.

**ATTACHMENT(S):** None

**APPROVED SIGNATURE:**  10/14/2022  
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Michael V. Coleman, Director Date

**Original:** 12/29/2021  
**Revised:** 10/14/2022