



# City of Newport News

## Office of the City Manager

### Memorandum

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**TO:** City of Newport News Employees

**FROM:** Cynthia D. Rohlf, City Manager

**SUBJECT:** COVID-19  
Face Coverings, Temperature and Symptom Screens for City Employees

**DATE:** April 8, 2020

The intent of this memo is to further the commitment of the City of Newport News in mitigating the spread and transmission of COVID-19. With the increasing number of individuals infected that have no apparent symptoms, employees that can telecommute should do so. Staying home, telecommuting, and self-isolating is the best defense for limiting the spread of COVID-19.

In accordance with the Centers for Disease Control recommendations, effective immediately and until further notice, the following protocol will be implemented:

- **Cloth Face Coverings:** Employees should wear cloth face coverings (Public Safety will wear PPE when appropriate) on city property and facilities, while working in public spaces, sharing space in a building or vehicle, upon entering and exiting, and in common areas. Employees can remove mask/covering if/when appropriate and when contained in an individual office or vehicle. Non-Public Safety Employees may choose to wear their own covering or a city-issued covering.
- **Symptom screening:** Employees will be screened daily using a CDC recommended questionnaire. Security Personnel or Management/Supervisors or designees will conduct screenings prior to the beginning of a shift or entering a public facility.
- **Temperature screening:** Employees will also be temperature screened daily, **when proper equipment is available**, in accordance with CDC recommendations. Should temperature readings hit or exceed 100° during 2 successive readings, the employee will be sent home.
  - Any personnel with temperature readings that hit or exceed 100° degrees should self-monitor and not return to a City facility until they are fever-free for 72 hours. Employee would use PML unless employee meets PHE/EPSSL criteria.
  - Temperature readings will not be recorded or released to any personnel outside of the medical services division and the individual affected in order to protect privacy and maintain the city's standards for confidentiality.

  
Cynthia D. Rohlf, City Manager

4/8/2020  
Date

Updated 04/27/2020

## COVID-19 Symptom and Temperature Screening

All City of Newport News buildings and facilities are closed to the public until further notice. In accordance with recommended guidance from the Centers for Disease Control (CDC), all employees entering city facilities/individual worksites will wear position-appropriate face coverings when in public and common areas and will be subject to daily screening. Security Personnel, Department Management/Supervisor, or other designee who have successfully passed daily screening will facilitate this process. Social distancing is required during screening with 6 feet separation between all parties.

ALL individuals entering a building or reporting for shift must be asked the following questions:

1. Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?  
 Yes  No – please ask them to do so
2. Ask the individual if they have any of the following symptoms (per CDC recommendation):  
 Fever  Muscle Pain/Ache  
 Sore throat  Headache  
 Cough  Loss of Taste/Smell  
 Shortness of breath  
 Chills/Shaking with Chills  
If YES to any, restrict them from entering the building. If NO to all, proceed to question #3.
3. Ask if they have worked in facilities or locations with a known COVID-19 individual or have been exposed to a COVID-19 positive individual.

If YES, restrict from entering building and self-quarantine for up to 14 days based on exposure date.

4. All personnel entering City of Newport News facilities or reporting for their shift during the COVID-pandemic shall have their temperature taken using a touchless thermometer when appropriate equipment is available:  
 Temperature is 99° or less he/she may report for duty without additional monitoring.  
 Temperature is above 99° but less than 100°, a second temperature check will be conducted (discreetly).
  - o If the temperature lower than 100°, the individual may report for duty.
  - o If temperature is 100° or higher, the individual will be informed their temperature is above required limit and sent home for telework or PML. Individual should self-monitor until fever-free for 72 hours.

\*\*Individuals conducting screening should be briefed on HIPAA and protecting the privacy and confidentiality of the employee's screening results. Information should be reported via email by close of business to the medical services email ([medicalservices@nnva.gov](mailto:medicalservices@nnva.gov)) for record keeping purposes.

Questions should be directed to Karen Witherspoon, Director, Department of Human Resources.

- Office: 757-926-1818 Cell: 757-707-4333
- Email: [witherspoonkl@nnva.gov](mailto:witherspoonkl@nnva.gov)

## Use of Face Coverings

Centers for Disease Control's (CDC) new recommendation: healthy individuals are advised to wear mouth and nose face coverings — including homemade masks, scarves or bandanas — when they go to a public area, such as the grocery store or a pharmacy. The City of Newport News is advocating employees wear masks at all times, unless the employee is in their own personal workspace or telecommuting.

Note, the CDC does not recommend that the general public wear N95 respirators, which filter out 95% of particles in the air. These masks are in short supply, and they should be reserved for health care workers who are exposed to the virus on a daily basis. Your department has been provide a limited supply of molded surgical mask until cloth masks are acquired. Supplies are limited, use one mask per day or when working in public, unless the masks becomes soiled.

## How to Put on a Face Mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Band:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headband to hang freely below hands. Bring the mask to your nose level and pull the strap over your head so that it rests over the crown of your head.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.



## How to Remove a Face Mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Band:* Lift strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

## Tips

1. **Do Not Share Mask.**
2. Do not bend or fold mask.
3. Avoid touching your mask.
4. Avoid touching your face.
5. Do not write on your mask, as this may reduce effectiveness.
6. Do not eat or drink through the mask.
7. Store in a clean, dry plastic bag.
8. The regular use of gloves is not recommend, as users may touch their face with soiled gloves.

Instead of gloves, regularly handwash with soap and water for 20 seconds. Use hand sanitizer if you are not able to wash hand