

**DEPARTMENT OF HISTORIC RESOURCES**  
**PHASE II PLAN FOR A SAFE WORK ENVIRONMENT**  
**IN RESPONSE TO COVID-19**

**EFFECTIVE MONDAY JUNE 22, 2020**

PLAN GOAL: To return to continued, full service operations with safety protocols in place and enforced.

Phase II Looks like this:

- Stay at home for vulnerable populations
- No social gatherings of more than 50 individuals
- Continued physical distancing
- Continued teleworking
- Face coverings recommended in public
- Further easing business limitations
- Phase II could last two to four weeks or longer.

Guiding Principles:

- **Safety First:** Review and follow all guidance from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH). Employers have a responsibility to ensure a safe work environment as promulgated by OSHA.
- **Telework:** Services that have been provided successfully by remote workers should continue. All employees that are able to telework should continue to do so. This will be helpful in easing employees back into an office environment when necessary and will also assist agencies in continuing physical distancing practices. Employees 65 and older and those with underlying medical conditions are encouraged to work from home.
- **We are all in this Together:** A one size fits all approach and plan will not be likely as the Commonwealth has a variety of agencies that provide diverse services to diverse customers. Your plan may be very different from others. Differences in agency missions, workforce demographics, geographic community spread, facilities, and resources will influence and be a factor in reopening decisions.

During Phase 2, most DHR staff will continue to telework as they did during Phase 1.

Work Status by Division:

- Director's Office: Hybrid
- Preservation Incentives: Teleworking

- Division of State Archaeology: Primarily in office
  - Review & Compliance: Teleworking
  - Regional Offices: Salem: Hybrid. Stephens City: Hybrid. Eastern: teleworking
  - Survey & Register: primarily teleworking
  - Archives: primarily in office
  - Administrative Services; teleworking
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**The department is entering Phase II on Monday, June 22, 2020.** The following items are available for both visitor and staff use.

- Masks/face coverings
- Sanitizing wipes
- Hand sanitizer
- Disposable gloves
- Contactless thermometer
- Plexiglass shield for the front desk

**Until Thursday, June 25, 2020, DHR's office hours will remain the same: 9-5. Beginning Friday, June 26, 2020, DHR will be open for normal business hours 8:30-5:00, Monday-Friday. Staff are still encouraged and expected to continue to telework as much as possible.**

**Staff are not permitted to access DHR via the VMHC loading dock entrance or any other VMHC entrance at any time until further notice.**

Other than this change back to regular business days and hours, there are 4 major changes for the agency in Phase II: 1. the Archives will now be open to the public by appointment only, 2. Collections will now be open to researchers by appointment only, 3. all visitors in the building must wear a face covering according to the policy outlined in Governor Northam's [Executive Order 63](#), and 4. visitors will be asked a series of COVID-19 screening questions.

1. Appointments to visit the Archives can be made by contacting Quatro Hubbard at: 804-482-6102 or [quatro.hubbard@dhr.virginia.gov](mailto:quatro.hubbard@dhr.virginia.gov). Appointments are available Tuesday through Thursday 9am-4pm. Only one visitor per appointment time will be permitted. If an exemption from wearing a face covering in compliance with EO 63 is necessary, please make Mr. Hubbard aware of this need when requesting the appointment. See "Alternatives to face coverings" Guidance document. The person must agree to maintain strict 6 feet social distancing. If he/she does not, then staff shall ask him/her to leave the building immediately.
2. Appointments for researchers to the Collections can be made by contacting Laura Galke at 804-482-6441 or [laura.galke@dhr.virginia.gov](mailto:laura.galke@dhr.virginia.gov). Appointments are available Tuesday

through Thursday 9am-4pm. Only one visitor per appointment time will be permitted. If an exemption from wearing a face covering in compliance with EO 63 is necessary, please make Ms. Galke aware of this need when requesting the appointment. See “Alternatives to face coverings” Guidance document. The person must agree to maintain strict 6 feet social distancing. If he/she does not, then staff shall ask him/her to leave the building immediately.

Visitors must identify the collections they wish to view when making their appointment; they will only be allowed to handle those collections which they have identified in advance. Visitors will be assigned a workspace, they may not use other workspaces or touch cabinets without permission, this is to ensure that we know which surfaces must be sanitized after the visitor is finished. Visitors will be provided cleaning wipes with which they can clean their area when finished. Collections will be placed in short-term isolation after visitor handling and will not be available to other researchers until this quarantine period is completed.

3. Governor Northam’s Executive Order 63 mandates that patrons age ten and older “shall when entering, exiting, traveling through, and spending time inside...cover their mouth and nose with a face covering, as described and recommended by the CDC.” If a visitor refuses to comply with Executive Order 63 and wear a face covering, unless an exception is necessary due to religious, medical, or safety reasons, the visitor will be asked to return at a time when he/she will comply with EO 63 and wear a face covering, or leave the building and allow staff to fulfill the archives research request.
4. Visitors will be required to answer a series of COVID-19-related questions as recommended by the Virginia Department of Human Resource Management (DHRM); if any of the answers to the questions are “yes,” the visitor will not be permitted entrance into the building and will be asked to leave and reschedule his/her appointment in two weeks or later. The COVID-19 screening questions can be found on the agency website.

#### TEMPERATURE READINGS:

Due to new guidance from DHRM received June 24, 2020, DHR will not be administering temperature checks of either visitors or employees. The guidance specifically for staff is as follows:

- Before coming into the office building, staff should self-check his/her temperature at home before coming into the office building. If the temperature reads 100.4 or higher, he/she should stay away from the office for 14 days.
- Also before coming into the office building, staff should ask him/herself the COVID-19 screening questions. If any of the answers are “yes,” the staff person should stay away from the office for 14 days and seek medical attention if symptoms persist. The

COVID-19 screening questions can be found on the agency website at the bottom of the homepage with other employee links.

In addition to these major changes in operation, the following health and safety guidelines should be followed:

- Protocol for staff in regards to wearing face coverings while inside the building: please take the common sense approach. When walking around and through public spaces, face coverings should be worn. When sitting in an office or working in a space/cube solely occupied or in which there are no other staff within 6 feet, face coverings may be temporarily removed; however, when another staff member approaches or comes within 6 feet, the face covering should be worn. Face coverings may be temporarily removed to eat or drink during breaks and lunch periods; however, at those times, physical distancing should be practiced.
- For instructions on how to safely wear and take off a face covering and overall safe use of face coverings, see the CDC guidelines at:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- If a staff person is sick or experiencing symptoms or if anyone in the staff person's home is experiencing symptoms, he/she must stay home.
- A maximum of 1 person in the elevator at any given time.
- When using the elevator, staff are responsible for wiping down all buttons and all surfaces he/she has touched with sanitizing wipes after each use. Disposable sanitizing wipes will be provided. Sanitizing stations have also been placed at each elevator entrance. Everyone should sanitize their hands before entering and after exiting the elevator.
- There should be no more than 10 people on each floor at any given time in order to assist in maintaining social distance.
- Unless there is an emergency, in order to minimize sanitization needs, staff should use the main stairwell as opposed to the back stairwell when entering and exiting the building.
- Staff occupying a shared workstation/cube must coordinate with his/her cubemate to stagger work shifts to ensure single occupancy at any given time. In addition to coordinating with a cubemate, staff occupying shared workspaces/cubes must also coordinate with any other staff occupying a shared workspace/cube within 6 feet. In other words, coordination should occur between not only cubemates but also those on the other side of cube walls within the 6 feet distance.
- Staff are strongly encouraged to clean and disinfect their own workspace before leaving.
- Staff should not use the workspace of any other staff.
- Maintain a social distance of at least 6 feet from one another.

- When utilizing any shared space such as the restroom, breakroom, copy room, or conference room, wipe down all touched surfaces after use. Disposable sanitizing wipes will be available in all of these areas. Middle restroom stalls will be marked out of order.
- Gloves should be worn when performing certain job functions such as handling mail, but they are not recommended for general protective use.
- There will be continued contact free pick up and drop off.
- Archives will continue to offer complimentary archives searches.
- All magazines, pamphlets, flyers, posters, etc. will be removed from the lobby and placed behind the front desk. Anyone needing any of these items, please simply ask.

#### Gloves:

Gloves should only be provided to employees who require them to perform certain job functions, such as handling mail, handling collections, custodial work, certain trades, and groundskeeping. For the vast majority of employees, gloves are not recommended for general protective use for the following reasons:

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.

Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.

When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.

Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk. For instructions on how to safely remove gloves, view CDC guidelines at:

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf?fbclid=IwAR0i5PeHnaG7yjcO99Guf6jL2vgbUtsGJz2cna-3gR2NKLYLzdUFOWnYcY#:~:text=Hold%20the%20glove%20you%20just,Dispose%20of%20the%20gloves%20safely.>

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves are required to be worn when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

#### Travel:

- Ideally, only one staff person per vehicle.

- When traveling in a state vehicle with another staff person, face coverings should be worn. A driver's face covering may be adjusted but not removed if it impedes the driver's vision.
- A face covering should only be removed if it creates an unsafe condition while driving.
- When returning a state vehicle, the steering wheel and other surfaces should be wiped down.
- It is recommended that staff limit stops when traveling between the office and their worksite. Upon arrival at the worksite and prior to departing, staff should wash their hands as recommended.

#### Meetings:

- Weekly Senior Team, Division, and E-Team meetings will continue to be "virtual."
- In-person meetings should continue to be limited or avoided when possible.
- At in-person meetings, attendees must wear face coverings.
- In-person meetings will be limited to a designated number of persons based on six feet of separation for everyone in attendance. This means that the maximum number of attendees for each of the 2nd floor conference rooms are:

Director's Conference Room: 4. Please use only the chairs facing the table.

ORC: 2. Please use only the chairs facing the table.

#### Breakroom:

- Because of the limited number of staff in the building during this phase, the breakroom will remain open for use. However, staff utilizing any of the appliances and touching any surface must wipe down and sanitize each touched item/surface immediately after use. Disposable wipes and disinfectant are readily available in the breakroom.

#### Mail Handling:

- Mail will continue to be distributed to staff who then have the option of letting the mail sit for five days prior to handling.

#### Child and Elder Care:

- Some employees may be experiencing issues with child and elder care resulting from schools, camp and daycare closures. Managers will need to work with the employees to identify strategies for an employee's return into the worksite when required to do so. It is important to remember, the state's Teleworking Policy was changed last year to allow for having a child in the home while an employee is able to work remotely.

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### Collections Deliveries

Collections deliveries will be accepted by appointment only. Collections must be delivered through the loading dock. Upon delivery, collections will be placed in isolation either on rolling carts or on shelves designated for this purpose and labeled with the date they can be handled. Collections will be held for 72 hours before handling. Invoicing for box fees will be completed after the collection is released from isolation and can be examined for compliance with DHR Guidelines.

### Tax Credit Program

DHR continues to receive, process, and review project applications in hard copy, as normal.

DHR's tax credit staff will continue working with property owners, consultants, and CPAs through remote/virtual means. Staff will conduct meetings via phone or web applications to answer questions and provide treatment guidance about specific issues involved in a proposed scope of rehabilitation. Site visits to properties will not be conducted except to view the exterior of buildings, in accordance with accepted social distancing guidelines. In advance of an on-site meeting, DHR will insure staff is equipped with appropriate personal protective equipment (PPE).

The monthly "First Friday" meetings with property owners and their representatives will not be held due to the Covid-19 pandemic. Instead, tax credit staff respond to requests for assistance as follows:

- Existing projects: applicants/consultants should contact the DHR tax credit staff assigned as the project reviewer, who will work with them as needed.
- For those without existing applications: contact Chris Novelli (Chris.Novelli@dhr.virginia.gov) to set up a call in which the appropriate member of the tax credit staff can answer questions and provide general guidance.

### Easement Program

DHR Easement Program staff remains ready and available to assist property owners, project stakeholders, and interested citizens with their requests, however the reality of the COVID-19 pandemic has required our program to adapt our processes in order to protect the health and safety of our employees, easement property owners, and the citizens of Virginia. Because the ability to meet our stewardship responsibilities and assist individuals with their requests often rests on facilitating face-to-face on-site meetings, DHR's Easement Program has instituted the following measures to protect against the spread of COVID-19:

- Staff will continue working with easement property owners and applicants through remote/virtual means as often as possible
- For issues pertaining to project review or easement interpretation, meetings will be conducted via telephone or virtual conferencing software applications whenever applicable

Until further notice, on-site project review meetings and property inspections will be conducted within outdoor spaces only:

- Building exteriors and property open spaces will be inspected as part of a typical stewardship visit.
- Staff are available to meet with property owners in an outdoor setting, in accordance with accepted social distancing guidelines. In advance of an on-site meeting, DHR will insure staff is equipped with appropriate personal protective equipment (PPE).
- Property owners are asked to limit meeting attendees and follow social distancing guidelines as well.
- For specific questions or concerns pertaining to an interior space, property owners are encouraged to follow up with DHR easement staff via email; staff are available to review photos and provide treatment guidance by email or phone.
- If property owners do not wish to have their property inspected due to concerns about COVID-19, easement program staff will provide a self-reporting survey for the property owner to complete.

DHR understands that these provisions may present additional challenges for some of our owners. If you require specific accommodations, please notify DHR in advance and we will be pleased to work with you to the best of our abilities.

Site visits to conduct baseline documentation can be conducted if the easement protections do not apply to any building interiors; these site visits will be conducted outside and according to social distancing guidelines. Documentation for easements protecting the interiors of buildings must be postponed until conditions allow.

COOP and Strategic Planning: Marc Holma, COOP team leader, will evaluate the agency's recently updated plan and draft any changes/updates necessary.

For any staff member testing positive for COVID-19, the release of that information to agency staff and any other inquiries will follow CDC and EEOC guidelines.