

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

12.18.2020

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JUST FOR FUN: REASONS TO CELEBRATE



4 P's of Safe Driving in Winter Weather

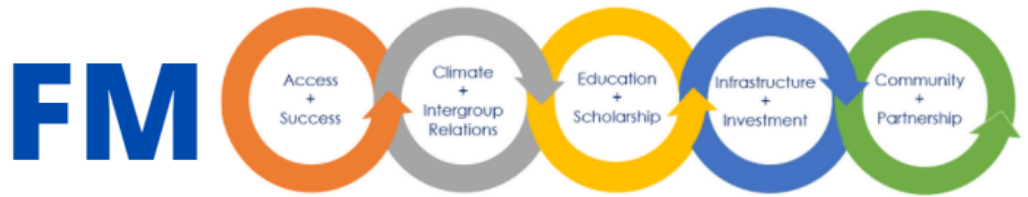
The weather outside is frightful this week! Review these driving tips to get you safely to and from your [essential errands](#) during winter weather.



- ⇒ **Pace** – Slow down when conditions affect visibility or vehicle traction.
- ⇒ **Position** – Space is an essential element in safe driving. It becomes even more critical when bad weather hits. Increase your following distance to have an “out” when another driver makes a mistake.
- ⇒ **Plan ahead** – Slowing down to a speed more suitable for the conditions means your journey will take a little longer. Leave a little earlier, or let others know your arrival will be a little later than usual.
- ⇒ **Patience** – Poor weather often leads to traffic jams and delays. Keep your cool! Don't let frustration take over and change how you drive.

Source: <https://resources.lytx.com/blog/winter-driving-safety-tips>

DIVERSITY, EQUITY & INCLUSION



Inclusive Excellence Update

We want to hear from you! Your Inclusive Excellence Planning team rep will be reaching out in February to gain your feedback and thoughts about FM. This is YOUR opportunity to help build a more inclusive work environment.

The [IE Planning team](#) has been exploring:

- **Access + Success:** FM's hiring, promotion and development practices with Elsa Burnette
- **Climate + Intergroup Relations:** Understanding how it feels to be here, if we can bring our whole selves to work, who gets to thrive and why with a presentation on Continuous Improvement efforts from Mike Payne and Chris Smeds
- **Training + Development:** What FM teaches and why, how we develop our staff with Julie Thomas and Sarah Ditulli from Occupational Training
- **Community + Partnership:** What impact FM has on the community, how we can be a good neighbor with Lorie Strother from Procurement
- **Infrastructure + Investment:** What governs our work, how are we organized, how do we invest our energy and money, how do we communicate with Don Sundgren and Colette Sheehy as well as Jane Centofante and Blake Watson

What questions or ideas do you have about each of these areas? Your IE team rep should be visiting your team meetings to gather your input or you can proactively reach out to your team representative.

Click here to see who represents your area: <https://diversity.fm.virginia.edu/inclusive-excellence.html>

Thank you for staying in touch with our progress, please email [Emily Martin \(em4hg\)](#) if you would like to know more about sharing the IE process with your team or area.

WINTER HOLIDAYS & TRADITIONS AROUND THE GLOBE

- **[Holiday Traditions Around the World:](#)** Perhaps one of the most unorthodox Christmas Eve traditions can be found in Norway, where people hide their brooms. It's a tradition that dates back centuries to when people believed that witches and evil spirits came out on Christmas Eve looking for brooms to ride on. To this day, many people still hide their brooms in the safest place in the house to stop them from being stolen.
<https://www.momondo.com/discover/christmas-traditions-around-the-world>
- **[Winter Holidays Around the World:](#)** Kwanzaa is a week-long holiday celebrated in communities in the United States and Canada, as well as in the Western African Diaspora to honor African heritage in African-American culture. There are seven core principles that are celebrated during Kwanzaa, including unity, self-determination, collective work and responsibility, cooperative economics, purpose, creativity, and faith. <https://www.unitedplanet.org/blog/2013/01/03/from-christmas-to-diwali-winter-holidays-around-the-world>



[MORE: LEARN ABOUT YALDA NIGHT >>>](#)

YALDA NIGHT: DECEMBER 20/21

*shab-e yalda or **Chelleh Night** is an Iranian Northern Hemisphere's winter solstice festival celebrated on the "longest and darkest night of the year." According to the calendar, this corresponds to the night of December 20/21 (± 1) in the Gregorian calendar, and to the night between the last day of the ninth month (Azar) and the first day of the tenth month (Dey) of the Iranian civil calendar. Yalda Night in 2020 is on Sunday night 12/20/20. Yalda Mobarak ! (Happy Yalda!)*



The longest and darkest night of the year is a time when friends and family gather together (By tradition, Iranians gather in the homes of the elders of family) to eat, drink and read poetry (especially Hafez) until well after midnight. Fruits and nuts are eaten, and pomegranates and watermelons are particularly significant. The **red color** in these fruits symbolizes the crimson hues of dawn and glow of life. The poems of Divan-e Hafez, which can be found in the bookcases of most Iranian families, are read or recited on various occasions such as this festival.

To this day Yalda remains as one of the most ancient festive ceremonies that has been celebrated in Iran for centuries since the time of the Persian Empire. **Besides Iran, Yalda is celebrated in Tajikistan, Afghanistan, Azerbaijan and Armenia.**

Story of the Yalda Night: The ancient Persians depended on agriculture for their livelihood and had to plant and gather according to the change of seasons. By experience they learned that the longer days and warm rays of sun helped their crops and the gathering months brought shorter days and longer nights. They discovered that after what was the longest night of the year the daylight hours started to get longer. This night was called Yalda which meant rebirth (of the sun), and it was celebrated for the triumph of light over darkness. They built fires on sundown of the last day in fall and kept them burning until the first rays of sun the following day. During this night they gathered with family and friends, ate delicious food, drank, and sang happy songs all night and listened to stories about old times.

DIVERSITY, EQUITY & INCLUSION

THE RIVETER

This fall, [The Riveter](#) launched a new iHeartMedia podcast with Park Place Payments, What's Her Story with Sam and Amy. We're just a few episodes in, but **we're blown away by the stories of the women who have joined us.** Amy Nelson and Sam Ettus wanted to bring the podcast to you for one simple reason: We rarely hear the stories of women doing big things. The papers of record cover the breakfast preferences of corporate titans and the founding stories of Facebook, Amazon and Microsoft are American lore. **But what about the women who've built companies and won medals and written best-selling books?** Their stories are important - and incredible. Here are a few of our first conversations. We hope you enjoy them as much as we did!

- **Glennon Doyle and Abby Wambach:** Listen to both parts of our conversation with this power couple. We covered the personal - including the day they met - to the professional. From writing best-selling books, weathering divorce, to winning Olympic medals and fighting for equal pay, you won't be disappointed. <https://podcasts.apple.com/us/podcast/glennon-doyle-and-abby-wambach-part-1/id1529348933?i=1000490792753>
- **Tina Tchen:** Tina has gone from a childhood in suburban Ohio as the only Asian-American student to being named one of the first women to partnership at a prestigious law firm to running the "East Wing" for First Lady Michelle Obama. Now the CEO of TIME'S UP Now and the TIME'S UP Foundation, Tina's stories made us laugh, think about a different future, and want to fight for change in America. <https://podcasts.apple.com/us/podcast/tina-tchen/id1529348933?i=1000493209606>
- **Vernice Armour:** Amy is lying if she said she didn't cry during this episode with America's first African-American female aviator in the Marine Corps and the first African-American female combat pilot in the U.S. Armed Forces. Aside from her storied career in the military, Vernice is a single mother, an entrepreneur, and the most inspirational woman you'll ever meet. <https://podcasts.apple.com/us/podcast/vernice-flygirl-armour/id1529348933?i=1000500298438>

Email us at hello@theriveter.co to let us know who we should interview next!

Support Cville

Looking for ways to give back to your community or be a *good neighbor* during the season? [Support Cville](#) is a site that was established at the beginning of the pandemic as a place where individuals can get help and give help. The list of opportunities is a great place to get started. However, don't stop there. Continue to seek out the organizations that benefit your neighborhood and counties and if you need help, just ask - em4hg@virginia.edu.

Happy Holidays everyone!

<https://www.supportcville.com/en/provide-support>

More from FM Diversity, Equity & Inclusion >>>

Apprenticeship



FM Apprenticeship Graduate Richard Barbour receives UVA's Outstanding Contributor Award

Richard Barbour, now zone manager of Health System Physical Plant Zone 1 South, has been named a recipient of the 2020 Leonard W. Sandridge Outstanding Contributor Award. Richard graduated from the UVA FM Apprenticeship Program in 1986 and has been a supporter of the program ever since.



This award recognizes staff nominated by their peers for their dedication to service through individual efforts, group contributions, and commitment to our larger community. Richard Barbour was selected for his dedication to UVA Medical Center operations, in particular through the COVID-19 pandemic.

See the full FM News story here:

<https://www.fm.virginia.edu/about/news/barbour-named-OCA-winner.html>

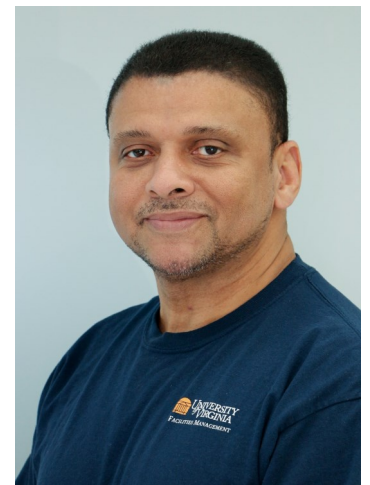
UP NEXT: Plumbing Apprentice Roundtable

Kicking off 2021 will be the Plumbing Apprentice Roundtable held virtually on January 12, 2020. More details will be announced soon. Attendance by all FM plumbing apprentices is required. Look for an invite in the coming weeks.

SPECIAL THANKS: Keith Woodson

Keith Woodson is celebrating 44 years at UVA Facilities Management! He began work at UVA FM in December 1976 and is now an important member of the Occupational Programs team, supporting OP's work on Grounds.

Keith supports Occupational Health and Safety by refilling first aid kits, and conducting mechanical room and housekeeping closet inspections to keep FM in regulatory compliance. In addition to this, he provides event support, photography talent, and outstanding customer service to UVA FM and our clients.



Thank you, Keith, for your contributions to our team and UVA FM as a whole! We are glad you're on our team.

If you see him around Grounds, be sure to say hello or drop him a line at dkw2v@virginia.edu

OCCUPATIONAL TRAINING

BE AWARE: UPCOMING CHANGES TO THE UVA

PERFORMANCE REVIEW PROCESS

"Employees will complete a brief self-evaluation in a summary format regarding their 2020 accomplishments and potential development areas."

University Staff employees will be required to write a summary of their accomplishments over the last year. Please see the HR job aid to assist below in the completion of your performance review. Discuss any questions or concerns with your supervisor. The performance review process for Classified Staff will remain unchanged.

- Job Aid: Completing the Academic Calendar Year Narrative Review – Employee: <https://bit.ly/3ggyCL7>
- Job Aid: Completing the Academic Year-End Narrative Review – Classified Staff: <https://bit.ly/39DJf9e>
- Job Aid: Calendar Year Goals – Employee: <https://bit.ly/39GFIMS>



Submission due date for University and Classified staff self-evaluations is January 15, 2021.

For the latest updates and additional resources, visit your Performance Management webpage: <https://hr.virginia.edu/career-development>

Questions? Email AskHR@virginia.edu with the subject line "Performance Management Help."

OCCUPATIONAL HEALTH & SAFETY

A VACCINE IS HERE!

UVA Health has administered the first doses of COVID-19 vaccine to frontline healthcare employees at highest risk of acquiring COVID-19 through work-related exposure.

Nearly 3,000 health system employees are eligible to receive the first vaccinations. UVA Health expects to receive additional doses within the next month, enabling additional groups of UVA Health team members to be offered the vaccine. Ultimately, COVID-19 vaccinations will be offered to the entire UVA Health team.

Guidance from the federal Centers for Disease Control and Prevention and the Virginia Department of Health will determine future phases of the distribution process. Following high-risk health care workers, distribution is expected to prioritize other essential workers, such as first responders, people with higher risk of significant health problems associated with COVID-19 and the elderly.



Read more:

<https://news.virginia.edu/content/uva-health-begins-covid-19-vaccinations-frontline-staff>

YOU ARE THE KEY TO DEFEATING COVID-19!

CRITICAL REMINDERS:

UVA FM is experiencing an uptick in COVID-19 cases. As a reminder, all UVA FM employees **MUST**:

- Maintain 6 feet (2 meters) of physical distance between themselves and others. Tasks where this is not possible must be reviewed by leadership.
- Wear a face cover at all times.
- Make every effort to avoid having passengers in FM vehicles, including trucks, van, cars, Kubotas, and Gators. **Whenever a passenger is in an FM vehicle, both the driver and passenger must wear face covers, outside air ventilation must be maximized, and windows must be opened a minimum of 3 inches.** More information: <https://at.virginia.edu/3qtl2b0>
- Cover coughs & sneezes.
- Wash hands
- Sanitize surfaces & tools frequently.



FM MANAGERS & SUPERVISORS:

SUPPORT YOUR EMPLOYEES & ENFORCE COVID-19 GUIDELINES!

Managers and supervisors must support and protect employees in their groups by reporting COVID-19 cases or suspected COVID-19 cases (symptomatic or exposure) using the [online reporting form](#). By making a report, supervisors may activate the Public Health Emergency Leave for their affected employees.

[COVID-19 On Grounds Guidelines](#) are to be enforced by supervisors to ensure that the potential for exposure to any asymptomatic individual remains as low as possible. FM Occupational Programs is working with the University to help educate employees and prevent the spread of COVID-19.

Employees found to be “at high risk of exposure” will be asked by Facilities Management to quarantine for 72 hours and seek testing at a UVA asymptomatic testing clinic. This is to prevent possible asymptomatic spread of the virus that causes COVID-19.

More information can be found in the OHS COVID-19 Resources:

<https://www.fm.virginia.edu/depts/ohs/covid-resources.html>

Look for the [COVID-19 Reporting & Guidance](#) document for supervisors & managers.



Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

BE WARM AND SAFE THIS WINTER!

- »»» Keep anything that can burn at least three-feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- »»» Have a three-foot "kid-free zone" around open fires and space heaters.
- »»» Never use your oven to heat your home.
- »»» Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer's instructions.
- »»» Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- »»» Remember to turn portable heaters off when leaving the room or going to bed.
- »»» Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- »»» Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- »»» Test smoke alarms monthly.



Heating Equipment Smarts

Install wood burning stoves following manufacturer's instructions or have a professional do the installation. All fuel-burning equipment should be vented to the outside to avoid carbon monoxide (CO) poisoning.

Install and maintain CO alarms to avoid the risk of CO poisoning. If you **smell** gas in your gas heater, do not light the appliance. Leave the home immediately and call your local fire department or gas company.



FACT

Half of home heating fires are reported during the months of **December, January, and February.**



Your Source for **SAFETY** Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

www.nfpa.org/education

GOVERNOR'S OFFICE
EXECUTIVE ORDER 72
IN EFFECT DECEMBER 14

**WHAT'S
NEW +
REQUIRED**

**HOW TO
STAY SAFE**

✓ **Social Gatherings**

A group intentionally getting together, for the purpose of being together **CANNOT BE GREATER THAN 10 PEOPLE.**

This includes wedding receptions, private parties, groups dining together, and events.

✓ **Mandated Masks**

Anyone **5 YEARS OR OLDER** must wear a mask indoors in public or outdoors within six feet of others.

✓ **Fitness Classes**

All group exercise and fitness classes are limited to **10 PEOPLE MAX.**

Wear your mask.

Maintain your distance.

Avoid travel whenever possible.

Wash your hands often.

QUESTIONS? 434-972-6261

[GOVERNOR.VIRGINIA.GOV/EXECUTIVE-ACTIONS](https://www.governor.virginia.gov/executive-actions)



CELEBRATE THE WINTER HOLIDAYS SAFELY!



'T WAS A HOLIDAY SEASON LIKE NO OTHER...

With 2020 on its way out, the winter holidays are in sight. Though they may not look the same as years past, they can still feel just as festive and meaningful! As COVID-19 cases rise nationwide, including locally, the safest way to celebrate this year is with members of your own household. Minimize your risk of COVID-19 infection during the holidays by avoiding traveling, continuing to wear your mask when near others (indoors or outdoors), and stay home without outside contact (quarantine) for a full 14 days if you have been in contact with someone who tests positive.

KEEP IT SMALL

Coronavirus easily spreads indoors where ventilation and humidity are absent and people are physically closer together. That's why it's safest to avoid mixing groups: gather with your own household for the holidays instead of inviting in new, potentially exposed, guests. If you must gather, follow these safety measures to reduce your risk of transmission:

- **Gather outside** (six feet apart) **in groups fewer than 10 people**.
- If you do head indoors, **open windows and turn on a gentle fan**. (Remember: ventilation helps).
- Remind guests to keep their **masks on** and **stay as distanced as possible**.
- Encourage **frequent hand washing** and have hand sanitizer readily available.



HOLIDAY TRAVEL: KNOW YOUR RISK LEVEL

Staying home is the safest way to protect yourself, family, and friends from the virus this year. If you must travel for the holidays, be prepared and **know your level of travel risk**. Travel with hand sanitizer and extra masks, and remember **that you're at most risk the longer you're within 6 feet of others**. Last and most importantly, remember to quarantine and monitor for symptoms for the full 14 days when you return home.

- **LOWEST RISK:** Short trips by car with household members and with no stops along the way.
- **MORE RISK:** Longer trips by car or RV with one or more stops along the way.
- **HIGH RISK:** Trips by car or RV with people who are not in your household; Long-distance train or bus trips; Direct flights.
- **HIGHEST RISK:** Flights with layovers.

COVID PODS AND "BUBBLES"

With the days getting darker and colder, individual sluggishness and solitude increase. This is normal behavior – the hunkering down of winter. But after 9 months of separation from family and social networks due to COVID-19, many are seeking relief in the form of social "pods" or "bubbles". Bubble members agree to limit contact to just those within the group, with exceptions for outings for groceries or necessities. These small, closed networks are meant to broaden the social sphere without spreading the virus. Because there aren't standard health guidelines for establishing or sustaining bubbles, there can be a lot of room for interpretation and risk. **Before agreeing to create or join a bubble - particularly those intended to allow kids to socialize on winter break - make sure rules are clearly agreed upon (and even better, in writing) and prioritize COVID safe practices over socializing.**

Source: Thomas Jefferson Health District: <https://conta.cc/3gws76V>

UVA FEAP (Faculty & Employee Assistance Program)

As we head into what will undoubtedly be an unusual holiday season, we pause to consider the increased feelings of stress, loneliness, grief, and loss many of us may be experiencing. Take advantage of this free service from UVA.

FEAP is here to support. Explore their offerings or schedule a 1:1 appointment:

<https://uvafeap.com/appointments/>

UVA HR Community Resources' Office Hours for FM Employees

Appointments are required.

To schedule, contact Stuart Munson by emailing

scm5rw@virginia.edu

or calling

434-243-3672 or
434-326-6206.

Learn more:

<https://at.virginia.edu/2JPAESH>



FREE, CONFIDENTIAL RESOURCES TO ASSIST WITH:

- **BASIC NEEDS** SUCH AS HOUSING, CLOTHING, UTILITIES AND FOOD
- ASSISTANCE WITH **PERSONAL BUDGETING** AND FINANCE
- FREE **LEGAL RESOURCES** AND ACCESS TO LAWYERS

SECOND TUESDAY OF EVERY MONTH, 11 a.m.–noon
in Leake lower-level conference room 20

Appointments are required.

To schedule, contact Stuart Munson by emailing scm5rw@virginia.edu or calling 434-243-3672 or 434-326-6206.

UVA Family Care & Tutoring Services

Take a moment to ensure you are aware of UVA's enhanced services and resources to support your family's needs:

- UVA's Dual Career Program has developed a [Parent & Guardian Connection](#) aimed to help employees connect with others in the UVA community to bridge childcare gaps and engage with one another around shared interests and priorities, e.g., socially distanced activities, virtual meet-ups, and more. From their website you will have access to a number of different dependent and back-up care services, including those outlined through [UVA HR](#) – you may also use the chart located here: <https://at.virginia.edu/3ILo4FG> to help you identify resources to best fit your needs.
- **Charlottesville Education Equity in partnership with Madison House is offering tutoring services for area students.** The team is particularly attentive to provide support to those families with greater financial needs and all inquiries are welcome. Interested individuals can learn more by visiting <http://cvilleeducationequity.com/get-support-families/> and request free virtual tutoring by completing this form: <https://bit.ly/3pINzK3>

WHAT TO DO IF

You have COVID-19 symptoms:

- Do not report to work.
- Call your supervisor & let them know.
- Call Employee Health at 434-924-2013. *UVA has the fastest testing turnaround times for employees.*
- Follow guidance from Employee Health.
- Keep your supervisor updated with condition/test results.

You suspect you have been exposed to someone who is COVID-19+

- Do not report to work. You can work from home, if able.
- Call your supervisor & let them know. They must complete a report for you to use the Public Health Emergency Leave.
- Call the asymptomatic testing clinic at 434-243-9534. Asymptomatic tests are administered at the UVA Education Resource Center. *This clinic has the fastest testing turnaround times for asymptomatic testing of employees.*
- Follow guidance from the clinic. Using [UVA's MyChart](#) ([account needed](#)) will give you access to results the fastest.
- Keep your supervisor updated with your condition and test results.

Most people who feel they are at high risk of having been exposed are able to return to work after 72 hours and a negative test, provided that they are not contacted by UVA Employee Health or the Virginia Department of Health.

**If you have questions about asymptomatic testing, contact FM-OHS:
FM-OHS@virginia.edu / 434-297-6379**

You live with someone infected with COVID-19 or were asked to test for COVID-19, or you suspect significant exposure (within 6 feet for 15 minutes or more total within a 24-hour period) to someone found to be infected, you may be contacted by your local health department with guidance. **Otherwise, you should:**

- Seek testing through a free [voluntary test](#) provided by UVA.
- Go home or stay home and quarantine until guidance and/or test results are received. Employees can work from home if they are able.



Reasons to celebrate are all around us!

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

**December 18: Answer The Telephone Like
Buddy The Elf Day**



December 19: National Oatmeal Muffin Day

December 20: Go (Zoom?) Caroling Day 🎵🎵

December 21: Winter Solstice / Yalda Night

**December 22: National Cookie
Exchange Day**



December 23: Festivus 🏠



December 24: Christmas Eve



December 25: Christmas Day

December 26-January 1: Kwanzaa





Steps for Supervisors & Managers: COVID-19 Reporting & Guidance in the FM Workplace

UVA FM Occupational Programs is responsible for aiding UVA COVID-19 Case Management Operations Team's surveillance of COVID-19 cases and suspected cases within UVA FM. FM-OP is available to offer guidance to supervisors and affected employees.

All FM employees are expected to be responsible for frequent handwashing, physical distancing, wearing a face covering, and monitoring themselves for any possible COVID-19 symptoms.

Employees who fail to do this may be subject to discipline.

- 1. If an employee is directed to go for testing, is exposed, or receives a positive COVID-19 test result, supervisors or managers must fill out the [online reporting form](#), which notifies [FM-OHS](#) and FM's HR Business Partners. They must also notify their chain of command of the potential and/or positive case information.**
- 2. Following this, the reporting supervisor will receive a secured email via [Zix](#) from UVA OP seeking further case information to identify those at risk of exposure.**
- 3. Guide employees who have been exposed & who are at risk of exposure:**
 - a. Exposed employees will most likely be receiving a call from the Virginia Department of Health.** Please make sure your employees are aware, can take the call, and know to provide any requested tracing information.
 - b. If a positive result is received by an employee being tested, the expectation is that everyone at high risk of exposure will be out of work for a minimum of 72 hours. To be able to return to work, at-risk-of-exposure employees will need the following:**
 - i. A NEGATIVE COVID-19 test result and a call from VDH clearing them to return prior to 72 hours out of the office.**
 - OR**
 - ii. A NEGATIVE COVID-19 test result and 72 hours since leaving work.**
- 4. Contact the group in their area that is responsible for cleaning the locations that may contain viral material for next steps – This may include blocking off areas where the affected employee was working. *Contacts are included on the reporting form.***
- 5. Communicate with employees affected using the email template provided by FM-OP.** You will receive the template from OHS once the [notification form](#) is completed & submitted.
- 6. Continue to provide guidance. A COVID-19 positive employee may return to work after they've been cleared by Employee Health.** Any other return to work clearances must be validated by Employee Health.
- 7. Direct any questions to your HR Business Partners or FM-OHS.**

Communicate all employee status changes & health updates to [FM-OHS](#), FM's HR Business Partners, and your chain of command in a timely manner.

What to do:

1. **Symptoms** – If an employee reports they:

- a. are feeling unwell and are experiencing **COVID-19 symptoms**

OR

- b. have received a positive COVID-19 test result

Have the affected employee **call Employee Health immediately** at 434-924-2013.

Employee Health will perform intake and assessment which will include guidance and may include testing. The supervisor will be notified of any test results via a secured [Zix](#) email from Employee Health.

2. **Exposure** – If an employee:

- a. **lives with someone infected** with COVID-19, or
- b. was requested through UVA or VDH tracing **to quarantine or test for COVID-19**, or
- c. reports **significant exposure** to someone outside of work found to be infected

They may be contacted by their **local health department** with guidance. Otherwise, they should go home or stay home and **quarantine** for 72 hours. During this time:

- a. They must not report to work on-site or leave home except for **essential trips**, although they can work from home, if able. *If they must take leave, they are eligible for the State Public Health Emergency Leave (PHEL) located under [Workday](#)'s Occasional Time Off in the Leave request area.*
- b. They should **seek asymptomatic testing** through a **voluntary test** provided free by Let's Get Tested, saliva testing, or by appointment at the UVA Asymptomatic Testing Clinic. Clinic appointments can be made by calling 434-243-9534.

3. Returning to work:

- a. **A COVID-19 positive employee may only return to work when cleared by Employee Health**, regardless of where they received their test.
- b. An employee identified as at high risk of exposure may return to work once they receive:
 - i. A **NEGATIVE COVID-19 test result**, and call from VDH clearing them to return prior to 72 hours out of the office.

OR

- ii. A **NEGATIVE COVID-19 test result and 72 hours passed since leaving work.**