

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

1.22.2020

## ***In this issue:***

Click the item title to go to the corresponding page. *Downloading this document may be necessary.*

### **OCCUPATIONAL HEALTH & SAFETY**

- UVA FM's COVID-19 Dashboard
- Managers & Supervisors: Support your employees & enforce COVID-19 guidelines
- FREE COVID-19 Testing Resources for FM Employees
- Learn more about the COVID-19 vaccine.
- Bernie Says: Practice Electrical Safety at Home

### **APPRENTICESHIP**

- Recognizing Nathan Henderson
- Up Next: All-Apprentice Roundtable
- 1-on-1s are being scheduled

  
*and as always, Reasons  
to Celebrate!*

### **OCCUPATIONAL TRAINING**

- Professional Development Opportunity: APPA's Supervisor's Toolkit

### **DIVERSITY, EQUITY & INCLUSION**

- CAVA: Counseling Alliance of Virginia
- NOMINATE: The John T. Casteen Diversity-Equity-Inclusion Leadership Award
- EVENT: Creating a Culture of Curiosity
- Faculty & Employee Assistance Program Resources

## **DEFEATING COVID-19**

UVA FM is experiencing an uptick in COVID-19 cases.

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.** More information: <https://uvapolicy.virginia.edu/policy/SEC-045>
- 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. Make every effort to avoid having passengers in FM vehicles, including trucks, van, cars, Kubotas, and Gators. More information: <https://at.virginia.edu/3qtl2b0>
- Cover coughs & sneezes.
- Wash hands
- Sanitize surfaces & tools frequently.



# ABOUT FACE COVERINGS

UVA Facilities Management

Occupational Programs

## ALL ABOUT FACE COVERINGS

Per UVA's [Policy SEC-045](#), Facilities Management is now requiring face coverings to be worn at all times, indoor and outdoor, unless working completely alone with no unscheduled visitors. [The CDC recommends](#) face coverings in any setting where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, essential worksites) especially in areas of significant community-based transmission.

**UPDATE 12/10/2020:** Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. <https://bit.ly/3a31K7u>

The purpose of face coverings is to reduce the release of potentially infectious particles into the air when someone speaks, coughs, or sneezes. **Cloth face coverings are not a substitute for distancing, washing hands, and staying home when ill.**

Here are examples of the various types of face coverings that are being used to protect public health:



### N95 RESPIRATORS

**N95 masks are only to be used when required by your job and/or task.**

N95 users are required to go through special fit testing & training. Users are fit tested to their specific model of face covering. If you are unsure if your job requires an N95 OR you need training, contact your supervisor or FM-OHS@virginia.edu.

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[FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).



### DUST MASKS

These look like N95s but they may not have the proper certifications that N95s have (e.g. NIOSH certification). Dust masks are okay for voluntary use. They are typically sold in hardware stores for people who need protection from sawdust and other construction work. Dust masks are disposable.



### KN95

KN95 filtering facepiece respirators are certified under China's standards and are not cleared by the FDA or NIOSH. With worldwide supply shortages of N95s, more KN95 masks are starting to appear in this country. KN95 is not a substitute for an N95, but can be used to prevent spread of the virus.



### NEOPRENE FACE COVERS

The material is thick and can prevent the spread of droplets from the mouth and nose, depending on mask design. Neoprene fabrics are washable and reusable. Masks should be washed before reuse.



### SURGICAL MASKS & CLOTH FACE COVERS

These masks do not filter out particles to the extent that N95 and KN95 masks do. They will contain droplets and spittle from the mouth and nose of the wearer, protecting those around the wearer.



### BANDANAS & NECK GAITERS

Cotton or synthetic materials are used to make these. The material is often thin for improved breathability, which means a decreased ability to contain droplets. Layering the fabric can help improve containment. Neck gaiters are made of stretchy synthetic fabric which makes them comfortable to wear. Cloth bandanas tied behind the head may be uncomfortable for extended wear. Bandanas and neck gaiters should be washed before reuse.

Source: <https://bit.ly/3cdBd5t>

# Apprenticeship



## RECOGNITION: Nathan Henderson

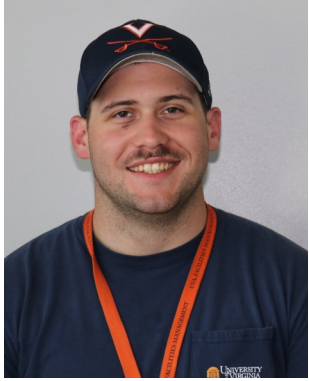


Photo by Keith Woodson.

The Apprenticeship Team would like to recognize fourth year electrical apprentice Nathan Henderson for his service to his country. Nathan is a member of the US National Guard and was called upon this week to protect our government representatives during the inauguration of our 46th President Joe Biden and 49th Vice President Kamala Harris. He has spent most of this week in Washington and we look forward to his safe return!

## Up Next: All-Apprentice Roundtable: February 9

Attendance by all UVA FM apprentices is mandatory. Keep an eye on your inboxes for an invite to the next Roundtable. Email [fm-apprenticeship@virginia.edu](mailto:fm-apprenticeship@virginia.edu) if you did not receive an invite.

## 1-on-1s are being scheduled

Apprentices & supervisors should be aware that 1-on-1 meetings are being scheduled. Please allow apprentices time to complete these meetings. This will help the team assess apprentices' progress, attitudes, and goals for the coming year.

## OCCUPATIONAL TRAINING

### UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

**Supervisor's Toolkit** has been specifically designed to meet the needs of the facilities management professional. It is a structured, open-ended, and pragmatic approach to developing supervisors. It is not so much a teach program as a development process, designed to help supervisors realize both personal and professional growth. The program has been newly designed as a full three days of training.

→ Virtual Supervisor's Toolkit, **February 8-11, 2021**

Class will be held via Zoom from 12:00 p.m.-3:00 p.m. EST

Cost is \$800

To register, [visit APPA](#).

→ Virtual Supervisor's Toolkit, **February 22-25, 2021, Times TBD**

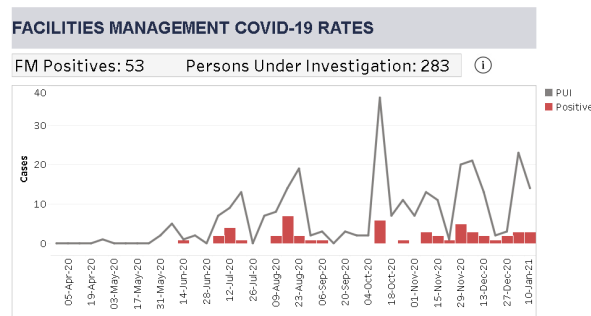
Supervisor approval required. Registration via APPA:

<https://www.appa.org/supervisors-toolkit/>



## UVA FM's COVID-19 Dashboard

Working with FM Occupational Health & Safety team's data, UVA FM's Programs & Informatics team has created an FM-ONLY COVID-19 dashboard to keep employees informed. The dashboard shows the exposure and positive test case numbers for Facilities Management staff and contractors.

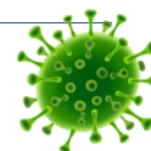


View it here: <https://www.fm.virginia.edu/employees/intranet/fm-covid-chart.html>

If it asks you to log in, your username and password are the same as your FM computer login.

## FM MANAGERS & SUPERVISORS:

### SUPPORT YOUR EMPLOYEES & ENFORCE COVID-19 GUIDELINES!



Managers, supervisors, and construction/renovation project managers 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 are activating 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 the 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.

## FREE COVID-19 TESTING RESOURCES FOR UVA FM EMPLOYEES



**If you are experiencing illness or symptoms:** Stay home, inform your supervisor, and call Employee Health for testing and/or guidance at 434-924-2013.

**If you are not experiencing symptoms:**

- Let's Get Checked at-home kit:

<https://www.letsgetchecked.com/us/en/order-form/verification/>

- Saliva testing at the Central Grounds Parking Garage: <https://besafe.virginia.edu/>

If you think you have been exposed, but aren't having any symptoms you can be tested by appointment at the UVA Asymptomatic Testing Clinic: 434-243-9534.



# ***The vaccine is here!***



Many FM employees who are frontline support of UVA Health have received the invitation to schedule their first does of the COVID-19 vaccine through UVA Health. This is the first step to protecting yourself from the coronavirus that causes COVID-19. You are considered protected 2-4 weeks after your **second dose** of the vaccine. However, you must still practice physical distancing, wear your face covering, check in with HOOS Health Check, and wash your hands in order to protect those who have not yet received a vaccine.

## **About the Vaccine & More Resources:**



FAQs, accurate information,  
and about the national  
vaccination program from the  
CDC: <http://bit.ly/39vLLgi>



Vaccine FAQs from UVA  
Health: <http://bit.ly/2N3Yjnw>



Virginia Department of  
Health's Vaccination  
Response page:  
<http://bit.ly/3bR46Hx>

Employees who have already received their first dose are encouraged to join **v-safe**, a smartphone-based tool by the CDC that gives you personalized health check-ins after you receive a COVID-19 vaccine.

- Through v-safe, you can quickly tell CDC if you have any side effects after getting the COVID-19 vaccine.
- v-safe will also remind you to get your second COVID-19 vaccine dose if you need one.



**Learn more:** <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/vsafe.html>

Be sure to respond to your invite and take advantage of the COVID-19 vaccine once it is made available to you. The state is currently in [phases 1a and 1b](#) of the vaccination process. In the coming months it is expected the vaccine will be available to everyone.

## DIVERSITY, EQUITY & INCLUSION

### CAVA: Counseling Alliance of Virginia

The Counseling Alliance of Virginia believes everyone has the capacity to live a healthy and productive life when offered the support they deserve. Upcoming events include:

#### Racial Awareness and Sensitivity Support Group- Multi-Racial – Charlottesville, VA

February 2, 6:15 pm - 7:45 pm

Recurring Event - Free

Sign up: <https://www.cavahelps.com/event/racial-awareness-and-sensitivity-support-group-multi-racial-charlottesville-va-3-2020-12-15/2021-02-02/>

### NOMINATE: The John

#### T. Casteen Diversity-Equity-Inclusion Leadership Award

The Office for Diversity, Equity and Inclusion invites nominations for the 12th annual John T. Casteen Diversity-Equity-Inclusion Leadership Award. The award honors one student, one staff and one faculty member from the University of Virginia, UVA Health and University of Virginia's College at Wise.

The John T. Casteen Diversity-Equity-Inclusion Leadership Award honors University community members who best demonstrate dedication to leadership and the ability to create a setting in which the promotion of diversity, equity, and inclusion is paramount. Candidates should demonstrate the following:

- **Commitment and distinct passion for diversity** at the University of Virginia and community;
- **Leadership role in increasing diversity, equity, and inclusion** at the University of Virginia and community;
- **Significant and quantifiable impact on diversity, equity, and inclusion** at the University of Virginia and community proportionate to the duration of the nominee's efforts.

There are three nomination categories: student, staff and faculty. **Nominations and supporting materials are due by Friday, February 26, 2021.**

This is a University-wide recognition, and the award presentation will be held during a virtual event. Please visit the John T. Casteen III Diversity - Equity - Inclusion Leadership Award site for nomination materials: <https://vpdiversity.virginia.edu/john-t-casteen-iii-diversity-equity-inclusion-leadership-award>



**[More from FM Diversity, Equity & Inclusion >>>](#)**

## **DIVERSITY, EQUITY & INCLUSION**

(CONTINUED)

### **EVENT: Creating a Culture of Curiosity**

Wednesday, January 27 at 11:30 AM

In this fireside chat, Melissa C. Thomas-Hunt will share her insights into building diverse teams and encouraging leadership skills among them. All are welcome and students are especially encouraged to attend.

**Register:**

<https://www.eventbrite.com/e/creating-a-culture-of-curiosity-registration-132595630099>

Melissa C. Thomas-Hunt, Head of Global Diversity and Belonging at Airbnb, is an expert on building inclusive, global teams. She has served as Vanderbilt University's Vice Provost for Inclusive Excellence and as the Global Chief Diversity Officer at UVA's Darden School of Business. For 25 years, she has taught MBAs and executives leadership, team dynamics, and negotiations and conducted research on the factors that unleash, leverage and amplify the contributions made by individuals, particularly women, underrepresented individuals and numerical minorities.

### **UVA FEAP (Faculty & Employee Assistance Program)**

As we head into an uncertain new year, 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/>

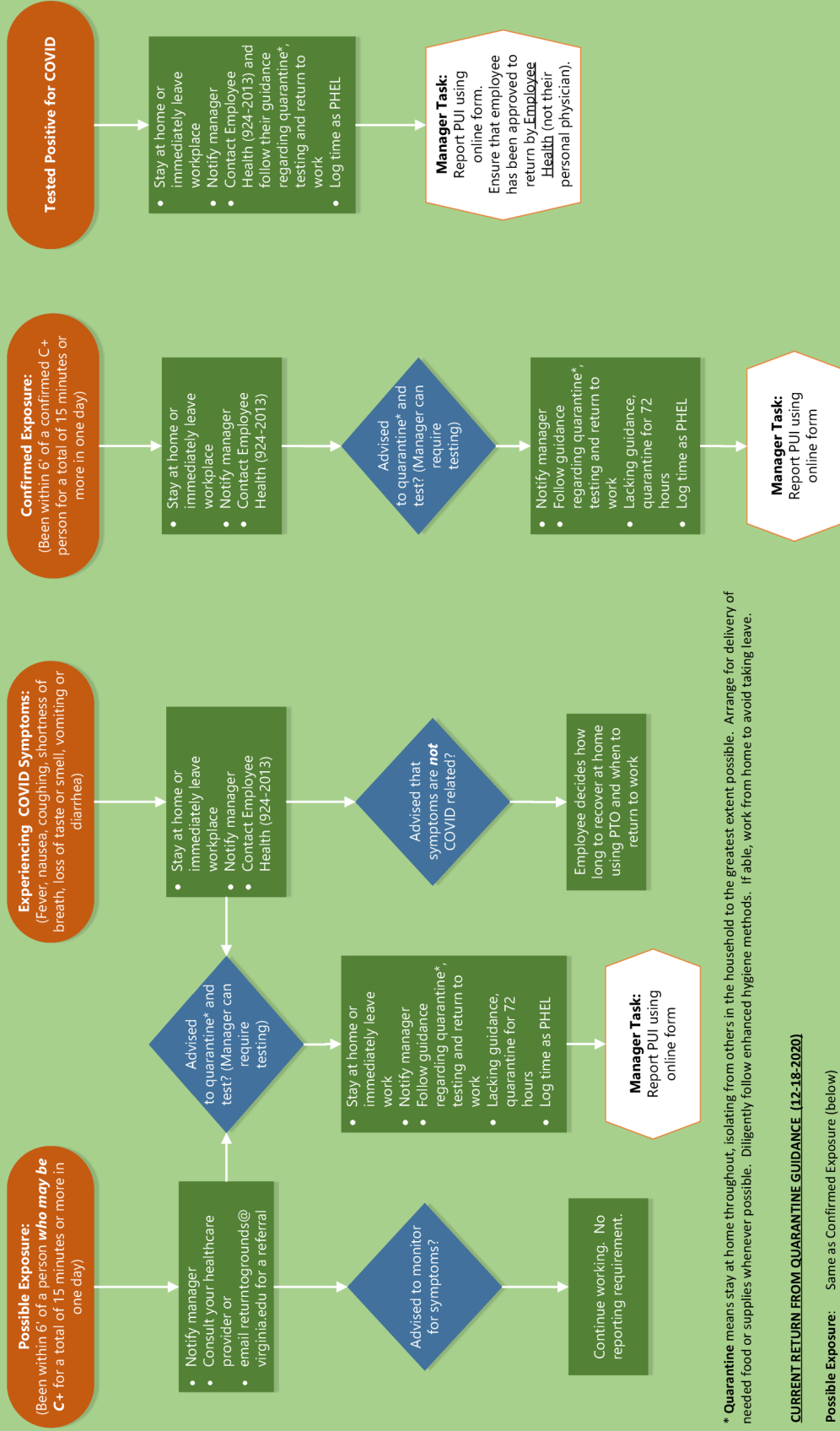
### **EVENT: Boost Your Motivation to Reduce COVID Energy Drain**

January 26 at 3:30 PM

Could you use a little motivation boost to enhance your overall well-being? Join this engaging webinar to learn some helpful tips from a positive psychology practitioner and a National Board Certified Health and Wellness coach. Hear some of our top tips to help you reach your health goals, including goal setting, visualization techniques, and harnessing the power of mindset, among others.

**Register:** <https://uvafeap.com/events/boost-your-motivation/>

## COVID-19 RESPONSE CHART



\* Quarantine means stay at home throughout, isolating from others in the household to the greatest extent possible. Arrange for delivery of needed food or supplies whenever possible. Diligently follow enhanced hygiene methods. If able, work from home to avoid taking leave.

### CURRENT RETURN FROM QUARANTINE GUIDANCE (12-18-2020)

**Possible Exposure:** Same as Confirmed Exposure (below)

**Symptoms:** No symptoms for 72 hours (without medications)

**Confirmed Exposure:** Negative COVID test w/ VDH approval to return prior to 72 hours from leaving work, or  
Negative COVID test and 72 hours have passed since leaving work

**Positive for COVID:** Must be cleared for return by Employee Health

**Note:** CDC's release from quarantine guidance is:

- A. 14 days of isolation, or
- B. 7 days of isolation w/ no symptoms, plus a negative test taken 48 hours prior to release, or
- C. 10 days of isolation without symptoms

Special thanks to Mike Merriam for creating this guide.



## OCCUPATIONAL HEALTH & SAFETY



Here are some tips to help you maintain proper caution, to help keep you and your family safe around the house, and to avoid electrical fires and accidents:

1. Make it a habit to turn off electric games and appliances when they are not in use. Make it a routine to check that all electrical devices not in use are properly shut off before bed.
2. Never ever overload sockets. The total output of all plugs in the adapter should be no more than the specified rating.
3. Adding a **residual current device/GCFI** is an easy way to cut off power and prevent shocks. Another sensible option is to fix one on the fuse box. Alternately, you can choose a portable one, which are ideal for outdoor jobs such as using the lawnmower or vacuum cleaner.
4. It's a good idea to periodically keep an eye on the condition of the plugs and sockets. You should pay attention to any burnt or frayed wires on appliances. It's best to get the services of a professional electrician to fix such problems.
5. Never allow wires or leads to run under carpets where they remain invisible. Besides being a trip hazard, it's hard to see the condition of the cables or wires.
6. Never ever allow electric wires or cables to trail over kitchen appliances like toasters or stovetops. These are very dangerous and are hazards of the worst kind.
7. Do not stick in nails or try to make holes in the walls of your home. It's a potential danger since you may not know what's behind your point of entry. And you should also take care when digging or excavating as you run the risk of cutting live underground wire.
8. Avoid mixing liquids and electricity. They should be kept as far apart as possible. Touch your appliances with dry hands only. Avoid placing water or other liquids on top of electrical appliances.
9. It's best to avoid taking major electrical appliances into a bathroom. Always check for the wire coding on appliances like hair dryers, hair straighteners or radios that are often used in bathrooms.
10. Make sure that your children do not walk in wet into the house directly from the rain or your swimming pool. Your home is a place that is full of electrical sources and could pose a threat to their safety. Get them to dry out completely before entering the house.

Questions? Email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)



*Reasons to celebrate are all around us!*

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

**January 22: National Hot Sauce Day**

**January 23: National Handwriting Day**

**January 24: National Compliment Day**  
*(You look lovely!)*

**January 25: Opposite Day**

**January 26: Australia Day**

**January 27: National Chocolate Cake Day**

**January 28: National Kazoo Day**

**January 29: National Puzzle Day**