

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

3.12.2021

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- NEW! KN95 Voluntary Use Agreement



***and as always,
Reasons to Celebrate!***

WHAT DOES "FULLY VACCINATED" MEAN?

You are considered fully vaccinated:

- 2 weeks after your second (final) dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine

If it has been less than 2 weeks since your final shot, or if you still need to get your second dose, you are NOT fully protected. Regardless of your vaccination status, keep taking all prevention steps to protect yourself and those around you.



More info:

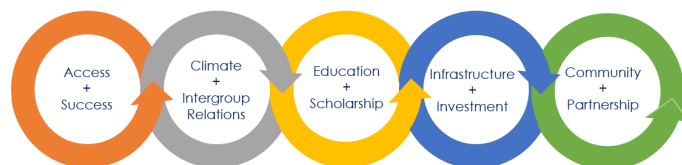
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence Survey: Update

The FM Inclusive Excellence survey has closed with over 900 responses - thank you! Your responses are what our IE Planning Team are using to build the action plan this week. **Complete survey responses will be posted on the [FM DEI site](#) on March 17.** Thank you for taking your time to complete the survey with us. We are extremely lucky to have colleagues like you at FM.

Contact Emily Douglas if you have questions: EM4HG@virginia.edu



Racial Equity Speaker Series

Please join UVA's Division for Diversity, Equity, and Inclusion as we continue our 20-21 Racial Equity Speaker Series this spring. All events will be held virtually and are free and open to the public. Registration is required.

Laura Morgan Roberts

Beating the Odds: Black Women and Leadership Legacies

Tuesday, March 23
12:00-1:00pm

Laura Morgan Roberts is a Professor of Practice at the University of Virginia's Darden School of Business. Laura's research and consulting focus on the science of maximizing human potential in diverse organizations and communities.



Register: <http://bit.ly/3taV2m8>

Ijeoma Oluo

Friday, April 2
12:00-1:00pm

Ijeoma Oluo is a Seattle-based Writer, Speaker and Internet Yeller. Her NYT bestselling first book, *So You Want to Talk About Race*, was released January 2018 with Seal Press.

Register: <http://bit.ly/3l4VOhu>

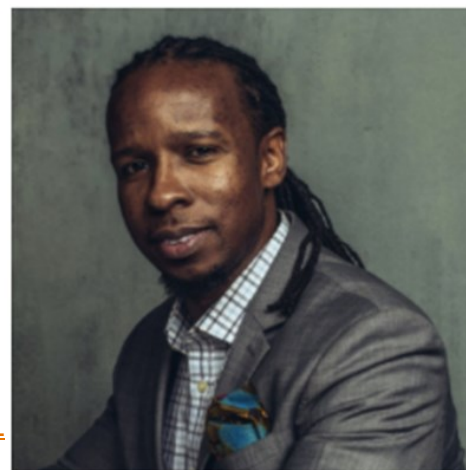


Ibram X. Kendi

Wednesday, April 21
5:00-6:00pm

Join Dean Nicole Jenkins and Dean Ian Solomon for a conversation with Ibram X. Kendi. Kendi is one of America's foremost historians and leading antiracist scholars. He is the #1 *New York Times* bestselling author of *How to be an Antiracist*.

Register: <http://bit.ly/3vhG7IL>



More from FM Diversity, Equity & Inclusion >>>

DIVERSITY, EQUITY & INCLUSION (CONTINUED)

March is Women's History Month

In honor of Women's History Month this March and International Women's Day this past Monday on March 8th, we share [Generation Women](https://www.generationwomen.us/) which creates space for intergenerational connection and community. At their monthly virtual show, six storytellers of note share an original, true story on a theme. Of those performers, one is in their 20s, 30s, 40s, 50s, 60s, and 70s+. Our diverse line-ups will make you laugh, cry, and reflect on the cycle of life. Generation Women is an intimate literary salon that brings together people of all ages: <https://www.generationwomen.us/>

Next Show: Thursday March 18 2021, 7pmET

Our theme is "The Art of Aging: Advice to my Younger Self."

All shows are currently virtual. Can't make the show live? You can rewatch anytime using your ticket link.

Register: <http://bit.ly/38xW042>



OCCUPATIONAL TRAINING

HIGHLIGHT: Getting started With Workday Learning

Access over 10,000 Learning Courses via Workday Learning.

Getting Started with Workday Learning for Managers - Digital, A 2-lesson digital course:

- Lesson 1 is a mandatory lesson and is broken down into three sections with a quiz at the end.
 - Introduction: Provides an overview and outline of the course.
 - Enroll/Drop Team: Provides information on how to enroll your team or a direct report in a course, as well as how to drop a direct report from a course they have been assigned.
 - Reports: Provides a detailed look at three reports a manager can run, including the Managers - My Team's Learning report, to view their direct reports' learning history.
 - Quiz: A three-question quiz to gauge how much you learned in this course.
- Lesson 2 is an optional lesson and links to Workday Learning job aids for managers.

Register: <https://bit.ly/3euTwas>

Continue Getting Started with Workday Learning on following page >>>

Getting started With Workday Learning - *continued*

Getting Started with Workday Learning for All Non-Managers - Digital, A 2-lesson digital course:

- Lesson 1 is a mandatory lesson and is broken down into four sections with a quiz at the end.
 - Introduction: Provides an interactive overview of the Learning Dashboard.
 - Sliders: Provides a detailed look at the five sliders on the Learning Dashboard.
 - Menus: Provides a detailed look at the three menus on the Learning Dashboard.
 - Courses: Provides an overview of the types of courses and important course details.
 - Quiz: A five-question quiz to gauge how much you learned in this course.
- Lesson 2 is an optional lesson and links to Workday Learning job aids for learners.

Register: <https://bit.ly/3bztQiH>

Apprenticeship

National Women In Construction Week



This March 8th marked the 110th anniversary of [International Women's Day](#). This day was established across the globe during a time in which women fought for improved working conditions, equal pay and voting rights, and held large marches on the streets of cities all over the world. The day was recognized by the United Nations starting in 1975 and is celebrated each year on March 8th. While the issues of women across the globe may have changed over time, there remain differences in pay and rights between women and men across the globe



In an effort to support and celebrate this day, we want to thank those who are working to reduce the gender gap in fields related to the construction trades. A diverse workforce brings greater intelligence, collaboration and innovation to the table, and that if we want to improve on our ability to deliver projects, we must expand the talent pool and find ways to bring more women to the table.

[March 7-13th is recognized as Women in Construction Week](#). Special thanks to our women apprentices, our on the job trainers, and women in the construction industry that are upholding their skills as something to be proud of and shared with individuals of all races, genders, and backgrounds as the UVA Apprenticeship Program works with them to create a regenerative pipeline of skilled trades workers.

OCCUPATIONAL HEALTH & SAFETY

Safety before the first step!

Are you inspecting your ladders before starting work? A thorough inspection must be made when the ladder is initially purchased and each time it is placed into service. Here are a few reminders of what you should be inspecting:

- Locks and spreader braces
- Connections and fasteners
- Steps and rungs
- Safety shoes
- Rails
- Ropes and pulleys

Bernie says!



UVA FM Ladder inspection checklist: <https://at.virginia.edu/2VEyItj>

Steps to follow before taking your first step on the ladder:

- Thoroughly inspect the ladder to ensure it is in good working condition.
- Clean the ladder feet as well as the climbing and gripping surfaces.
- Read the safety information label(s) on the ladder.
- Confirm that the ground where the ladder is set-up is firm and level, or use approved accessories, such as ladder levelers.
- Ensure that any surrounding doors are blocked from opening, locked or properly guarded.
- If you're using a ladder outdoors, ensure that the weather is safe for ladder use.
- Clean the soles of your shoes to maximize traction and avoid slipping.
- Ensure that you are not tired, dizzy or prone to losing your balance before using the ladder.
- Use towlines, a tool belt or an assistant to carry materials so your hands are free when climbing.

*If you have questions about ladders,
email FM-OHS@virginia.edu.*

LADDER SAFETY



Use three points of contact. Climb facing forward.



Do not overreach. Do not carry an object that can cause you to lose your balance.



Do not exceed the weight rating for the ladder.



Obey the 4:1 rule. For every 4' up, the ladder base should 1' from the wall.



Do not use the top of the ladder as a step.



Do not move or extend a ladder when anyone is on it.

Source: OSHA 1910.67 - 12-2010

OCCUPATIONAL HEALTH & SAFETY

Bernie says!

Always Report Incidents & Near Misses!

Near Miss: an almost-incident in which no property was damaged and no personal injury was sustained, but where, given a **slight shift in time or position**, damage or injury easily could have occurred.

Incident: a fatality, injury (first aid or greater), or illness that occurs at work.



Why report?

When an injury/near miss is reported quickly:

- The injured worker has the opportunity to receive treatment that may be needed.
- Even if the employee declines treatment initially, a “minor” injury may become worse and eventually need treatment.
- FM-OHS is able to help the shop assess the potential hazard and remove or remediate it.
- NOT reporting is a violation of UVA procedures.

How to report:

Employees can begin their report on the OHS Forms page:

<https://www.fm.virginia.edu/depts/ohs/forms.html>

- Near Misses can be reported anonymously or you can request supervisor input.
- Incidents/Workers Comp claims can be started by the injured employee’s supervisor if necessary. Do not delay seeking medical care if needed.
- Vehicle Incidents must be reported using an ALN form from FM Fleet: FM-Fleet@virginia.edu. If someone was injured in a vehicle incident, you must also complete the injury report.

*If you have questions about near misses or incidents/injuries,
email FM-OHS@virginia.edu.*

The vaccine is here!



This is an important 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.

If you haven't made an appointment or started your vaccine through UVA, register at vaccinate.virginia.gov or call 877-829-4682



Learn More
about Vaccination in Virginia



Sign up
for free COVID-19 vaccine
& check your pre-registration status.

Pre-Registration

Talk to someone
(877) VAX-IN-VA
(877) 829-4682



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 are receiving 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 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.

It is expected the vaccine will be available to everyone by late spring of this year.

WHAT TO DO:

BEFORE

your vaccine appointment:

- Wait at least **two weeks** between getting any other vaccination and getting a COVID-19 vaccine
- **Do not take anti-inflammatories** (ibuprofen, Tylenol) **before** your vaccine.
- **Dress in layers**—The vaccine goes in your upper arm. Wear a jacket that is easily removed over a sleeveless shirt or a shirt/sweater with a sleeve loose enough to roll up.
- **Bring an ID** with your name & date of birth
- **Don't arrive more than 10 minutes early.**

DURING

your vaccine appointment:

- At your first dose, you will receive a **vaccine card** with the name of the vaccine manufacturer, the vaccine lot number, the date and the location. **Do not lose this.**
- **Stay on site for about 15 minutes after your vaccine dose** in case of any anaphylactic reaction (extremely rare).
- **Download the [v-safe app](#)** to track any side effects and report them to the CDC's Vaccine Adverse Event Reporting System.

After

your vaccine appointment:

You can take an anti-inflammatory to counteract any soreness or fever.

Source: <http://bit.ly/3qha2Nh>

COVID-19 Vaccines

Beginning March 5, 2021, the Blue Ridge Health District will offer three vaccines to protect against COVID-19. VDH does not recommend one brand of vaccine over another. Each has been proven to protect against serious illness, hospitalization, and death from COVID-19.

Remember: choose whichever vaccine you have access to first!

	JOHNSON & JOHNSON	PFIZER	MODERNA
TYPE OF VACCINE	Adenovirus Vector	mRNA	mRNA
HOW IT WORKS	Uses a type of virus that can't replicate, but carries information to cells about how to produce the coronavirus spike protein to cells, training the immune system to fight the virus.	Creates a protein that teaches the immune system to recognize the virus and fight against it.	Creates a protein that teaches the immune system to recognize the virus and fight against it.
EFFECTIVENESS	72% overall efficacy 14 days after only dose and 86% efficacy against severe disease, 100% effective at preventing hospitalization	95% overall efficacy 14 days after 2nd dose, and 100% effective at preventing hospitalization	94% overall efficacy 14 days after 2nd dose and 100% effective at preventing hospitalization
RECOMMENDED FOR	18 and older.	16 and older.	18 and older.
DOSES NEEDED	One shot.	Two shots, 21 days apart.	Two shots, 28 days apart.
COMMON SIDE EFFECTS	Fatigue, fever, headache, injection site pain, generally resolving within a day or two. Milder side effects than the Pfizer and Moderna vaccines. According to Johnson & Johnson No one suffered an allergic reaction in clinical trials.	Chills, headache, pain, tiredness, and/or redness and swelling at the injection site, generally resolving within a day or two. On rare occasions, mRNA can trigger an allergic reaction.	Chills, headache, pain, tiredness, and/or redness and swelling at the injection site, generally resolving within a day or two. On rare occasions, mRNA can trigger an allergic reaction.



Questions?

434-972-6261
BlueRidgeHD.org

UVA ACADEMIC COVID-19 QUARANTINE & RESPONSE GUIDELINES:

A summary of the updated quarantine/testing guidelines implemented on February 3, 2021 for UVA FM employees potentially exposed to a COVID-19+ case:

- Potentially exposed employees are identified.
- UVA FM OP will reach out via email to the affected employees, cc'ing their supervisors and UVA's COVID-19 Case Management Operations Team (CMOT), with instructions for a mandatory **10-day (from date of exposure) quarantine*** and testing directions:
 - The affected employee will be tested on day 5 (ideally at UVA Asymptomatic Testing Clinic with results returned day 6).
 - The affected employee will be tested again on day 9 (ideally at UVA Asymptomatic Testing Clinic with results returned day 10)
 - UVA's COVID-19 Case Management Team will reach out to the affected employee on day 9 to follow up & review their status.
 - With two negative tests, no symptoms, and no contact from the Virginia Department of Health, the affected employee can return to work on day 11.

For example:

An employee is exposed on **01/01/2021**. They would take a test on **01/06/2021** and **01/10/2021**. If these tests are negative, they do not have any symptoms, and they were not placed on a longer quarantine by VDH, they can return to work on **01/12/2021**. UVA's Case Management Team may also release the employee back to work early if they are determined to not be a close contact by the VDH.

- During quarantine, the Virginia Department of Health may reach out to the affected employee to determine their level of exposure. **Any instructions VDH gives the employee overrides previous instructions from UVA's COVID-19 Case Management Team or FM OP.**
- UVA's Case Management Team may release the employee back to work early if they are determined to not be a close contact by the VDH.
- **Failure by the employee to follow testing and quarantine instructions can lead to a longer quarantine and/or disciplinary action.**

** Employees who have completed their vaccine more than 2 weeks prior to exposure will receive slightly different quarantine instructions.*

DEFENSE AGAINST COVID-19:

Personal & Shared Responsibilities

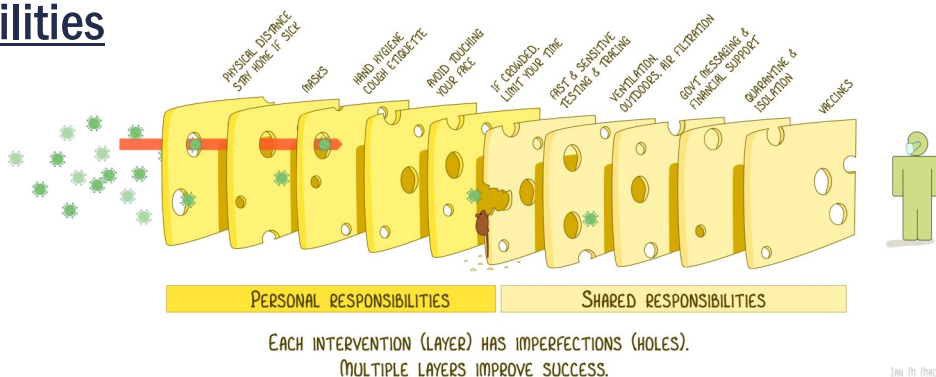
Thank you for your flexibility and patience as you work with your colleagues to defeat this virus!

Remember to:

1. Keep your distance (6 feet!)
2. Wash your hands for 20 seconds.
3. Wear your face cover.

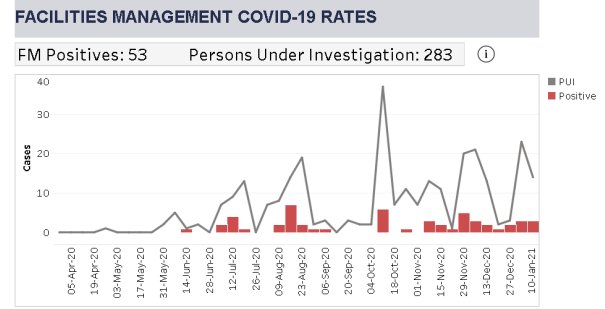
THE SWISS CHEESE RESPIRATORY VIRUS PANDEMIC DEFENCE

RECOGNISING THAT NO SINGLE INTERVENTION IS PERFECT AT PREVENTING SPREAD



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 a potential exposure will be asked by Facilities Management to quarantine for up to 10 days 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.

COVID-19 CONTACT TRACING

UVA Facilities Management

Occupational Programs

NOTIFY YOUR CONTACTS

If you have COVID-19, it is important that you notify people you had close contact with while contagious.* This includes everyone who:

- Has been **within 6 feet of you for a total of 15 minutes or more** over a 24-hour period regardless of face cover use, or
- Has been **directly exposed to your respiratory droplets** (e.g., coughed or sneezed on, shared a glass/utensils, kissed, etc.), or
- **Lives with you, or**
- **You provide care for.**

**You are considered contagious starting 2 days before you became sick (or 2 days before your test if you never had symptoms) until you complete isolation.*

A sample message for your close contacts:

“Hi. I have been diagnosed with COVID-19 (or coronavirus). I’m reaching out because when we last met, you may have been exposed. Although most cases of COVID-19 will be mild, the Health Department recommends that you:

- **Stay home (quarantine) and monitor your health for 14 days** after we last interacted. Staying home for 14 days is the safest option. If you are not able to stay home for 14 days and you do not have symptoms, you may leave home after Day 10 without testing or after Day 7 if a PCR or antigen test performed on or after Day 5 is negative.†
- **Contact your healthcare provider to ask about getting tested.** The best time to get tested is 5 days or more after your last exposure. Even if you test negative, you should stay home until at least 7 days after your exposure. You should also monitor your symptoms and be safe (e.g., wear a mask, stay at least 6 feet from others, wash hands often) for 14 days after your exposure. UVA employees can seek free testing at the Asymptomatic Testing Clinic: 434-243-9534.
- **Seek medical attention immediately if you have a medical emergency.** Emergency warning signs of COVID-19 include trouble breathing, pain or pressure in the chest, confusion, or bluish lips or face.
- **Keep your distance from others** (at least 6 feet) including in your home if possible. Do not share items with others. Use a separate bedroom and bathroom, if possible.
- **Wear a cloth face covering** when around others.
- **Wash your hands often with soap and water** for at least 20 seconds or use an alcohol-based hand-sanitizer.
- **Clean and disinfect high-touch surfaces** at least daily (e.g., doorknobs, light switches, phones, remote controls, etc.).
- **Answer the call.** Your local health department will attempt to contact you with more recommendations. If the number of COVID-19 cases is high in your area, the health department may not be able to call you.
- **If you test positive for COVID-19, please notify your local health department and your close contacts.** Your close contacts will need to receive all the same guidance I am providing you today.

† These are **VDH guidelines**. Initial quarantine instructions for UVA FM employees will come from FM-OP and may be slightly different.

WHO ARE YOUR CONTACTS?

First day of symptoms (or if never had symptoms; day tested positive for COVID-19): _____

Subtract two days: _____
(This is the start of your contagious period.)

List your close contacts (defined above) during your contagious period:



let's celebrate!

Reasons to celebrate are all around us!

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

March 12: National Girl Scout Day

March 13: National K9 Veterans Day 🐕

March 14: National Pi Day π



March 15: Ides of March



March 16: National Panda Day

March 17: St. Patrick's Day 🍀

March 18: Awkward Moments Day 🐢

March 19: Certified Nurses Day





KN95 Use

Face coverings must be worn by all faculty, staff, contractors, visitors and students while inside a University facility or otherwise inside a building on University Grounds or on any University property when in the presence of others (e.g., common workspaces, meeting rooms, etc.). In University buildings with laboratory and research spaces, a face covering must be worn at all times regardless of whether in the presence of others or not. Facemasks must also be worn on University transit buses. Appropriate use of face coverings or facemasks is critical in minimizing risks to others near you. COVID-19 can be spread to others even if no symptoms are being displayed. [Note: A face covering is not a substitute for social distancing or other COVID-19 protocol.]

All University of Virginia-Facilities Management employees who are required to wear a respirator to limit exposure must be enrolled in the Facilities Management Occupational Health and Safety (FM-OHS) Respiratory Protection Program. Employees who are not required to wear respiratory protection may request permission for voluntary use from FM-OHS. Employees who receive permission to voluntarily use respiratory protection are responsible for maintaining the requirements of this *Voluntary Use of Respiratory Protection Agreement*.

Appendix-D to Sec. 1910.134 (Mandatory):

Information for Employees Using Respirators or KN95's When Not Required under the Standard

KN95 filtering face piece respirators are supposed to provide 95% protection against all particles that are greater than 0.3 µm in diameter. This means that the mask may to protect you from bacteria, viruses, pollution particles, fine particles, dust, smog, pollen, and reduce the risk of bacterial and viral infections. **Do not wear your KN95 respirator into work environments, which have been previously identified as requiring a respirator.**

There are currently not enough studies on the effectiveness of a KN95 and Coronavirus. However, they can be worn as part of the protective measure strategy in regards to infection transmission. Wearing a KN95 does not eliminate the need to physical distance.

Respirators are an effective method of protection against identified hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may choose to wear respirators to minimize exposures, even if the level of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not introduce a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH (National Institute for Occupational Safety and Health) is part of the U.S. Department of Health and Human Services and is the agency that certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke. **Do not wear your KN95 respirator into atmospheres that a Respirator in which you have been fit tested for is required.**
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
5. To put the KN95 mask properly, make sure to do as follows; you should wash your hands thoroughly with soap and water or alcohol-based sanitizer before putting the mask. Hold the ear loop mask and nosepiece facing up and place the mask under your chin. Stretch the ear loops over each ear.

See reverse side



Facilities Management
Occupational Health and Safety

P 434.297.6379

F 434.243.2056

fm-ohs@virginia.edu

Issue Date: 02.17.20201

The following requirements should be reviewed by both the Supervisor and their Employee:

- Employees approved to voluntarily use respiratory protection are permitted to wear a NIOSH-approved filtering face piece only. A filtering face piece means a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium. FM-OHS allows filtering face pieces which have an N designation and are 95-99% efficient (ex: N-95, N-99). Other respirators such as elastomeric half or full-face respirators are not permitted for voluntary use.
- By agreeing to voluntarily use respiratory protection, the employee is ensuring that they are medically healthy enough to use a filtering face piece.
- The employee must inspect the KN95 or filtering face piece for damage and contamination before each use. It is their responsibility to ensure the filtering face piece is clean, stored, and maintained so that its use does not present a health hazard. If the filtering face piece becomes damaged or soiled, it must be disposed of.
- If the employee experiences issues, such as difficulty breathing, while wearing a filtering face piece, they should leave the area, discontinue using the respirator, and contact their supervisor and FM-OHS before proceeding with the task.
- When modifications to a job task involving the use of a respirator occur or if new hazards are introduced into the work area, the employee must contact their supervisor and FM-OHS to evaluate these changes before proceeding.

By signing below, you are indicating that you have read and understand the information provided on this form, and are accepting responsibility for the requirements of this agreement for voluntary use of respiratory protection. This form must be signed by both the supervisor and their employee. Retain a completed copy of this form for both the supervisor and employee's records, and return a copy to FM-OHS for recordkeeping.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date