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

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.

Complete the notification form for any & all reports of potential exposures and/or positive cases: https://virginiahhsd.co1.qualtrics.com/jfe/form/SV_e533681rNptL1EV

1. If an employee reports they are feeling unwell and are experiencing COVID-19 symptoms or 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. If an employee lives with someone infected with COVID-19 or was requested through tracing to test for COVID-19, or reports significant exposure to someone found to be infected, they may be contacted by their local health department with guidance. Otherwise, they should:
   a. Seek testing through a voluntary test provided by UVA or have them call their primary care provider, Teladoc, or the Virginia Department of Health for guidance.
   b. Go home or have them stay home and isolate themselves until guidance and/or test results are received. Employees can work from home if they are able.

3. Supervisors & managers must fill out the online reporting form, which notifies FM-OHS, FM’s HR Business Partners, Custodial Services. They must also notify their chain of command of the potential and/or positive case information.

4. Supervisor are responsible for contacting the group in your area that is responsible for cleaning the locations that may contain viral material for next steps – This may include blocking off areas where the employee was working.

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   **Medical Center:**
   - Environmental Services
     (434) 982-1555

5. Supervisors & managers must communicate with employees affected using the email template provided by FM-OHS. You will receive the template from OHS once the notification form is completed & submitted.

6. Continue to provide guidance. The 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. Please 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.