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.

1. Complete the notification form for any & all reports of potential exposures and/or positive cases: [https://virginiahsd.co1.qualtrics.com/jfe/form/SV_e533681rNptL1EV](https://virginiahsd.co1.qualtrics.com/jfe/form/SV_e533681rNptL1EV)

2. If an employee reports they are feeling unwell and are experiencing **COVID-19 symptoms**, or lives with someone infected with COVID-19 or requested to test for COVID-19, or received a positive COVID-19 test result, or reports **significant exposure** (within 6 feet for greater than 15 minutes) to someone found to be infected:
   a. Provide guidance and send the employee home or have them stay home and **isolate** themselves.
   b. Advise them to call their primary care doctor or set up a **Teladoc** appointment for appropriate next step guidance. If directed to be tested, be sure the employee knows to report their test results back to you once they have been received.
   c. While test results are pending, the employee should isolate themselves away from the rest of their household and only leave the house (always wearing a face cover) to seek medical care.
   d. **Supervisors & Managers must notify** **FM-OHS**, FM’s HR Business Partners, Custodial Services, and their chain of command of the potential and/or positive case information. Contact the group in your area that is responsible for the locations that may contain viral material for next steps – This may include blocking off areas where the employee was working.

   **Academic:**
   - Ryan Gumlock
     rpg4r@virginia.edu
     (434) 989-3093
   - Vibha Buckingham
     vjb3d@virginia.edu
     (434) 305-9203
   **FM Fleet:**
   - Mike Duffy
     med7p@virginia.edu
     (434) 422-6694
   **Medical Center:**
   - Environmental Services
     (434) 982-1555

   e. Supervisors & Managers must **assess which jobsites & employees may have been exposed and communicate with employees affected** using the template provided by FM-OHS. You will receive the template from OHS once the notification form is completed & submitted.
   f. Continue to provide guidance. The employee may return to work after they’ve been cleared by their healthcare professional to do so.
   g. 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.*