

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

UVA FM Occupational Programs is responsible for aiding the 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. The supervisor/manager must also:
 - a. Notify **their chain of command** of the potential and/or positive case information.
 - b. **Identify employees who are potential exposures.** Potential exposures are employees who worked within 6 feet for a cumulative total of 15 minutes or more in the 24 hours before the affected employee sought testing or began experiencing symptoms.
2. Following this, **the reporting supervisor will receive a secured email via Zix** from UVA OP seeking further case information to identify those potentially exposed.
3. **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.*
4. **If a positive result is received by an employee**, the expectation is that all potential exposures will be sent home immediately and to prepare for a 10-day quarantine.
 - a. **To be able to return to work, potentially exposed employees must:**
 - i. **Leave work immediately** and return home for quarantine.
 - ii. **Schedule two tests** at the UVA Asymptomatic Testing Clinic (434-243-9534):
 1. **First test** on the **5th day after exposure**
 2. **Second test** on the **9th day after exposure**
 - iii. **On day 9**, the UVA Case Management Team will reach out to the employee to follow up on their testing and answer any questions.
 - iv. **If the potentially exposed employee receives two negative test results on days 5 and 9, and no further instructions from the Virginia Department of Health or UVA Case Management, they may return to work on day 11.**
 - v. **Employees identified as exposed may receive 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. **Employees must follow guidance from the VDH over any instructions from UVA CMOT or FM-OP.**

If potentially exposed employees do not seek testing as directed, they must quarantine for a full 14 days.

- b. Supervisors must 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.
5. 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 for a previously COVID-19 positive employee must be validated by Employee Health.
6. Direct any questions to FM's 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.

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 a potential exposure may return to work on day 11 after their exposure, **provided they receive two negative COVID-19 test results on days 5 and 9, and no further/different instructions from the Virginia Department of Health or UVA Case Management.**