

# ***The following is being sent on behalf of Facilities Management Occupational Health & Safety:***

FM Directors, Managers, Supervisors, Project Managers, & CPMs:

Be aware that if your employee or employees of contractors you supervise reports that 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

Or advised to seek testing or guidance via [HOOS Health Check](#), you are obligated to **complete [the notification form](#)** for any & all reports of potential exposures and/or positive cases.

**PMs and CPMs are obligated to complete this form if a GC or subcontractor on the jobsite reports a positive COVID-19 case.**

This form triggers notification of **FM-OHS, FM's HR Business Partners, Custodial Services (Academic only)**, and your chain of command of the potential and/or positive case information. **This sets in motion the many procedures in place at FM to support your employees.**

**Supervisors must also:**

- Provide guidance and send the sick/exposed employee home** or have them **stay home** and [isolate](#) themselves.
- Advise the employee to call their primary care doctor, [UVA Employee Health](#), or [Teladoc](#) for appropriate next steps.** If directed to be tested, be sure the **employee knows to report their test results back to you once they have been received.**
- 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.
- Contact the group in your area that is responsible for cleaning/sanitizing** the locations that may contain viral material for next steps. This may include blocking off areas where the employee may have been working.

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See the complete [Facilities Management COVID-19 Reporting & Guidance in the FM Workplace](#).

Thank you,

Liz

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