

UVA Facilities Management COVID-19 Program 1100-1.1

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1. Summary

University of Virginia Facilities Management (UVA-FM) is committed to maintaining a safe and healthy work environment. The health and wellbeing of Facilities Management Employees are our utmost priority. The purpose of this COVID-19 Program is to communicate and standardize relevant information and practices.

1.1 Scope

This Program applies to all UVA-FM employees.

2. Regulations & Other Requirements

2.1 Center for Disease Control and Prevention (CDC)

CDC Guidelines for COVID-19

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

2.2 Occupational Safety & Health Administration (OSHA)

OSHA Guidance 3990 on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/SLTC/covid-19/>

2.3 University of Virginia

This COVID-19 Program complies with UVA-FM requirements.

https://www.virginia.edu/coronavirus?utm_source=VirginiaHP&utm_medium=referral&utm_campaign=tripleblock

2.4 UVA Health

UVA Health Coronavirus (COVID-19) Response

<https://uvahealth.com/services/covid19>

3. Roles and Responsibilities

3.1 Facilities Management Occupational Health and Safety (FM-OHS)

FM-OHS is responsible for supporting the effective implementation of COVID-19 Program and other existing safety and health programs, and for providing complete and accurate safety and health resources for all FM employees' supervisors and directors to put safety and health in the forefront of all Facilities Management activities.

3.2 Facilities Management Employees

All FM employees shall be aware of and in compliance with the requirements of the COVID-19 Program. Employees shall immediately report all potential work hazards, injuries, job related illness, or other safety incidents to a supervisor or to FM-OHS, and continue to wear required Personal Protective Equipment (PPE) and follow safe work practices outlined in [PPE Program](#) and [FM Safety Standards](#)

3.3 Facilities Management Supervisors

In addition to the above FM supervisors are responsible for being aware of required PPE associated with assigned work, assigning work to only those who are qualified to perform it safely, and monitoring employee compliance with COVID-19 Program. Supervisors shall arrange additional safety training and provide PPE as needed.

3.4 Facilities Management Managers and Directors

FM managers and directors are additionally responsible for supporting and empowering supervisors and employees in their departments when it comes to safety and health and for providing all the necessary resources to promote a safe and healthy work environment.

4. Prevention

4.1 Protect Yourself and Others

Coronavirus, which causes the disease COVID-19, is believed to be spread from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. The virus is also thought to be introduced by touching contaminated surfaces or objects and then touching one's nose, mouth, or eyes.

4.1.1 Social/Physical Distancing

Social distancing, also known as physical distancing, is putting distance between yourself and other people. Increasing space (approximately 6 feet or 2 meters from others), between us decreases the chance of catching an infection, since many people are passing the virus before they have symptoms.

- a) Avoid contact with people who are sick.
- b) **Stay home** if you are sick, except to seek medical attention.
Take advantage of UVA's Teladoc. To learn who can use and how to register visit <https://hr.virginia.edu/benefits/teladoc>
Also see CDC Flowchart (Appendix C.1)
- c) **Supervisors should reference COVID-19 Positive Employee Flow Chart (Appendix C: 3) additional guidance.**
- d) Do not shake hands or bump elbows

- e) Avoid meeting in groups or close quarters. Hold “virtual” toolbox talks and meetings using Zoom, Microsoft Teams or other approved technology.
- f) When applicable, mark off floors to visually indicate 6-foot distancing

4.1.2 Clean Your Hands

Wash your hands often.

- a) Wash your hands often with soap and water for at least 20 seconds. This is especially important after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- b) Use a hand sanitizer that contains at least 60% alcohol if soap and water are not available. Cover all surfaces of your hands and rub them together until they feel dry.
- c) Avoid touching your face including eyes, nose, and mouth.

4.1.3 Clean and Disinfect

Clean and disinfect frequently touched surfaces daily. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

- a) Cleanup procedures should include the cleaning of all porous and non-porous surfaces, disinfecting of non-porous surfaces, cleaning and disinfecting of equipment, tools, and/or supplies used in the cleanup process and the disposal of waste.
- b) Avoid using other employees’ work tools and equipment to include phones, desks and offices, when possible. If necessary, clean and disinfect them before and after use.
- c) Recommendations for maintaining and sanitizing PPE:
 - Do not take PPE home, unless it must be laundered. Employees should have separate bags for contaminated items that need to be laundered and clean items. They should be readily identifiable.
 - If possible, shower and change into clean clothes and shoes before going home.
 - Most gloves can be laundered, as can vests. Check manufacturer recommendations.
 - Boots and safety shoes should be wiped down with disinfecting wipes and left at work.

4.1.4 How to leave coronavirus behind when you come home

Prepare for work

- Leave nonessential accessories such as jewelry, a tie, or a watch at home.
Note: rings & watches can interfere with proper handwashing techniques.
- When possible, wear hair pulled back to reduce the need to push it out of your face.

- Wear your glasses (instead of contacts) to decrease the need to touch your face and to offer a physical barrier.
- Prepare clean clothes and shoes to change into after work. Take them with you if you can change at work.
- Remove nonessential items in your car, and stock the car with disinfecting wipes and hand sanitizer to make it easy to wipe down key surfaces after traveling home.

Before leaving work

- Place dirty clothes and shoes into a cloth bag for soiled clothing or washable tote bag.
- Wash your hands or use hand sanitizer after removing work clothes and before touching clean clothes.

When you arrive home

- Do not wear shoes from work into your home. Clean them top and bottom with disinfecting wipes or soap and water and leave at work.
- If you were unable to change clothes before leaving work, change in an isolated location (e.g., garage, mudroom, laundry room) and place clothes directly in the laundry.
- Wash clothes worn at work using your usual laundry detergent. Wash the bag along with your dirty clothes each day.
- Wash hands after handling dirty clothes and shoes.
- Shower before interacting with your family.

4.1.5 Requirements for Sanitization on FM Renovation Job Sites or Remote Work Areas

Everyone MUST be diligent in sanitizing surfaces and equipment. Each location will be identified and monitored by the Construction Superintendent (CS) or Construction Project Manager (CPM) who will ensure they are stocked and accessible. Please review **CC&R Reactivation Document** for additional details.

- a) All project sites should be equipped with designated hand washing facilities and sanitization kits.
- b) Hand washing facilities should include:
 - Water
 - Hand soap
 - Paper towels
- c) Sanitization kits should include:
 - Sanitizing wipes
 - Disinfecting spray
 - Disposable gloves for disinfecting high touch common areas.
- d) Sanitizing items are to be discarded immediately after use.
- e) All staff is expected to wipe down surfaces and equipment before and after use.

- f) Please be mindful that supplies are limited. Do not hoard supplies. Only take what you need.
- g) It is everyone's responsibility to regularly clean high touch and high use areas on a regular basis.
- h) Vehicles should be cleaned and disinfected at the beginning and end of each use.
- i) Please minimize sharing of tools and equipment. Sanitize before and after use.
- j) PPE is to be removed and sanitized prior to leaving work at the end of the shift (See Section 3.5.3).

4.1.6 Requirements When Cleaning a Person Under Investigation (PUI) or COVID-19 Positive Space

FM employees required to clean and disinfect COVID-19 positive or PUI spaces must follow UVA Custodial Cleaning and Disinfection of Surfaces Used by COVID-19 Positive or Persons Under Investigation Standard Operating Procedures. If you are unaware of these procedures and are asked to clean one of these spaces, please reach out to your supervisor for clarification or Associate Director for Building Services.

4.1.7 Parking / Transportation

No more than **one** person is permitted to travel in vehicles including Kubotas without prior consent from management. **The following procedures should be followed:**

- Implement cleaning procedures for touch-surfaces within the vehicle.
- Wipe down interior and exterior touch points such as door latches, steering wheel, sun-visor, seat belts and latches, gearshifts, radio and navigation system buttons, climate controls, turn signals stems and all other main surfaces upon entry, operation and exit of vehicle.
- Additionally, wipe down any surfaces encountered outside the vehicle, such as fuel pumps and EV charging cables. Use social distancing while at the fuel pump area.

Parking limitations have been relaxed. If you would like to drive your personal vehicle to park near your jobsite, please contact your supervisor to verify that it is feasible at your site. Check with the CPM or CS managing the work or management for your work location or go online to view the lifted parking restrictions.

Current parking modifications and restrictions can be found at <https://parking.virginia.edu/covid-parking-modifications>. This should be considered to support the vehicle passenger requirement above. Supervisors or Senior Trades may need to report to the FM Shops to obtain work vehicles to transport tools and equipment to job sites.

4.1.8 Breaks / Lunches

Breaks and lunches are to be conducted practicing social/physical distancing. **Wash hands** prior to eating and drinking. Do not congregate and maintain a minimum 6 feet physical distance from others. Do not share food, drink, utensils and practice good hygiene.

Supervisors should allow for flexibility in break times and lunches to support social/physical distancing practices.

4.2 Personal Protective Equipment (PPE)

These PPE procedures and specifications are designed to help stop the spread and minimize occupational exposure to COVID-19. Procedures in the existing **Personal Protective Equipment Program** should still be adhered to in addition to the guidelines contained in this document.

Employees must be aware that PPE is important, but only one part of a comprehensive approach to minimize exposure to, and risk of contracting COVID-19. Effective use of the appropriate PPE is part of a prevention strategy that focuses on handwashing, social/physical distancing, and avoiding touching of one's face. The best way to prevent illness is to avoid being exposed to the virus. Maintaining a safe distance, "social/physical distancing", is putting distance between yourself and other people. This is important as a COVID-19 positive individual can pass the virus before they have symptoms and that some COVID-19 positive individuals never experience any symptoms. Increasing space between us decreases the chance of spreading the virus.

It is critical to maintain normal PPE practices including hardhats, safety glasses, protective gloves, boots, and other items as needed for your job and work environment. Normal jobsite hazards remain despite the impact of COVID-19.

THERE IS NO SHARING OF PPE OR OTHER PERSONAL ITEMS!

PPE is to be removed and sanitized prior to leaving work at the end of your shift. See Section 3.5.3 (Clean and Disinfect)

4.2.1 Gloves

Always wash your hands with soap and water after removing gloves. If handwashing facilities are not available, use an alcohol-based hand sanitizer to sanitize your hands. If hands are visibly soiled, soap and water should be used. **Avoid touching your face with gloves and/or unwashed hands.**

Safely Removing Gloves

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



4.2.2 Facemasks and Respirators

The CDC now recommends face coverings in public settings where other social/physical distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, essential worksites). Therefore, any FM employee needing to work within 6 feet (2 meters) of another individual to complete their job/task must wear fabric or paper face coverings. Fabric or paper face coverings will remain optional at any other time. **FM is now requiring face coverings to be worn at all times, indoor and outdoor, unless working completely alone with no unscheduled visitors.** FM employees are expected to use no more than one **disposable** face covering per week unless it becomes visibly soiled or damaged. Employees are expected to use proper donning, reuse, removal, and cleaning procedures outlined below. Directions from the CDC for homemade face coverings are in Appendix C-2

Note: Face Coverings are NOT a replacement for social distancing and handwashing. Face coverings are used to help keep other people safe from respiratory droplets. If everyone wears one when social/physical distancing cannot be maintained, it reduces the spread of the virus.

N95 masks are not to be used unless the employee is specifically trained on their model N95 AND it is required by their job/task. If you are unsure of the N95 fit test and training, of the N95 model trained on, or of the fit testing status of you or your employees, please reach out to FM-OHS@virginia.edu for a copy of your records.

Donning & Reuse:

- 1) BEFORE putting on a face covering, wash hands with soap and water or clean hands with hand sanitizer.
- 2) Cover mouth & nose with face covering.
- 3) Avoid touching the front of the face covering while using it. If you do, wash your hands with soap and water. *Consider the front of the face covering contaminated.*

Remove to reuse within your shift

- 1) Wash hands with soap and water or clean hands with hand sanitizer.
- 2) Remove face covering:
 - Face coverings with ear loops: Remove by holding the ear loops. The front is contaminated so remove slowly and carefully. Ensure ear loops do not fall into clean interior side of face covering.
 - Face coverings with ties: Remove face covering by untying lower ties FIRST. Untie upper ties last. The front is contaminated, so remove slowly and carefully. Ensure ties do not fall into clean interior side of face covering.
- 3) After removing face covering, visually inspect for contamination or distortion in shape or form:
 - If soiled, torn, or saturated:
 - Paper face coverings should be discarded.
 - Fabric face coverings should be laundered and then repaired if possible.
 - If the face covering is NOT visibly soiled, torn, or saturated, carefully store on a paper towel exterior side down. Ensure ties or ear loops do not fall into clean interior side of face covering
- 4) Wash hands with soap and water or clean hands with hand sanitizer.

Re-Don Face covering during your shift

- 1) Wash hands with soap and water or clean hands with hand sanitizer.
- 2) Lift face covering from paper towel using ear loops or upper ties.
- 3) Place over face & secure:
 - Face coverings with ear loops: Secure ear loops behind the ears. Secure face covering.
 - Face coverings with ties: Secure upper ties first, behind head. End by securing lower ties behind head.
 - **Do not touch the front of the face covering.**
- 4) Wash hands with soap and water or clean hands with hand sanitizer.

To Remove at the end of shift:

Remove using only the ties or ear loops. ***Do not touch the front of the face covering.***

- Fabric face coverings:
 - Place the face covering face down on a tissue or napkin with ear loops or ties outside of the face covering or into a paper bag for storage or transport.
 - Fabric face coverings can be put in the same bag as **your soiled PPE** and washed with your regular detergent.
 - Paper/disposable face coverings should be disposed of at the end of your shift.

4.3 Requirements When Working at UVA Health

FM employees are required to follow the UVA Health PPE Universal Mask Policy when working or visiting UVA Health. This policy was written to safeguard the health of UVA team members who care for and protect patients. Effective Saturday, April 4, UVA Health implemented a Universal Mask Policy for everyone who enters the University Hospital. This decision was informed by national best practices, the current supply of PPE, and the current prevalence and projected patient volume related to COVID-19 disease. If you are not aware of this policy, click here

<https://uvahealth.com/services/covid19> .

4.4 Mechanical Tradespeople Guidance

Mechanical tradespeople working near plumbing vents and rooftop HVAC equipment, specifically exhaust fans, should be provided proper personal protective equipment (PPE), training on how to properly use the PPE and hand washing facilities. Workers should wash hands, arms and face in that order with soap and water for at least 20 seconds immediately after removing PPE.

HVAC Best Practices include:

- HVAC filters are designed to capture and contain material in the air
- Continue use of required PPE when changing HVAC filters to include hand and eye protection PPE
- Bag the filters after removing them to dispose of as normal. Avoid any excessive shaking of the filters, which should be normal practice
- Continue to practice infectious disease controls (handwashing, minimizing touching face, etc.) like cold and flu prevention

4.5 Contractor Safety

UVA expects all contractors working on Grounds to have a site-specific safety plan that incorporates COVID-19 expectations and behaviors as recommended by OSHA and CDC Guidelines.

Appendix A: Definitions

CDC: The United States Center for Disease Control and Prevention.

Close Contact (with another person): within 6 feet of (a person known or suspected to have COVID-19).

COVID-19 (vs. Coronavirus/SARS-CoV-2/C-19): An abbreviation for the novel **CO**rona **V**irus **D**isease that emerged in late 2019. SARS-CoV-2 is the name of the virus that leads to the disease COVID-19. To avoid confusion this document will only make further reference to “COVID-19”.

Face Mask (or “Surgical Mask”): Loose fitting material worn over an employee’s mouth and nose. A face mask provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. See the attached CDC document “Understanding the Difference”. **Note:** The use of a **face mask** does **not** require the employee to be enrolled in UVA FM OHS’s Respiratory Protection Program, complete a fit-test or an OSHA Respirator Medical Evaluation Questionnaire.

Hazard Exposure Level: A level of risk of exposure to COVID-19 which an employee will be exposed to for a given task.

Healthcare Personnel: From the CDC: “All paid and unpaid persons working in health-care settings who have potential for exposure to patients and/or to infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air (CDC, 11/25/2011)”. **Note:** An employee whose position is not explicitly associated with healthcare becomes “healthcare personnel” as soon as they “have potential for exposure to patients and/or to infectious materials”, for example working within close contact of a person who is known or suspected to have COVID-19.

Healthcare Professional: A healthcare **professional** may provide health care treatment and advice based on formal training and experience. This includes those who work as a physician, surgeon, nurse, dentist, midwife, psychologist, psychiatrist, or pharmacist or who perform services in allied health professions. A healthcare professional may also be a public health or community health practitioner. **Note:** UVA FM Operations does not employ any healthcare professionals. It is our expectation that a healthcare professional will be on duty at any building housing persons suspected or known to have COVID-19.

PUI (Person Under Investigation): A person who is suspected of having COVID-19, has taken a COVID-19 test, but whose results are unknown.

NIOSH: The National Institute for Occupational Safety and Health

OSHA: The United States Occupational Safety and Health Administration.

Respirator (N95, N99, N100, R95, etc.): A tight-fitting device worn over an employee’s nose and mouth that has been evaluated, tested, and approved by NIOSH. Respirators reduce an employee’s exposure to small particle aerosols as well as large droplets. See the attached CDC document “Understanding the Difference”. **Note:** The use of a **respirator** requires an employee to be enrolled in UVA’s Respiratory Health Program and to complete training, a fit-test and an OSHA Respirator Medical Evaluation Questionnaire with responses from a physician or other licensed health care professional.

Social Distancing: Avoiding close contact within 6’ of all other people whether they are suspected to have COVID-19 or not.

Appendix B: Acronyms

CDC: Center for Disease Control and Prevention

EHS: Environmental Health and Safety Office

FM: Facilities Management

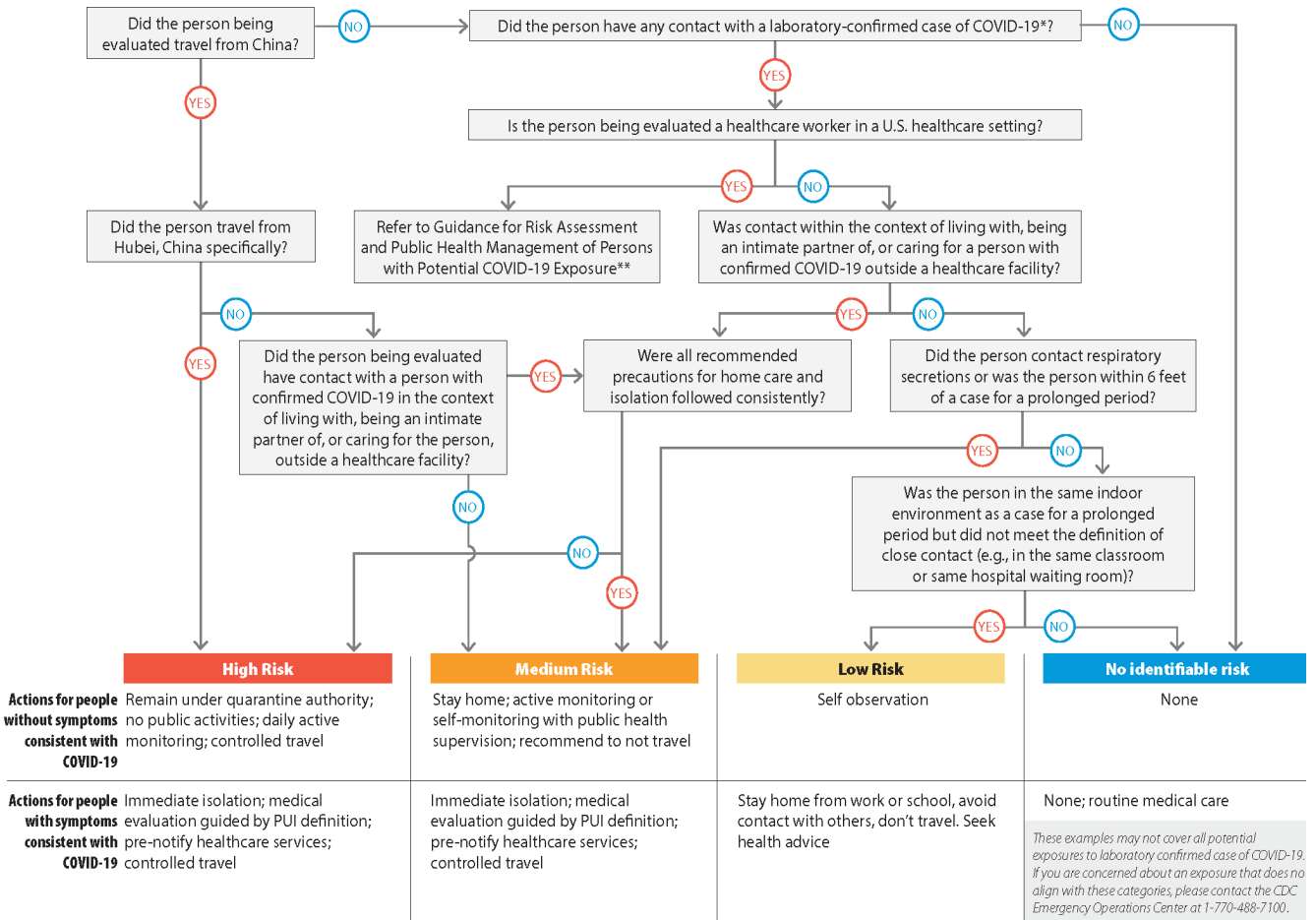
OHS: Occupational Health and Safety

OSHA: Occupational Safety & Health Administration

UVA: University of Virginia

Appendix C1:

Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making *Each question refers to within the past 14 days*



*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing
 **Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.

Appendix C2:

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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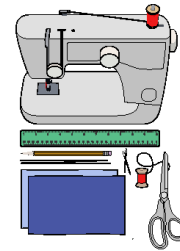
cdc.gov/coronavirus



Sewn Cloth Face Covering

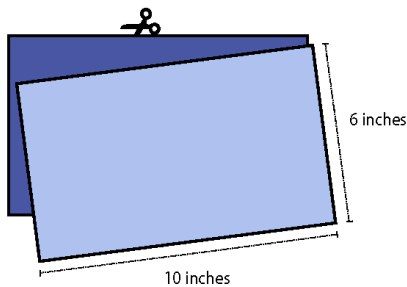
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

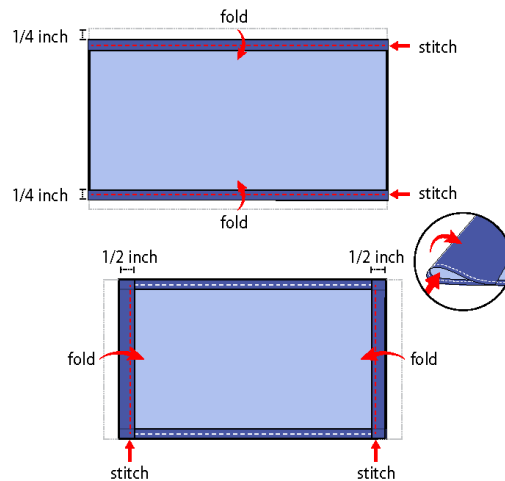


Tutorial

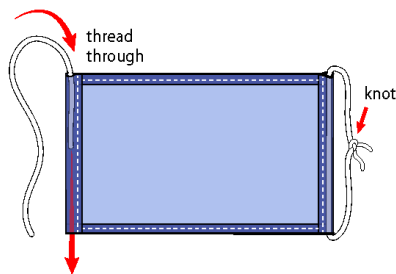
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



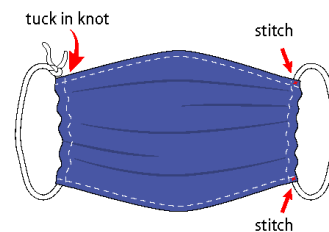
2. Fold over the long sides 1/4 inch and hem. Then fold the double layer of fabric over 1/2 inch along the short sides and stitch down.



3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.



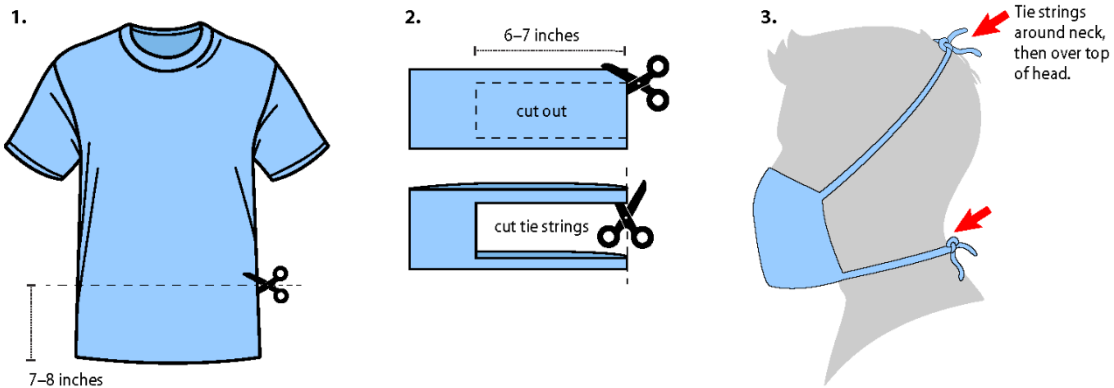


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

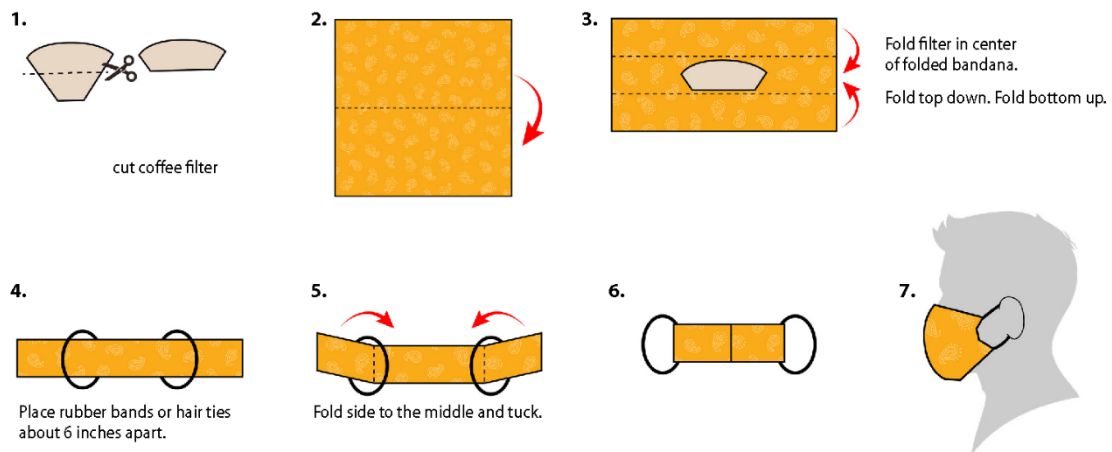


Bandana Cloth Face Covering (no sew method)

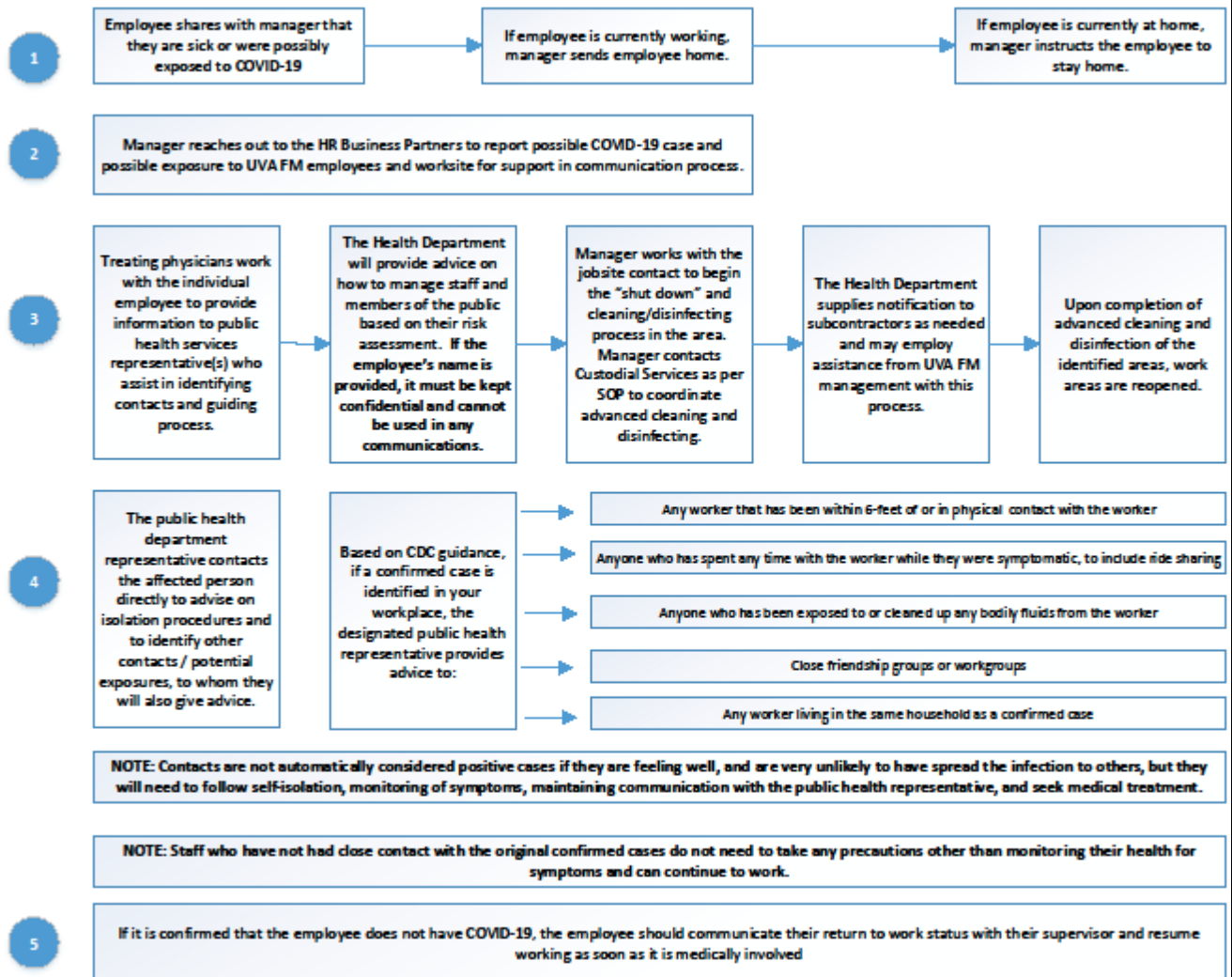
Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



Appendix C3:



Appendix C4:

CDC.gov - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

UVA EHS COVID-19 Toolkit - <http://ehs.virginia.edu/urgentnotice.html>

Novel Coronavirus / UVA - <https://www.virginia.edu/coronavirus>

**OSHA Guidance on Preparing Workplaces for COVID-19 -
<https://www.osha.gov/Publications/OSHA3990.pdf>**

**Cloth Face Coverings to Help Slow the Spread of COVID-19 –
<http://bit.ly/CDCFaceCovering>**

UVA COVID-19 Monitoring – <https://www.virginia.edu/coronavirus>

Community and UVA Resources – <http://bit.ly/UVAFMCOVID19>

Communications from FM Leadership – <https://bit.ly/UVAFMCOVID-19>

CDC – Guide for Cleaning and Disinfecting Your Home – <http://bit.ly/EPA-ListN>

OHS Homepage – <https://www.fm.virginia.edu/depts/ohs/index.html>

**United Association – Guidelines to Protect Workers Related to Coronavirus
(COVID-19) and Other Potential Infectious Materials (OPIM) in Plumbing and HVAC
Systems -
[http://www.ua.org/media/183743/GuidelinesWorkerHealthPlumbingHVACSystems
COVID-19_1.pdf](http://www.ua.org/media/183743/GuidelinesWorkerHealthPlumbingHVACSystemsCOVID-19_1.pdf)**

FM COVID-19 Resources – <https://bit.ly/UVAFMCOVID-19>

CDC: Managing Stress and Coping - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

UVA FEAP – <https://uvafeap.com/>