

# Special Edition

## The Health & Safety Minute

A weekly COVID-19  
update for FM employees

UVA Facilities Management—Occupational Programs

04.01.2020

### COVID-19: PPE for FM:

Issue Date: 03/26/2020

Revision: 001

The main strategies for minimizing the spread of COVID-19 are:

- Wash your hands
- Avoid touching your face, mouth, eyes
- Practice physical distancing (stay at least 6 feet away from others)



It is critical to maintain normal Personal Protective Equipment (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.

The Centers for Disease Control and Prevention (CDC) at this time **does not recommend healthy people wear respirators or facemasks** as protection from coronavirus, other than in healthcare settings.

If a respirator is deemed necessary due to workplace hazards (silica dust, asbestos, etc.) a job hazard assessment (JHA) should be conducted. The employee must also be medically cleared and fit-tested prior to use of a respirator.

Coronavirus (COVID-19) is believed to be spread from person to person, primarily through droplets produced when an infected person coughs or sneezes. The virus can also be introduced by touching one's nose, mouth, or eyes with contaminated hands.

Routine tasks and jobs identified as needing protective gloves (handling sheet metal, use of cutting tools, etc.) are to continue using them. In addition, employees must comply with the above strategies, as the outside of work gloves can be contaminated.

Also:

- PPE is to be removed and sanitized prior to leaving work at the end of the shift.
- There is to be **NO** sharing of personal items, Personal Protective Equipment (PPE), gloves, eating utensils, water bottles/drinks, food items, etc.
- **PPE MUST NOT BE TAKEN HOME.** PPE is to be removed and sanitized prior to leaving work at the end of the shift.

### FOLLOW BERNIE THE BEE



@BernietheBee



@BernietheBeeFM



## OCCUPATIONAL HEALTH & SAFETY TRAINING:

In response to COVID-19 and to support safe physical distancing and the adjusted work environment, FM-OHS has temporarily suspended new training registrations and is working to transition our training temporarily to an online format.

Please reach out to OHS at [fm-ohs@virginia.edu](mailto:fm-ohs@virginia.edu). We are available to conduct training via Zoom, Microsoft Teams, or other online means.

## FOLLOW BERNIE THE BEE



@BernietheBee



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*Bernie will be updating all platforms daily with safety tips, community news and resources, and reasons to be cheerful. Join him!*

## RED WING SHOE TRUCK

The Red Wing shoe truck has been suspended until the threat of COVID-19 is no longer an issue.



Employees needing safety shoes need to submit a request via the online portal:

<http://bit.ly/FM-PPE>.

Vouchers will be released weekly via text and/or email.

Emails will come from

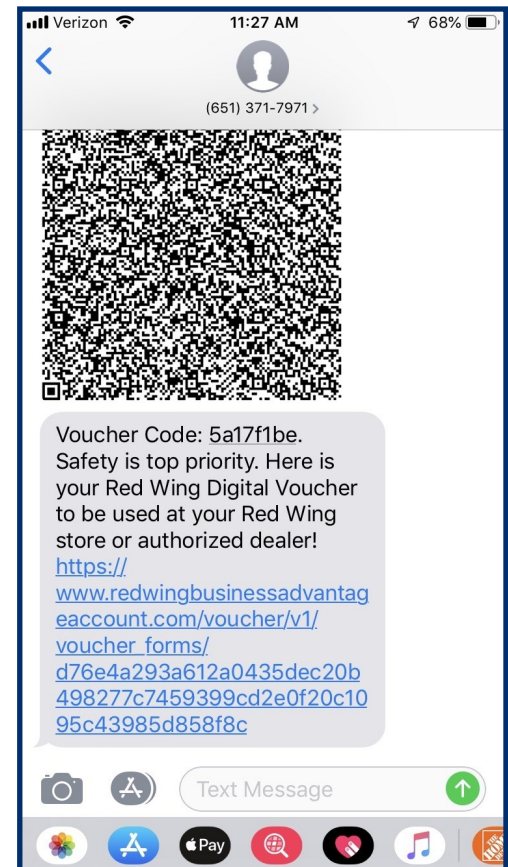
[no-reply@redwingbusinessadvantageaccount.com](mailto:no-reply@redwingbusinessadvantageaccount.com) and include a link to download a PDF voucher. Texts will come from (651) 371-7971 and include a code that's scannable.

**The Red Wing store is currently offering curb-side service by appointment only at**

1926 Abbey Road  
(the Giant shopping center)  
Charlottesville, VA 22911

Monday-Friday, 10:00 AM-6:00 PM and  
Saturday, 10:00 AM-5:00 PM.

Set up your appointment by calling (434) 529-6761  
or order online with your voucher at  
<https://redwingcharlottesville.com>.



# PROTECT YOURSELF & OTHERS

*The best way to prevent illness is to **avoid being exposed to this virus.***

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>



## HOW IT SPREADS:

*The virus is thought to spread mainly from person-to-person.*

*For Example:*



- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

## PREVENTION:

### CLEAN YOUR HANDS



- **Wash your hands** often with soap and water for at least **20 seconds**—just long enough to **sing your ABCs!** *This is especially important after you have been in a public place, or after blowing your nose, coughing, or sneezing.*
- **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.*
- **Avoid touching your face**—eyes, nose, and mouth—with unwashed hands.

### AVOID CLOSE CONTACT WITH OTHERS

*Practice “social distancing”*

- **Social distancing** is putting distance between yourself and other people. This is important since **many patients are passing the virus before they have symptoms.** *Increasing space between us decreases the chance of catching an infection.*
- **Avoid contact** with people who are sick
- Don't shake hands



## RESOURCES FOR FM EMPLOYEES

### • **FM Intranet:**

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

### • **UVA Resource Guide:**

Community & UVA Resources for families and individuals feeling financial, mental, or health consequences of the COVID-19 outbreak: <http://bit.ly/UVAFMCOVID19>

### • **UVA COVID-19 Monitoring:**

<https://www.virginia.edu/coronavirus>

# PROTECT OTHERS:



## STAY HOME

*If you feel sick, except to seek medical care.*

**Take advantage of UVA's Teladoc:** To learn who can use Teladoc and how to register for Teladoc services, please visit

<https://hr.virginia.edu/benefits/teladoc>.



## CLEAN & DISINFECT

*Frequently touched surfaces.*

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



## FACEMASKS?

*Only if you are sick to prevent exposing those around you.*



## COVER

*Coughs & sneezes.*

- **COVER your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
  - **Throw used tissues** in the trash.
  - Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **AVOID meeting in groups or close quarters:** Hold a “virtual toolbox talk”! Email this sheet & other safety resources to your teammates. Ask that they look it over completely. Managers & supervisors may make this an expectation of their teams.
  - **BE AWARE** of [heightened cleaning & disinfecting expectations](#) and jobsite hazards.
    - **Be aware of situations and tasks that require PPE.** Refer to existing SOPs for routine tasks. UVA FM Occupational Health and Safety is available to serve as a resource when creating a Job Hazard Analysis or an SOP. Reach out for guidance: [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).
    - Commit to [practicing clean habits and maintaining a high expectation around cleaning](#), both at home and at work. [The CDC recommends](#) closing off areas for 24 hours that infected individuals have inhabited and open windows, Use an [EPA-approved disinfectant](#) to disinfect all surfaces and be sure to leave it for the recommended contact time.
    - **FM Operations teams have developed cleaning and disinfecting guidelines** that are to be used. If you are not sure what these are, please check with your supervisor. The CDC recommendations are being monitored daily and guidelines may change to reflect these.

# PREVENT & PROTECT

The CDC encourages cleaning & disinfecting of high-touch surfaces such as:



- Counters
- Tabletops
- Doorknobs
- Light switches
- Tools
- Toilets
- Phones
- Keyboards
- Tablets
- Bathroom fixtures



... to name a few.

Cleanup procedures should include cleaning of porous and non-porous surfaces, disinfecting of non-porous surfaces, cleaning and disinfecting of equipment, tools, and/or supplies used for cleanup process, and disposal of waste.

**To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19:** <http://bit.ly/EPA-ListN>

**Avoid** using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

**Practice physical distancing** by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**See the CDC's easy-to-read guide for cleaning & disinfecting your home:**

<http://bit.ly/CDDCleanDisinfect>

## FOLLOW BERNIE THE BEE

Bernie is UVA FM Occupational Health & Safety's official mascot created by the HSPP Safety Committee. Follow him at the accounts on the right in the coming days — he will be sharing funny content, useful content, and health and safety tips!

*If you have any ideas or questions for Bernie, email him at [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)*



**@BernietheBee**



**@BernietheBeeFM**



**@BernietheBeeFM**



# CONTACT US

Though we are practicing physical distancing to protect you and our loved ones, OHS is always available by phone, text, and email. Please reach out as needed. An OHS team member can be on-site if required.



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The OHS main number (**434-297-6379**) and email (**[FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)**) are active and will be answered during business hours. *If there is no answer when you call, leave a message and your call will be returned promptly.*

## IMPORTANT LINKS:

- **OHS Homepage:** <https://www.fm.virginia.edu/depts/ohs/index.html>
- **Safety Shoe Request link:** <http://bit.ly/FMOHSprog> (under Red Wing Shoe Program)
- **NOMINATE a Safety Champion:** <http://bit.ly/SafetyChamps> (at top)
- **NEAR MISS FORM:** For incidents or near-incidents that did not result in injury/first aid: <http://bit.ly/FMNearMiss>
- **INCIDENT REPORTING FORM:** For incidents resulting in an injury/first aid: <http://bit.ly/FMAccidentRpt>
- **FM COVID-19 Resources:** <https://bit.ly/UVAFMCOVID-19>

# ERGONOMICS for TELECOMMUTERS

UVA Facilities Management








Occupational Health & Safety






## How To Set Up Your Workstation

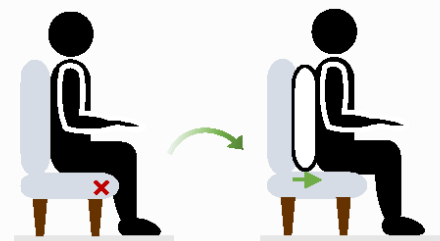
*To improve comfort, safety, and productivity anywhere*

-  Raise the top of your monitor to eye level or below
-  Screen distance should be an arm's length away (18-30")
-  Keep elbows at your sides and rest gently on armrests
-  Maintain neutral wrists and forearms parallel to ground
-  Rest feet flat on the floor with knees at or below hip level  
Leave 1" to 2" space between calves and the seat's edge




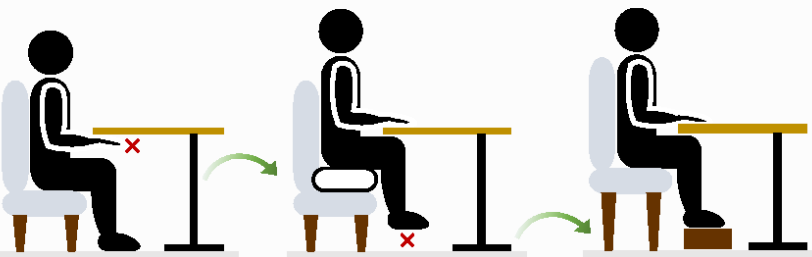
## Using A Laptop?

-  Raise your laptop to eye level  
*Try a stand, box, or step stool*
-  And use a separate keyboard and mouse
-  Or use a monitor and type on your laptop  
If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors






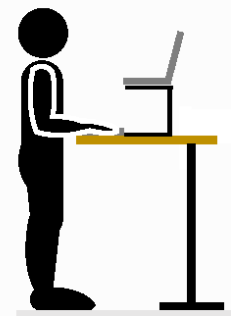
## Sinking In Your Deep Couch?

-  Use a pillow to shorten the seat  
A pillow or towel roll can also be used for lumbar support






## Work Surface Too High?

-  Use a taller chair or raise your seat with a cushion
-  Use a footrest or box to support your legs from dangling
-  Type on a lower surface like a keyboard tray, lap desk, or side table



## Prefer To Stand?

-  Find a counter or tall surface
-  Wear comfortable shoes
-  Try standing on a kitchen mat

# TAKE A (micro)BREAK

UVA Facilities Management



Every 30 minutes for at least 10 seconds



**Get Moving**

### Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



**Change Positions**

### The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

### Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



**Check Your Posture**

### Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



**Be Well**

### Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

### Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.

### Reduce Eye Strain and Fatigue



**Protect Your Eyes**

**20** Every 20 minutes of screen time

**20** Look away for  $\geq 20$  seconds

**20** At something  $\geq 20$  feet away



**Hydrate Your Eyes**  
Remember to blink



**Minimize glare**  
Avoid facing or having your back to a window

## Need Help?

Email questions to [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).

We strive to respond to requests within 1 business day.



Source: <https://bit.ly/WFHErgo>



# Staying Active During the Coronavirus Pandemic

Exercise  
is Medicine

AMERICAN COLLEGE  
of SPORTS MEDICINE

The coronavirus (COVID-19) pandemic can make it challenging to maintain a physically active lifestyle. COVID-19 is spread by someone sneezing or coughing into the air or onto a surface, and then the virus enters and infects a new person through their mouth, nose or eyes. The most up-to-date information about COVID-19 can be found on the Centers for Disease Control and Prevention (CDC) website: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

Based on what we know about how the virus moves from one person to another, it is recommended to avoid public gatherings and keep a social distance of 6 feet or more. That, along with advice related to personal care (hand washing, not touching your face) has created concern about exercising in gyms, where hundreds of people are in and out every day.

## Those at greatest risk for severe complications of COVID-19 are:

- older adults (age 60 and older)
- people with chronic diseases (such as diabetes, heart disease and lung disease)
- those with compromised immune systems (such as those going through cancer treatment or with HIV)

**These individuals should avoid gyms altogether and exercise at home or in their neighborhood.**

For all of us, young and old, regular physical activity is important for staying healthy! Compared to just sitting around most of the time, *moderate-intensity physical activity is associated with better immune function*. Regular physical activity can help *reduce your feelings of stress and anxiety* (which many of us may be feeling in the wake of the COVID-19 pandemic).

The Physical Activity Guidelines for Americans recommends 150-300 minutes per week of moderate-intensity aerobic physical activity and 2 sessions per week of muscle strength training. Fit in 2, 5, 10 or 20 minutes, however and wherever you can. Every active minute counts!

On the following page are some strategies to maintain physical activity and fitness.



Stay positive. Stay active. Be smart and safe.





# Aerobic Activities

## Indoor Activities

- Put some music on and walk briskly around the house or up and down the stairs for 10-15 minutes, 2-3 times per day.
- Dance to your favorite music.
- Jump rope (if your joints can handle it).
- Do an exercise video.
- Use home cardio machines if you have them.

## Outdoor Activities

- Walk or jog around your neighborhood (avoid crowded spaces).
- Be active in a local park. Spending time in nature may enhance immune function. Be sure to wash your hands when you get home.
- Go for a bicycle ride.
- Do gardening and lawn work (Spring is around the corner!).
- Play active games with your family.



# Strength Training

- Download a strength workout app to your smart phone, such as the 7-Minute Workout (no equipment necessary).
- Do a strength training video.
- Perform yoga – deep breathing and mindfulness can also reduce anxiety.

- Find ways to do simple muscle strengthening exercises around your house such as:
  - Squats or sit-to-stands from a sturdy chair
  - Push-ups against a wall, the kitchen counter or the floor
  - Lunges or single leg step-ups on stairs

**Don't sit all day! For example:** If watching TV, get up during every commercial (or periodically) and do a lap around your home or an active chore. For example, throw some clothes in the laundry, do the dishes or take out the garbage. Feel productive after just one show!

Here are current answers to frequently asked questions about physical activity or exercise and COVID-19:

### I'm under quarantine but not infected. Should I limit my physical activity?

There are no recommendations at this time to limit physical activity if you do not have any symptoms. Contact your health care provider if you develop a cough, fever or shortness of breath.

### Will exercise help prevent me from getting the virus?

Moderate-intensity physical activity can boost your immune system. However high-intensity high-volume training may suppress immune function especially if you are unaccustomed to it. Balance your workout program.

### What if my kids are home with me?

Being active with kids is the most fun of all! Find activities that you can do together – an active gaming video, basketball in the driveway, go for a walk in the neighborhood.

### Are there precautions I should take?

**The most important strategy to prevent infection is to avoid coming into contact with others who are infected with COVID-19.**

### What if I start to have symptoms?

If you begin to have symptoms, follow CDC recommendations. As these recommendations are changing, below is a link to the CDC Symptoms webpage: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

### I'm under quarantine and infected. Should I limit my physical activity?

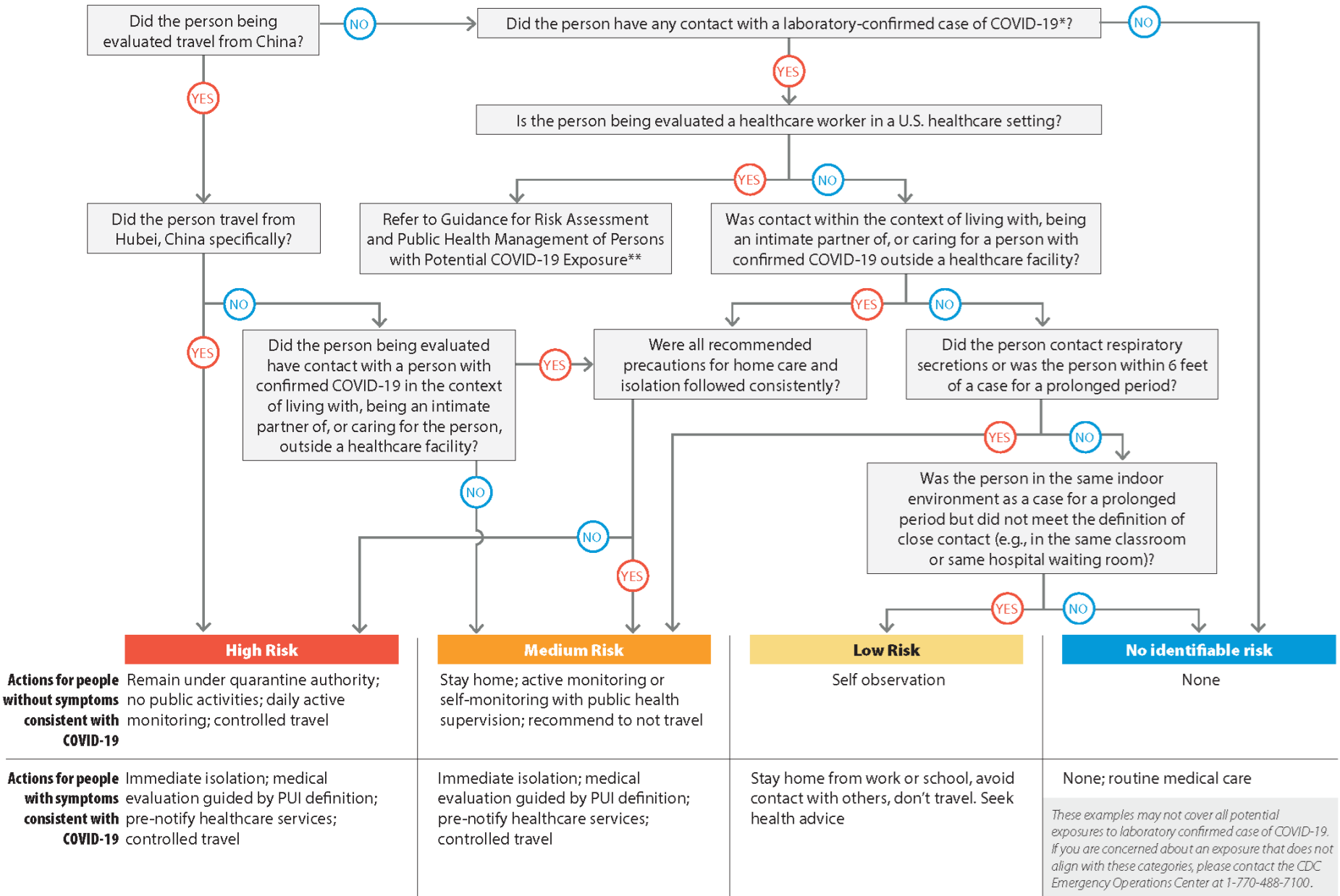
People who are infected, but without symptoms, can continue moderate-intensity activity, but need to use symptoms as a guide. Maintain quarantine to prevent spreading the coronavirus to others. If you develop fever, cough or shortness of breath, stop physical activity and reach out to your doctor or health care provider.

# Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

*Each question refers to within the past 14 days*



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



\*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.