

# Special Edition

## The Health & Safety Minute

A weekly COVID-19  
update for FM employees

UVA Facilities Management—Occupational Programs

04.10.2020

### COVID-19: Recommendations for Maintaining & Sanitizing PPE for FM:

Do not bring PPE home, unless it must be laundered.

- If possible, **shower and change into clean clothes** and shoes before heading home.
- Put used, clean PPE in a **cloth bag** when you change and leave it at work.
- **Most gloves can be laundered, as can vests.** Check manufacturer recommendations.
- **Boots and safety shoes should be cleaned and left** at work.

### Leave coronavirus behind when you come home:

These recommendations were compiled in consultation with family physicians from across the country and incorporating Centers for Disease Control and Prevention (CDC) guidance. Below is how to limit the risk to you and your family as you return home at the end of your workday.

### PREPARE FOR WORK

- **Leave nonessential accessories**, like jewelry, a tie, or a watch, at home. *Rings & watches can interfere with proper handwashing techniques.*
- **Wear medium or long hair pulled back** to eliminate the need to push it out of your face.
- **Wear your glasses** (instead of contacts) 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

- **Put 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, and leave at work.
- If you were unable to change clothes before leaving work, **change in an isolated location** (e.g., garage, mud-room, 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.

Adapted from: <https://bit.ly/2USvuL0> | Date of issue: 3/30/2020

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**OHS**  
Occupational Health and Safety

# Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus



All workplaces can take the following infection prevention measures to protect workers:

- 1** Encourage workers to stay home if sick.
- 2** Encourage respiratory etiquette, including covering coughs and sneezes.
- 3** Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4** Limit worksite access to only essential workers, if possible.
- 5** Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6** Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7** Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8** Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9** Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10** Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).



1-800-321-OSHA (6742)  
TTY 1-877-889-5627

OSHA 3994-04 2020

# 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



## 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)*



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# 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



## FACE COVERING?

*Only if you must work within 6 feet of someone else. N95s are only to be used if your job requires it.*



## 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.



# Facial Hairstyles and Filtering Facepiece Respirators

Intended for workers who wear tight-fitting respirators

HAIRSTYLE	STATUS
CLEAN SHAVEN	✓
SOUL PATCH	✓
SIDE WHISKERS	✓
STUBBLE	✗
LONG STUBBLE	✗
FULL BEARD	✗
FRENCH FORK	✗
DUCKTAIL	✗
VERDI	✗
GARIBALDI	✗
BANDHOLZ	✗
GOATEE (Careful! Chin hair may easily cross the seal)	✗
CHIN CURTAIN	✗
EXTENDED GOATEE	✗
CIRCLE BEARD	✗
ANCHOR (Careful! Chin hair may easily cross the seal)	✗
BALBO	✗
VAN DYKE	✗
IMPERIAL	✗
MUTTON CHOPS	✗
HULIHEE	✗
ZAPPA	✓
WALRUS	✓
PAINTER'S BRUSH	✓
CHEVRON	✓
HANDLEBAR	✓
TOOTHBRUSH	✓
LAMP SHADE	✓
ZORRO	✓
VILLAIN (Careful not to cross the seal)	✗
FU MANCHU	✗
ENGLISH	✗
DALI	✗
PENCIL	✓

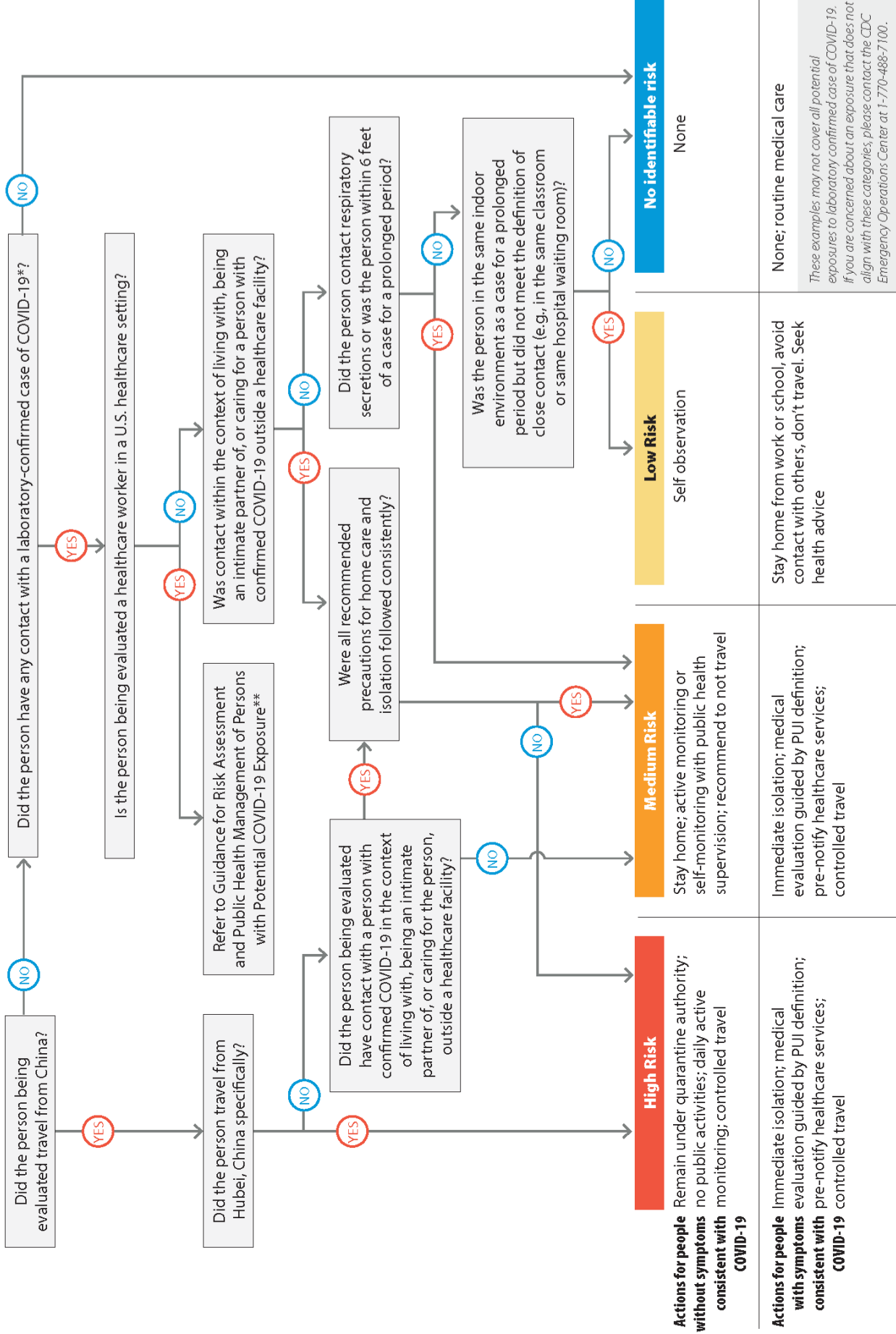
"If your respirator has an exhalation valve, some of these styles may interfere with the valve working properly if the facial hair comes in contact with it. This graphic may not include all types of facial hairstyles. For any style, hair should not cross under the respirator sealing surface."

Source: OSHA Respiratory Protection Standard  
[https://www.osha.gov/pls/osaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=12716](https://www.osha.gov/pls/osaweb/owadisp.show_document?p_table=standards&p_id=12716)  
 Further Reading: NIOSH Respirator Trusted-Source Webpage  
[https://www.cdc.gov/niosh/nppa/topics/respirators/disp\\_part/resources3fittest.html](https://www.cdc.gov/niosh/nppa/topics/respirators/disp_part/resources3fittest.html)



Centers for Disease Control and Prevention  
 National Institute for Occupational Safety and Health

# 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.

# 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.

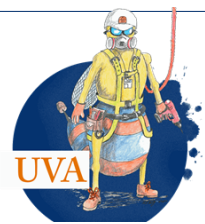
**Practice physical distancing** by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

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

<http://bit.ly/CDCCleanDisinfect>

## 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>



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## PPE for FM Employees

As a reminder, 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.



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.

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 become contaminated with the virus.

The Centers for Disease Control and Prevention (CDC) at this time **does not recommend healthy people wear respirators** as protection (including N95s) from coronavirus, other than in healthcare settings. However, the CDC has recommended the use of [a cloth face covering](#) to cover your nose and mouth in a setting where social distancing may be hard. This is to protect people around you if you are infected but do not have symptoms.

**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.

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.

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)**

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## 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

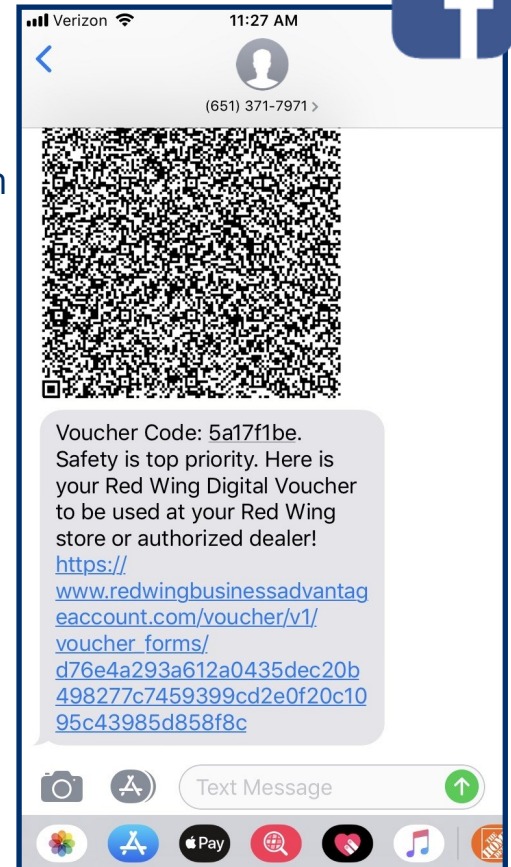
Monday-Friday, 10:00 AM-6:00 PM and

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>.



## 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 FM-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.

## 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>
- **UVA Community Resources:**  
<https://bit.ly/UVAHRResources>

## PROPER LIFTING TECHNIQUES

1. Stand close to the load with your feet spread shoulder width apart. One foot should be slightly in front of the other for balance.



2. Squat down, bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible



3. Grasp opposite corners and test weight. Get a firm grasp of the object before beginning to lift.



4. Slowly begin straightening your legs, lifting slowly. PIVOT .... Never twist your body during this step.



5. Once the lift is complete, keep the object as close to the body as possible. If the load's center of gravity moves away from your body, there is a dramatic increase in stress to the lumbar region of the back.



# WEARING A FACE COVERING:

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



## What you need to know

### Face coverings are **NOT** a replacement for:



- **Social distancing**, also known as “*physical distancing*”. This remains a very important part of the prevention of the spread of COVID-19.
  - Only go out for essential reasons, like groceries or medical care.
  - Stay at least 6 feet (2 meters) away from others.
- **Handwashing**. Wash your hands often with 5 easy steps:
  1. Wet your hands with clean, running water and apply soap. *Tip: Turn off the tap! Be sustainable!*
  2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds. **Need a timer?** Hum the “Happy Birthday” song from beginning to end twice.
  3. Rinse your hands well under clean, running water.
  4. Dry your hands using a clean towel or air dry.



### Not all face coverings are created equal:

For the purposes of the coronavirus outbreak, there are three main types of face coverings: respirators, paper face coverings, & fabric (homemade) face coverings.

- **N95** respirator face coverings are **only to be used when required** by your job and/or task. N95 users are required to go through special fit test training. Users are fit tested to their specific model of face covering. **If you are unsure if your job requires an N95 OR you need training, contact your supervisor or [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).**
- **Paper face coverings** are manufactured & usually are used by healthcare workers, caregivers, and people who may be sick. These protect others from particulates produced when these individuals cough, sneeze, or breathe.
- **Fabric (homemade) face coverings** range widely in material and quality. These also protect those around the wearer from particulates produced individuals cough, sneeze, or breathe.



# HOW TO:

## Wear a face covering

### To Put On:

- **BEFORE** putting on a face covering, **wash hands with soap and water** or clean hands with hand sanitizer.
- **Cover mouth & nose** with face covering.
- **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 to be contaminated.*

### To Remove:

- **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 bag for storage or transport.
    - **Washable 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.



**DO NOT TOUCH** the front of your face covering.

- **Wash hands** thoroughly with soap and water or clean hands with hand sanitizer.

# RESOURCES:

## Making a face covering

- Make a face covering out of household materials: <http://bit.ly/CDCFaceCovering>, video from the CDC
- Patterns for fabric face coverings: <http://bit.ly/CvilleCAPatterns>, Cville Craft Aid

Making face coverings for others: <http://bit.ly/CvilleCraftAid>, Cville Craft Aid

***Homemade face coverings must be neutral and message-free.***

Issued 4/9/2020





# CARE & USE:

## Of fabric (homemade) face coverings

*Employees using fabric face coverings should have at least two: one for during shift use and one for the trip home.*

### Care & Use:

- **Clean fabric face coverings should be stored in an easily identifiable clean bag** or original packaging.
- Employees are to **remove & store** their used fabric face covering at the end of their shift. A second, clean face covering should be used for the employee's trip home.
- **Soiled fabric face coverings** are to be placed into a **bag that can clearly be identified as used** or soiled PPE for transport and **laundered** with **other soiled PPE** using your regular detergent. *Fabric face coverings should be laundered and then repaired (if possible) or replaced if they become damaged.*
- **Avoid touching the front of the face covering** while using it. If you do, wash your hands with soap and water. *Always consider the front of a used face covering contaminated.*



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## FROM FM FLEET: Special Statement Regarding Vehicle Use & COVID-19

- **Essential Vehicle Trips:** Is each trip strictly necessary? Supervisors should provide guidance to staff on which vehicle trips are essential and which are not. *Avoid any unnecessary trip to eliminate contact.*
- **Clean Common Touch Points:** Implement cleaning procedures for touch-surfaces within the vehicles. **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 the 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.**
- **Maintain Social Distance:** Limit 1 person per vehicle, unless a 15 passenger van, physically separating in the vehicle.

## OHS Monthly Safety Initiatives

FM's Occupational Health and Safety Department will be focusing on one safety initiative each month of 2020. Safety Committees are encouraged to add this to their agendas, think about it as a theme for their safety posters, and conduct toolbox talks related to the theme.

Please do not hesitate to be in touch with [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have any questions!

<u>Month</u>	<u>Topic</u>
January	Electrical ✓
February	Personal Protective Equipment ✓
March	Ladders ✓
April	Safe Lifting & Materials Handling
May	Fall Protection/Prevention
June	Heat Stress
July	Housekeeping
August	Worksite Control
September	Confined Space
October	Hazard Communication (HazCom)
November	Safe Vehicle Operation
December	Slips, Trips, & Falls

## Why Cloth Face Coverings?

The wearing of cloth face coverings is considered an additional public health measure to help reduce community transmission of COVID19 and should be used in conjunction with other protective measures including:

- Staying at home when possible
- Recognizing symptoms and isolating self when sick
- Practicing social distancing (minimum 6 feet away) during essential activities
- Washing your hands frequently
- Avoiding touching your face with unwashed hands

Increasing disinfection of high touch surfaces (doorknobs, keyboards, desktops, copiers, refrigerator handles, phones, tools, etc.)

Following these measures not only protect you as an individual but will also help to prevent the transmission of the virus within our community. The primary purpose of cloth face coverings is to reduce community transmission of the virus and is intended as protection for those around the wearer, as cloth face coverings provide a physical barrier that can help to contain the spread of respiratory droplets when an infected person coughs, sneezes, or talks.

Since cloth face coverings are not intended to prevent the wearer from contracting the disease, individuals should continue to practice the proven protective measures above to avoid being exposed to the virus.

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@UVATradeswomen



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# 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.***

## **SAFETY CHAMPION: Tyler Kraft**

UVA Facilities Management is proud to recognize Tyler Kraft as April 2020 Safety Champion. Tyler has been a part of FM Housing Facilities' leadership team for seven months, and in that time, he has fostered an improved culture of safety within his team and organization. He helped implement the safe handling of heavy equipment and ensures that all required PPE is in use. He works to provide a safe working environment for not only for his employees, but also the residents his group serves. He is dedicated to training and ensures his team doesn't miss an educational opportunity. He keeps working environments clean, organized, and free of hazards, including cleaning and reorganizing of the shops under his charge and the complete revitalization of the Housing carpentry workspace. His proactive focus on safety has elevated his group's ability to maintain a safe working environment embodies what a Safety Champion is.

