

Special Edition

The Health & Safety Minute

A weekly update
for FM employees

UVA Facilities Management—Occupational Programs

05.01.2020

INTRODUCING FM's COVID-19 Return-to-Work Taskforce

UVA Facilities Management has assembled a Return-to-Work Taskforce to ensure that all FM employees may safely return to work with the lowest possibility of exposure to coronavirus. This team will be creating, educating employees on, and helping to implement return-to-work plans, as well reporting procedures and health guidelines.

This group is comprised of Nina Green (HSPP), Bree Knick (CC&R), Bobby Putrino (FM-OHS), June Bates, (FM-P&I), and Mike Merriam (FM Operations). **If you have questions or items you would like the Return to Work Taskforce to address, please email FM-OHS@virginia.edu.**

WHAT TO DO If You Are Exposed to COVID-19

If you are sick or were exposed to COVID-19:

1. **Notify your manager:** Your manager will report your exposure (and other individuals determined to be possibly exposed) to UVA FM's HR Business Partners for support in the communication process. *Your name and the identity of anyone else will not be communicated to FM employees.*
2. **If you experience symptoms:**
 - A. **Contact [UVA Teladoc](#)** for treatment options and/or **notify your primary care physician** via [phone](#).
 - B. **Stay home and monitor your symptoms.** If you have any of these [emergency warning signs](#), seek further treatment immediately:
 - i. Trouble breathing
 - ii. Persistent pain or pressure in the chest
 - iii. New confusion or inability to arouse
 - iv. Bluish lips or face
 - C. **Stay in a specific room and away from other people and pets** in your home. Wear a face covering if you leave your designated room. Be sure your household cleans common touch points frequently.
 - D. **Wash your hands** often.
 - E. **If you are recovering at home and have not been tested**, it is safe for you to be around others/return to work when:
 - i. **You have had no fever for at least 72 hours** (three full days) without the use of medicine that reduces fevers, AND
 - ii. **Other symptoms have improved**, AND
 - iii. **At least 7 days have passed** since your symptoms first appeared
 - F. **If you are recovering at home and have been tested**, it is safe for you to be around others/return to work when:
 - i. **You no longer have a fever** without the use of medicine that reduces fevers, AND
 - ii. **Other symptoms have improved**, AND
 - iii. **You have received two negative tests in a row, 24 hours apart**
3. If you **did not have symptoms, but tested positive** and are self-isolating at home, it is safe for you to be around people when:
 - A. **At least 7 days have passed** since the date of the first positive test, AND
 - B. You **continue to have no other symptoms** (no cough or shortness of breath) since the testYou should **continue to limit contact** (stay 6 feet or more away from others) and wear a face covering over your nose and mouth when other people are present (including at home) for 3 additional days.

More information: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



FACE COVERINGS, N95s, & SOCIAL DISTANCING: Oh My!

Facilities Management is now requiring face coverings to be worn at all times, indoor and outdoor, unless working completely alone with no unscheduled visitors. The CDC recommends face coverings in any setting where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, essential worksites) especially in areas of significant community-based transmission.

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 testing & 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.*
- **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 protect those around the wearer from particulates produced when these individuals cough, sneeze, or breathe.



See how face coverings work on the [next page>>>](#)

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.



STOP THE SPREAD

The illustration at right by Avery Wagner shows how face coverings & social distancing can work to stop the spread of COVID-19. Coupled with frequent handwashing & physical distancing, you are able to protect you and your loved ones.

Why is it important to physically distance?

Limiting physical contact by increasing space between us and others is one of the **most important step we can take in protecting essential workers & slowing the spread of COVID-19**. Staying at home helps to protect those most vulnerable to severe illness: people over age 65 and those with health conditions such as asthma, diabetes, and heart disease.

How does staying home slow the spread of disease?

COVID-19 spreads between people who are in **close contact** (within about 6 feet). Coronavirus becomes airborne when an infected person coughs, sneezes, speaks, or laughs. Infected people may not display symptoms for up to 14 days, meaning they may be unknowingly spreading the virus.

Who should stay home?

Everyone should stay home as much as possible to protect their own health and the health of others.

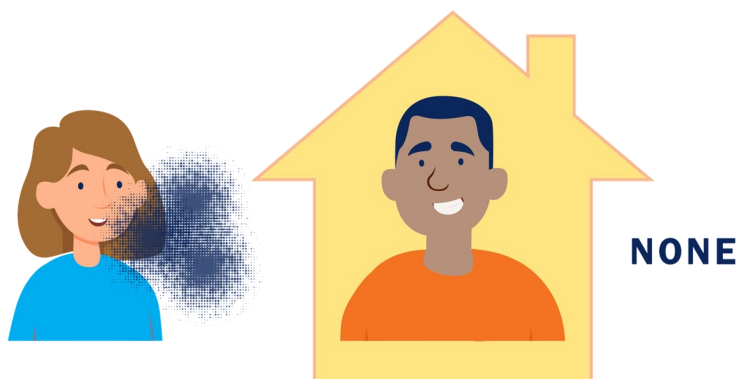
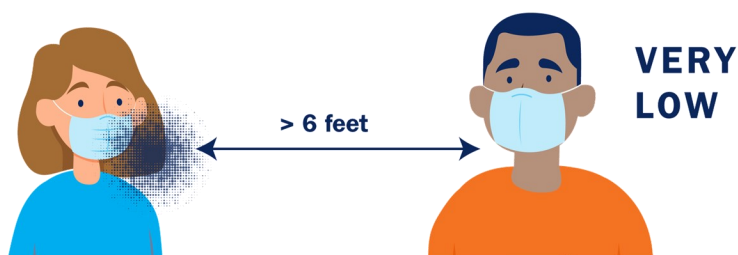
When is it ok to go out?

Travel to **only seek medical attention, essential work**, and to obtain supplies like groceries and prescriptions. When you must go out, be sure to wear a cloth face covering, practice physical distancing, and wash your hands thoroughly and frequently.

What steps should I take if I have to go out?

- **Wear** a cloth face covering.
- **Avoid touching** your eyes, nose, and mouth.
- **Cover** your mouth and nose with a tissue or your sleeve when you sneeze.
- **Wash your hands** often, with soap and water, for at least 20 seconds. Use alcohol based sanitizer if you can't wash.
- **Keep 6 feet** of distance between yourself and others.

PROBABILITY OF INFECTION:



TRAINING UPDATE: Occupational Health & Safety

In response to COVID-19 and to support physical distancing and the adjusted work environment at FM, **FM-OHS is transitioning select training classes to an online format via Zoom, Microsoft Teams, or other online means.** Employees should reach out to their supervisors for assistance.

Please reach out to fm-ohs@virginia.edu with questions, as we are available to conduct training in a variety of methods.

NEXT VIRTUAL SHOE TRUCK: May 5, 2020

Red Wing Charlottesville is pioneering a “virtual shoe truck” using Zoom to answer your fit questions and help you place an order.



Employees with their own devices (iPads, PCs, cell phones) will be able to schedule a 15 minute appointment the morning of **May 5**. Afternoon appointments will be held via Zoom in Skipwith #010 (lower level large conference room) - no device needed! The FM Technology and Innovation Help Desk is partnering with OHS to have Zoom running to maintain social distance & decrease shared devices.

After purchase, shoes will be shipped to your home address. If you are unable to receive packages at your home, you may also ship shoes to the FM Materials Warehouse.

Schedule your virtual fit appointment here: <https://redwingrichmond.com/uva-virtual-shoe-truck>

Employees needing safety shoes must submit a request via the online portal: <http://bit.ly/FM-PPE>.

Vouchers are released weekly via text and/or email. Emails are from no-reply@redwingbusinessadvantageaccount.com and include a link to download a PDF voucher. Texts 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>.



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.



UVA Facilities Management Fleet Team | (434) 924-8103 | FM-Fleet@virginia.edu

BE AWARE: Wearing a Face Covering

Wearing any kind of face covering (respirators, bandanas, etc.) may put physical stress on your body based on your medical history and current conditions, type of facemask, time of use, work conditions (hot/cold), level of activity, and clothing used. Some common symptoms of physical stress are:

- Increased breathing resistance
- Higher breathing rate
- Claustrophobia
- Change in habits



If you feel any of the above symptoms or feel uncomfortable while wearing your facemask, leave the crowded area and take off your face cover. Cover your coughs and sneezes in some other way, avoiding touching your eyes or nose. Call your physician. There are different options of face covering available, you may be more comfortable in another style.

REMEMBER:

- **Cover coughs & sneezes**
- **Wash your hands** for at least 20 seconds.
- **Avoid close contact** with others. If you must be within 6 feet of each other, use a face covering
- **Stay home** if you're sick.
- **Clean & disinfect surfaces** regularly.
- **Be aware of hazards** on jobsites. Wear appropriate PPE.
- **Check on others** virtually.



IMPORTANT OHS 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>



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The OHS main number (434-297-6379) and email (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.*

Virtual Meditation on the Lawn: Sunday, May 3

Zoom Webinar — Register at https://virginia.zoom.us/webinar/register/WN_s-sQTNnMS6acFkvisRle6g (free, registration is required)

Event Website: <https://bit.ly/HoosMeditating>

During this difficult time of quarantine when UVA students, faculty, staff, parents, and alumni cannot gather on Grounds, let the Contemplative Sciences Center (CSC) bring the Lawn and a sense of connection to you as we meet virtually for a moment of mindfulness, peace, and gratitude.

This free, live, online community wellness event is co-sponsored by Virginia Athletics, UVA Clubs and Global Engagement, the Compassionate Care Initiative, Hoos Well, the Faculty and Employee Assistance Program (FEAP), Mind/Body@UVA, and the Office of Sustainability. It will feature a guided meditation led by UVA Associate Professor of Nursing and Medical Education Sam Green, remarks from CSC Executive Director David Germano and UVA Head Wrestling Coach Steve Garland, additional student, faculty, and community speakers, and a Q&A on wellness-related topics.



OSHA ALERT

COVID-19 Guidance for the Construction Workforce

OSHA is committed to protecting the health and safety of America’s workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to keep workers safe.

When working in the construction industry, the following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible. Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Train workers how to properly put on, use/wear, and take off protective clothing and equipment.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Use Environmental Protection Agency-approved cleaning chemicals from [List N](#) or that have label claims against the coronavirus.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.

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

OSHA issues alerts to draw attention to worker safety and health issues and solutions.



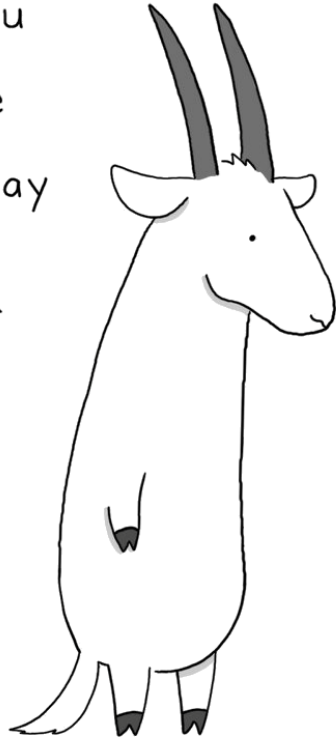
• osha.gov/coronavirus • 1-800-321-OSHA (6742) • @OSHA_DOL 

Resources for Working with Uncertainty

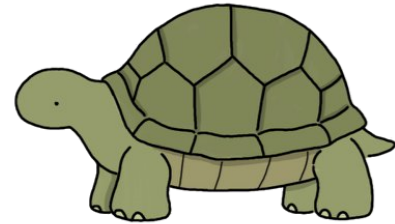
- **UVA FEAP:** <https://uvafeap.com/>
- **FEAP on the Fly: Cultivating Resilience in a Time of Anxiety & Uncertainty**
<https://uvafeap.com/wp-content/uploads/sites/12/2020/04/AnxietyResilienceFlyer.pdf>
- **CDC: Managing Stress & Coping:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- **UVA FM COVID-19 Communications:**
<http://bit.ly/UVAFMCOVID-19> To access from a non-FM device: Your username is your computing ID & password is your FM computer login password.
- **Resources for FM Employees:** <http://bit.ly/UVAFMCOVID19>
Includes links to:
 - What to do if you're sick
 - Info on pay & leave
 - Caregiving options
 - Medication resources
 - Help with food or money to cover bills and expenses
 - Resources for diapers, wipes, or formula
 - Help with homeschooling
 - Internet access
 - Counseling/recovery
 - State resources
 - Small business loans
 - Work from home resources
 - COVID-19 fact sheets in multiple languages
 - Where to donate
 - Voting
 - Distractions & entertainment



have you
seen the
paper today



no. I can't.
it's too
depressing.



no, I mean
this paper

