

Special Edition

The Health & Safety Minute

A weekly update
for FM employees

UVA Facilities Management—Occupational Programs

05.07.2020

ALL ABOUT FACE COVERINGS

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.

The purpose of face coverings is to reduce the release of potentially infectious particles into the air when someone speaks, coughs, or sneezes. **Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill.**

Here are examples of the various types of face coverings that are being used to protect public health:



N95 RESPIRATORS

N95 masks 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.

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NEOPRENE FACE COVERS

The material is thick and can prevent the spread of droplets from the mouth and nose, depending on mask design. Neoprene fabrics are washable and reusable. Masks should be washed before reuse.



DUST MASKS

These look like N95s but they may not have the proper certifications that N95s have (e.g. NIOSH certification).

Dust masks are okay for voluntary use. They are typically sold in hardware stores for people who need protection from sawdust and other construction work. Dust masks are disposable.



SURGICAL MASKS & CLOTH FACE COVERS

These masks do not filter out particles to the extent that N95 and KN95 masks do. **They will contain droplets and spittle from the mouth and nose of the wearer, protecting those around the wearer.**

Source: <https://bit.ly/3cdBd5t>



KN95

Equivalent to N95 respirators, but are not cleared by the FDA and typically used in China. With worldwide supply shortages of N95s in America, more KN95 masks are starting to appear in this country.



BANDANAS & NECK GAITERS

Cotton or synthetic materials are used to make these. **The material is often thin for improved breathability, which means a decreased ability to contain droplets.** Layering the fabric can help improve containment. Neck gaiters are made of stretchy synthetic fabric which makes them comfortable to wear. Cloth bandanas tied behind the head may be uncomfortable for extended wear. Bandanas and neck gaiters should be washed before reuse.

[More on neck gaiters >>>](#)

MAY IS FALL PREVENTION AWARENESS Month

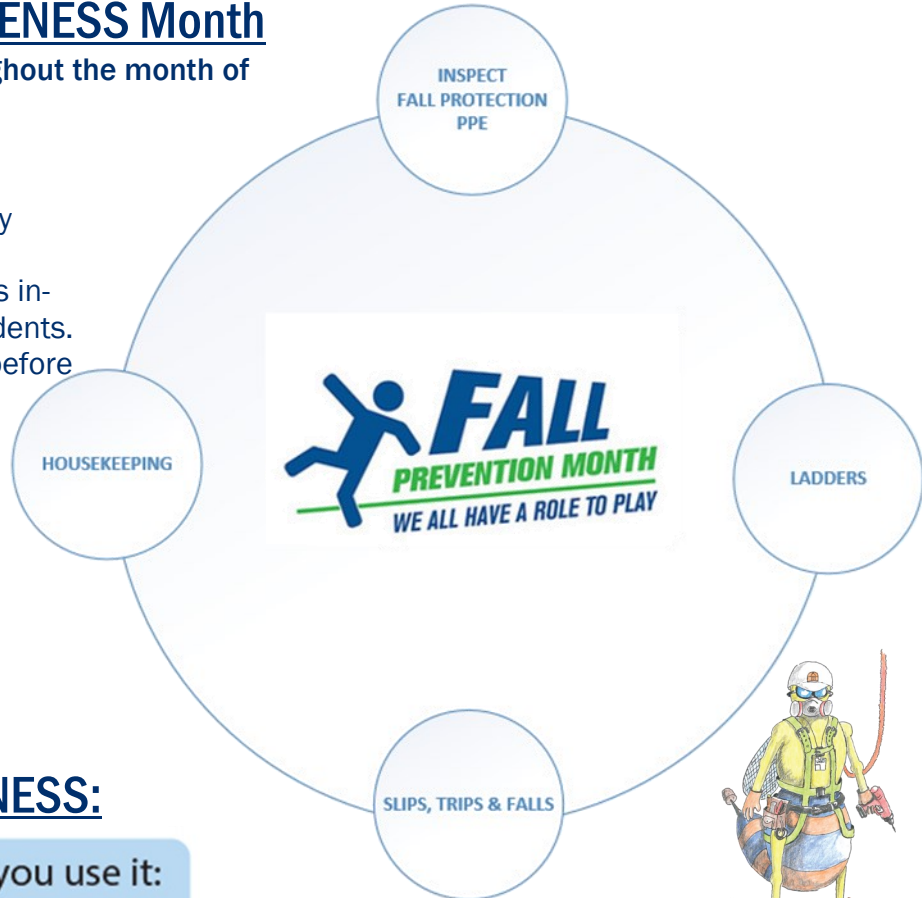
FM-OHS will be sending out weekly tips throughout the month of May that focus on Fall Prevention.

SAFETY TIPS:

Fall protection safety should be your top priority when working on tasks that require harnesses. Performing regular worksite and safety harness inspections can help prevent fatal falls and accidents. Harnesses and lanyards should be inspected before use to determine if the equipment is in safe condition.

A [Job Hazard Analysis \(JHA\)](#) should be completed prior to starting any task that has a potential risk of a fall. Contact FM-OHS if you need assistance.

[Guide to Completing a JHA](#)



INSPECT YOUR FULL-BODY HARNESS:

Each time, before you use it:

Inspect the labels

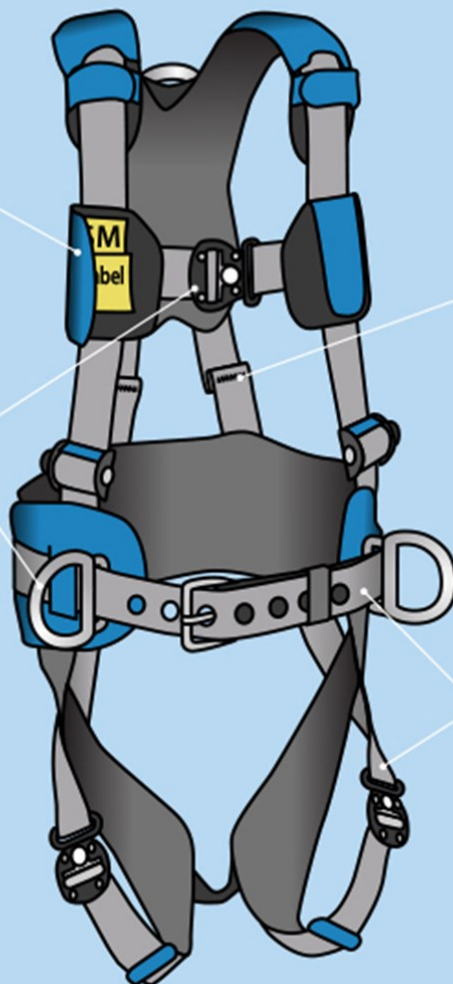
All labels should be intact and legible.

Inspect the hardware

Look for damaged, broken, missing, or distorted buckles, eyelets, and D-rings. Release tabs on buckles must work freely and click when the buckle engages.

Annual inspection by a competent person

At least once a year, the harness should be inspected by a competent person other than the user. Record the date and the results of the inspection.



Inspect the Impact indicator

The impact indicator is a section of webbing that is secured with a special stitch pattern. It is designed to release when the harness has been subjected to impact loading from a fall. Prevent any future use by destroying and discarding the harness if the impact indicator is broken.

Inspect the webbing

Look for frayed, cut, or broken fibers and stitches. Broken stitches may indicate the harness has been subjected to a fall. Other signs of damage: tears, abrasions, mold, burns, or discoloration from ultraviolet light and corrosive chemicals.

Also

Check the harness manufacturer's inspection recommendations to be sure that you are not missing anything.

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!



NECK GAITERS: Guidelines for Safe Use of Stretchable Face/Neck Covers.

Stretchable face/neck covers, often called neck gaiters or buffs, are sometimes used as an alternative to typical fabric face coverings. While these cover the entire front of the face (nose, mouth, chin, and neck), **they are not recommended by the CDC to be used as face covers to prevent the spread of COVID-19.** The material they are made of is thin for improved breathability, which means a decreased ability for the covering to contain droplets. **Layering the fabric can help with this: Doubling or folding the neck gaiter several times to have multiple layers over the mouth and nose is a best practice.** The covering can be worn as illustrated, but users must also pull the bottom up and double or triple it across the nose and mouth.



FULL MASK



HALF MASK



BALACLAVA

How to safely remove a gaiter-style face cover:

1. **Wash your hands** before removing your face covering, as you will be bringing your hands near your face. Be careful not to touch your eyes, nose, and mouth when removing your gaiter-style face covering.
2. **Pinch the face covering layers tightly from the sides** (close to the back) and **pull it over your head from back to front.** This prevents your eyes from being contaminated during removal. **Avoid touching the front of the face covering and do not turn it inside out as you are removing.** Consider the outside to be contaminated. Be intentional with your actions to avoid potentially contaminating your face. Avoid excessive touching of the gaiter.
3. **If you are not re-donning the face covering,** all fabric face coverings can be put in the same bag as your **soiled PPE** and washed with your regular detergent. **If you must re-wear your gaiter-style face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.**
4. **Wash hands immediately** after removing the face covering.

How to care for a gaiter-style face cover:

Gaiter-style face coverings must **be washed after each use or shift** and can be laundered with your regular laundry detergent and **your soiled PPE or work clothes.** See more on storage, care, and use of face coverings at UVA FM: <https://at.virginia.edu/2YH0p00>

Other key tips:

- **Resist the urge to remove it when you talk.** Face coverings are meant to remain in place while talking in order to stop moisture droplets from entering the air.
- If you pull the covering up on your head or wear it around your neck (IE: while eating, etc.), **be intentional with where and how you touch it when pulling it back over your mouth and nose,** paying particular attention to keeping the inside in and the outside out. **Wash your hands before and after touching your neck gaiter.**
- **Discard** any gaiter-style face coverings that:
 1. No longer cover the nose and mouth,
 2. Have stretched out and no longer stay on the face, or
 3. Have holes or tears in the fabric

[See how face coverings work to protect others >>>](#)

UPDATE: COVID-19 PROGRAM

The COVID-19 Program posted on the [Facilities Management Intranet](#) & on the [OHS COVID-19 Resources](#) page has been updated. The following updates/additions have been made:

- 4.1.1.c: Social/Physical Distancing: “Supervisors should reference COVID-19 Positive Employee Flow Chart (Appendix C: 3) additional guidance” & Appendix C: 3
- 4.1.7: Parking & Transportation: Vehicle cleaning procedure.
- 4.2.2 Facemasks and Respirators required at all times language has been added. Face Coverings are NOT a replacement for social distancing and handwashing.

Any questions on the COVID-19 Program should be sent to FM-OHS@virginia.edu.

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 is using and revising the [COVID-19 Program](#) to create, educate employees on, and implement return-to-work plans, as well reporting procedures and health guidelines.

This group is comprised of representatives from HSPP, CC&R, FM-OHS, FM-P&I, and FM Operations.

If you have questions or items you would like the Return to Work Taskforce to address, please email FM-OHS@virginia.edu.

REMEMBER:

- **Cover** coughs & sneezes
- **Wash your hands often** 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 ALL 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>



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 12, 2020

Red Wing Charlottesville is offering UVA employees 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 appointments](#) **May 12**. Employees without devices should collaborate with their manager to access Zoom.

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](tel:4345296761) or order online with your voucher at <https://redwingcharlottesville.com>.

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, essential work, or medical care.
 - Stay at least 6 feet (2 meters) away from others.



- **Handwashing**. Wash your hands often with 4 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.



Stress First Aid

- **Safety:** How is our team improving efforts to stay safe given current conditions? What am I doing personally?
- **Calm:** What is one thing that the team can do to promote calm? What is one thing you will do for resilience and self care this week? Make a concrete plan for when you will do this calming activity & how to build it in as a habit.
- **Connection:** Who do I need to reach out to for support? Are there ways the team can help build more connection?
- **Competence:** What else does the team need to know to feel competent? Are there things I need to make a plan for in my personal life to feel more competent and prepared?
- **Confidence and hope:** What is something you’ve seen team members / community members / loved ones do that gives you hope?



Identify your “crispy” signs - these are signs that you may not be burned out yet, but you’re getting a little crispy. Pick a team member to be a buddy to track one another’s crispy signs.

Source: <https://www.thecne.org/2020/04/16/recommended-resources-from-cne-staff/>

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.

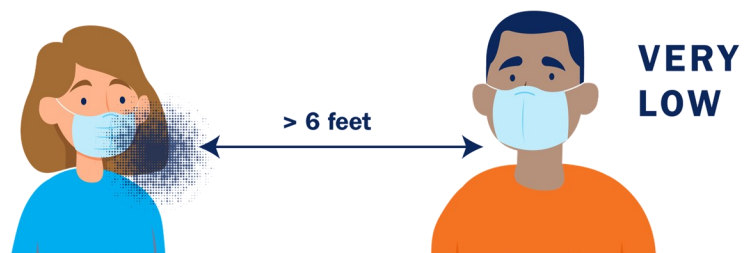
When is it ok to go out?

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:



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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.*

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.



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

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

