

Special Edition

The Health & Safety Minute

A weekly update
for FM employees

UVA Facilities Management—Occupational Programs

05.29.2020

On-Grounds Work Guidelines

On-Grounds Work Guidelines were released on May 22nd in an FM-All email. They are also accessible online: <https://at.virginia.edu/2B8Abdt>

The guidelines serve as a baseline standard for FM employees, managers, and supervisors to use when protecting their groups from exposure to the SARS-CoV-2 virus (the novel coronavirus that causes COVID-19). Some departments and business units may have stricter guidelines and rules for their group, but none are more lenient.

This document covers responsibilities of supervisors and employees, social distancing requirements, face covering requirements, handwashing, workplace disinfection, vehicle use, health status monitoring and reporting, and post-quarantine return to work requirements. FM employees, supervisors, and managers are expected to ensure that their team understands these guidelines and can access them if needed.

If you have any questions, reach out to your supervisor for clarification.



COVIDCHECK
For you. For them. For us.
Powered by buoy.

NEW COVID-19 Symptom Checker

Virginians can now use [COVIDCheck](#), a new online risk-assessment tool to check your symptoms, see what to do if you suspect you've been exposed to the virus, and connect with the appropriate healthcare resources, including COVID-19 testing.

“If you are feeling sick or think you may have been exposed to someone with COVID-19, it is important that you take action right away,” said Virginia Governor Ralph Northam. “This online symptom-checking tool can help Virginians understand their personal risk for COVID-19 and get recommendations about what to do next from the safety of their homes. As we work to flatten the curve in our Commonwealth, telehealth services like this will be vital to relieving some of the strains on providers and health systems and making health care more convenient and accessible.”

Access COVIDCheck: <https://bit.ly/COVIDCheck>

FINAL WEEK OF FALL PREVENTION MONTH: Housekeeping

Housekeeping is fundamental in all work areas to prevent slips, trips, and falls. This is probably the most important thing you can do to prevent this type of accident. To Prevent Slips, Trips, and Falls: Keep walkways, aisles, and stairs free of tools, materials, and other hazards.



Preventing Slips, Trips, & Falls

Clean all spills immediately. Mark spills and wet areas with warning signs and barricades



Remove obstacles from walkways and keep them free of clutter.



Cover cords & cables that cross walkways.



Keep working areas and walkways well lit. Replace burned out light bulbs & faulty switches.



Secure mats & rugs that do not lay flat by tacking or taping them down.



Spread grease-absorbent compound on oily surfaces.



Always close file cabinet/storage drawers.



Never carry or push loads that block your vision.



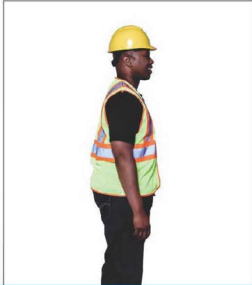
Cover all floor openings or protect them with guardrails.



PROTECT YOUR MUSCLES

The COVID-19 Pandemic made it challenging to maintain a physically active lifestyle. For all of us, young and old, regular physical activity is important for staying healthy. When you return to work, remember that some of your muscles have not been used in a while and may be more prone to injury. It is important to stretch prior to starting a work task. Stretching improves muscle elasticity and leads to increased muscle control, flexibility and range of motion.

Before you perform any physical work, it is important to warm up and stretch the muscles. Doing the following stretches will aid in the prevention of musculoskeletal injuries.



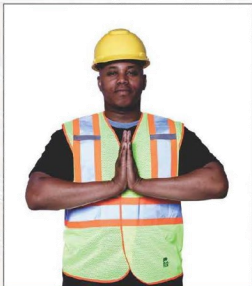
SQUAT

Repeat slowly 10 times.



NECK STRETCH

Hold for five seconds on each side.



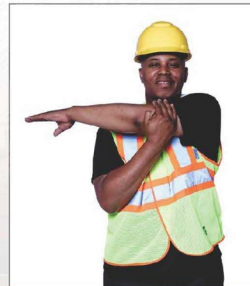
TOP OF FOREARM

Hold for five seconds.



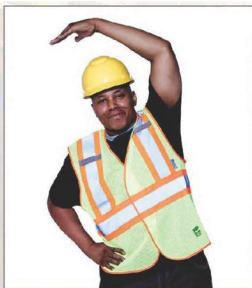
UNDERSIDE OF FOREARM

Hold for five seconds.



SHOULDER STRETCH

Hold for five seconds on each side.



SIDE STRETCH

Hold for five seconds on each side.



BACK TWIST STRETCH

Hold for five seconds on each side.



BACK EXTENSION STRETCH

With hands on hips, arch your back, and look up at the ceiling. Hold for five seconds.



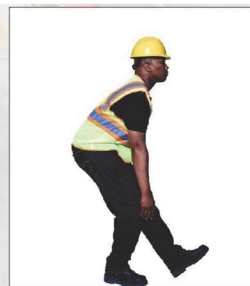
FORWARD BEND STRETCH

With knees slightly bent, bend forward with arms hanging. Hold for five seconds.



QUADRICEPS STRETCH

Hold for five seconds on each side.



HAMSTRING STRETCH

Hold for five seconds on each side.

BEE AWARE: Things to Help Decide When & Where it's Safe to Go Out

From William Petri, Professor of Medicine at University of Virginia*



1. **Check the number of new COVID-19 infections in your community** (use the **Locality** tab). It is safer in your community when new cases are nearer to zero more often.
2. **Assess your own risk for severe infection and the risk for severe infection for those you will be visiting**. The CDC defines these risk factors as being over age 65 or having serious underlying medical conditions, which include chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromise, severe obesity (body mass index over 40), diabetes, kidney disease requiring dialysis, liver disease or living in a nursing home or long-term care facility. **If you have one of these risk factors, or you visit someone with one of these risk factors, be extra careful.**
3. **Know how COVID-19 is transmitted. Airborne transmission** (for example, when an infected person coughs or sneezes, infectious droplets enter the air) and **contaminated surfaces** such as doorknobs, tools, and tables, are both means of infection. **Wearing a cloth face covering** stops droplets from traveling as you cough, sneeze, laugh, or talk. **Regular disinfection of frequently touched surfaces** can also prevent the spread of the virus.
4. **Wear a mask** to prevent giving the infection to others, **avoid touching surfaces** like handrails (or wash your hands right after), **try not to touch your eyes or nose or mouth** with your hands and **wash your hands** frequently for at least 20 seconds.
5. **When visiting others, try to stay outdoors**, where the risk of infection from particles in the air is less, and if indoors, **stay six feet away** from others and limit your time there.
6. **Assess your risk for infecting others**. If you have a fever, cough or other flu-like symptoms, such as muscle aches or tiredness, do not venture out and risk exposing others to COVID-19. Even if healthy, wear a mask when out so that you can protect others if you are unknowingly infected but pre-symptomatic. (COVID-19 symptoms are thought to start 2-14 days after exposure to the virus. However, you are still spreading the virus before displaying symptoms.)
7. **Remember that your behavior affects not only your health, but also everyone you come in contact with.**

* Edited for length. Source: <https://bit.ly/2MbmHOg>

COVID-19 Testing : What's What

Testing for COVID-19 is becoming more available locally. Here's what's to know about the tests:

- **Antibody testing** is a blood test that checks to see if you have previously been exposed or infected, to be tested at least 2 weeks after exposure.
- **COVID testing** is a nasal and/or throat swab to see if you are currently infected, this test can be done at any time to see if you are currently infected or experiencing symptoms.

If you are experiencing symptoms, stay home, notify your supervisor, and call your doctor.

A REVIEW: Face Coverings

Virginia's [Executive Order 63](#), issued on May 26, requires that all business patrons, essential workers, and groups of people who are in close proximity to each other (unable to socially/physically distance themselves) wear face coverings starting on Friday, May 29. To aid in proper face covering use, care, and storage, we've brought back guides shared previously:

- [Why Do I Need a Face Covering?](#)
- [How To Put On & Take Off Your Face Covering](#)
- [Care & Use of Your Fabric Face Covering](#)
- [Keep Your Safety Glasses from Fogging/Anti-Fog PPE Ordering Information](#)
- [Be Aware of Physical Stress that May be Caused by Wearing a Face Covering](#)
- [Type of Face Coverings & Their Uses](#)

Face coverings are still 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, OR the chorus from Smash Mouth's All Star! 😊
3. **Rinse** your hands well under clean, running water.
4. **Dry** your hands using a clean towel or air dry.



NEED a Face Covering?

FM managers & supervisors can reach out to the [FM Logistics team](#) to be sure their groups are covered!

Email requests to Sheila Jones at sdp4z@virginia.edu and
CC fm-logistics@virginia.edu

June is

Heat Stress Awareness Month

KEEPING HYDRATED FOR ADULTS

Why is water important?

Dehydration is the loss of water from the body. As you age, you are more at risk for dehydration.

- Your body's ability to conserve water is reduced
- Your thirst sense becomes less acute
- You are less able to respond to changes in temperature



Water makes up 60% of your body weight and plays a vital role in the functioning of your body. Every system in your body depends on water:

- ◊ Regulates body temperature
- ◊ Helps flush out waste
- ◊ Moistens tissues
- ◊ Carries nutrients to cells
- ◊ Lubricates joints
- ◊ Protects organs



1. Get in the habit of hydration

Drink water when you wake up, at each meal, and between meals.



2. Carry a water bottle

Carry a water bottle with you when you're on the go.

3. Choose hydrating snacks

Try watermelon, cucumbers, citrus fruits, applesauce, or yogurt. These foods can help keep you hydrated.



WATER TIPS

PREVENT HEAT-RELATED ILLNESS



STAY WELL HYDRATED.

Drink often, before you get thirsty.



WATCH FOR SIGNS OF HEAT-RELATED ILLNESSES.

Designate a buddy and ask how they feel periodically.



TAKE TIME TO REST AND COOL DOWN.

Sit somewhere cool, rest, and rehydrate frequently.



Learn More & download the OSHA-NIOSH Heat Safety Tool App:



<http://bit.ly/NIOSHHeatStress>

HAZARD ALERT: Hand Sanitizer >80% Alcohol

Act with caution when using 80% alcohol-based hand sanitizer: Before the liquid has dried, there is a risk when touching metal surfaces: If the surfaces have accumulated static electricity, they serve as an ignition source for the alcohol.

To avoid a fire hazard, never use an alcohol-based sanitizer near a heat source or an open flame and allow hands to dry before continuing work.



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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.*

Working from home?

Working staggered shifts?

Missing your pals?

SEND AN

FM VIRTUAL *Family Greeting Card*

Say hi to someone in the FM family—submit a shoutout to the FM Virtual Family Greeting Card video series!



Are you missing someone in the FM Family? Want to have fun and stay connected? Submit a shoutout to let them know you're thinking about them as part of the [FM Virtual Family Greeting Card series!](#)

Send a brief **video, photo or written message** introducing yourself, saying hi to a friend in the FM family, and letting them know what you miss about seeing them via email to uvafmux@virginia.edu or by text to **434-987-4332**.

SUBMISSION GUIDELINES

- Please shoot horizontally (for both video and photos!)
- Find a quiet location without background noise and speak as clearly as you can
- Please introduce yourself and your department at the beginning of your video
- Try to limit your message to 30 seconds
- If sending a photo, make sure to hold up a sign featuring your shoutout's name and a message!
- Send submissions to uvafmux@virginia.edu or 434-987-4332

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. Supervisors should guide their employees on how to participate and provide access to a computer for the virtual training sessions. Employees should reach out to their supervisors for assistance and any questions they have on completing the virtual training sessions.

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

REMEMBER:

- Cover coughs & sneezes
- Wear your face covering.
- Wash your hands often for at least 20 seconds. (You're an **All Star!**)
- Avoid close contact with others. Give everyone 6 feet of distance.
- Stay home if you're sick & notify your supervisor.
- Clean & disinfect surfaces & high touchpoints regularly.
- Be aware of ALL hazards on jobsites. Wear appropriate PPE.
- Check on others virtually.



REMINDER: Safety Shoes

Red Wing Charlottesville is offering UVA employees several socially distanced options to keep you in the right PPE! Employees needing safety shoes must submit a request via the online portal: <http://bit.ly/FM-PPE>.

Vouchers are sent 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 curbside service by appointment, as well as online ordering.

Set your appointment by calling (434) 529-6761 or order online with your voucher at

<https://redwingcharlottesville.com>.

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>



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.

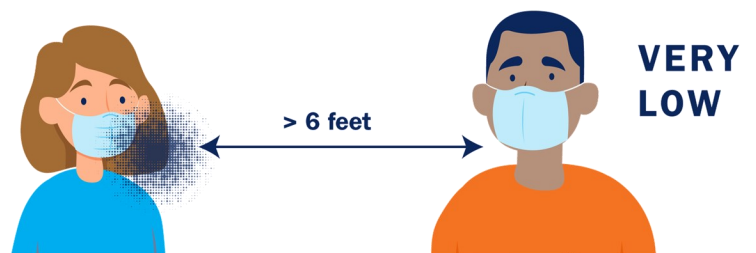
When is it ok to go out?

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:



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** after 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.



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. Talk to your physician. There are different options of face covering available, you may be more comfortable in another style.

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 for any essential stops.
- **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.*



FACE COVERING USE: Keep Your Safety Glasses from Fogging

The CDC recommends face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, essential worksites).



It may seem that following this guideline is nearly impossible when you also wear glasses, which can fog up and prevent you from seeing the very moment you walk outside. According to an 2011 article published in the Annals of The Royal College of Surgeons of England, **wearing a mask directs your warm exhaled air upwards, which then condenses on the cooler surface of the lens, forming “tiny droplets that scatter the light and reduce the ability of the lens to transmit contrast.”**

Here are some ways you can prevent glasses fog:

- 1. Put a tissue inside the top of the mask:** If you fold a tissue horizontally and put it between your face and the top of your mask—so it sits over the bridge of your nose—the moisture from your breath will be absorbed by the tissue instead of hitting your glasses lenses.
- 2. Use a mask that molds to your nose:** Masks that have a flexible wire allow you to mold it around the bridge of your nose, blocking the warm exhaled air from your mouth.
- 3. Wash your glasses with soapy water or use anti-fog cleaner:** According to The Royal College of Surgeons of England article, washing your glasses with soapy water leaves behind a thin film that reduces surface tension and causes the water molecules to spread out evenly into a transparent layer, thus de-fogging your glasses. **UVA-approved vendors of anti-fog glasses and cleaners are listed on the next page.**



German Federal Health Minister Jens Spahn's glasses start to steam up as he wears a protective mask at a warehouse on April 3, 2020 in Apfelstaedt, Germany. [-] PHOTO BY JENS-ULRICH KOCH/GETTY IMAGES



The tissue method, shown with a homemade cloth mask. RACHEL SANDLER

Source: <https://bit.ly/2xWnK39>

VENDORS: Anti-Fog Safety Glasses & Cleaners

Below are listed vendors from the UVA Marketplace that carry a variety of anti-fog safety glasses and cleaners. Reach out to them for a quote or have your department’s purchaser place an order through the Marketplace.

Vendor	Contact Name	Email	Phone Number
Grainger	Tim Walters	Tim.Walters@grainger.com	
Jireh International	Jim Owens	jim@jireh-intl.com	804-798-7496
Jireh International	Gray Gregory	gray@jireh-intl.com	
Northern Safety	Mark Knopf	mknopf@northernsafety.com	540-685-3054

If you need prescription safety glasses, please see: <http://bit.ly/FM-PPE>

TYPES OF 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 dis-



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.**



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 >>>](#)

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

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 >>>](#)