

Special Edition

The Health & Safety Minute

A weekly update
for FM employees

UVA Facilities Management—Occupational Programs

06.18.2020

Working Outdoors & Sun Exposure

Construction and landscaping employees frequently work outdoors and are exposed to UV radiation both directly from the sun and indirectly as reflected from surrounding surfaces. Exposure can happen even when working in the shade or under overhead protection. You should wear sun protection (protective clothing and sunscreen) even in the shade for maximum protection. If your work keeps you outdoors for a long time your skin could be exposed to more sun than is healthy for you. Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged.

What are the harmful effects of too much sun exposure?

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel. Long term problems can also arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

What can you do to protect yourself?

- **Keep your skin covered** with long sleeves and pants.
- **Protect your eyes and head.** Wear a hat with a brim or a flap that covers the ears and back of neck.
- **Stay in the shade** whenever possible, especially during your breaks and at lunch time.
- **Use a sunscreen of at least SPF15** on any exposed skin. Reapply regularly.
- **Drink plenty of water** to avoid dehydration.
- **Check your skin regularly for any unusual moles or spots.** See a doctor promptly if you find anything that is changing in shape, size or color, itching or bleeding



TRAINING UPDATE: The Future of OHS Training & Virtual Sessions

To help stop the spread of COVID-19 via physical distancing, OHS is exploring new options to deliver safety training, as in-person sessions and gatherings are discouraged. **OHS is working with Occupational Training to move select training classes to virtual & online sessions** using platforms like Zoom & learning modules through [Workday](#) and streamline the record-keeping process (notification, verification, sign-in, and certifications).

Bloodborne Pathogens & Bloodborne Pathogens Refresher courses are already being conducted through Zoom with success. Hearing Conservation, Respiratory Protection, Electrical Safety, First Aid/CPR/AED, LOTO, Powered Air Purifying Respirator (PAPR), & Filtering Facepiece Respirator sessions are coming soon (and more classes will continue to be added).

What do you need to do?

Supervisors will need to **become familiar with the virtual process** and **assist employees** who may not be familiar with computers, logging-in, Zoom, or access to Workday. Supervisors are also **responsible for providing access to employees** who may not have an individual device (IE, using a shop computer). Supervisors should **be aware of their employees' enrollment** and provide adequate time and space to participate in the training session. **Employees should communicate** with their supervisors any concerns and supervisors should be supportive in finding solutions.

[Learn more about how to use Zoom >>>](#)

COVID-19 PODCAST by UVA Physicians & Medical Students

UVA School of Medicine physicians and students have launched a COVID-19 podcast series that includes advice to protect your health along with a behind-the-scenes look at UVA Health's patient care and research.

The 12-part podcast series features interviews with care providers and researchers at UVA Health and the UVA Biocomplexity Institute that cover a range of COVID-19 topics, including:

- Protecting yourself and the elderly from COVID-19
- How patients with COVID-19 are cared for
- What "flattening the curve" means and the importance of social distancing
- How UVA quickly developed a COVID-19 test
- How soon a COVID-19 vaccine might be available
- Leadership lessons from a pandemic
- How volunteers can get involved in the fight against COVID-19

Learn more: <https://bit.ly/3fy6kdb>



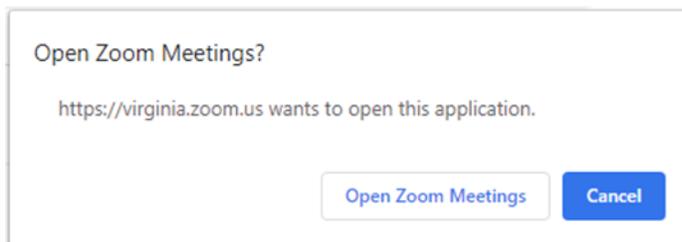
UNDERSTANDING ZOOM

UVA Facilities Management

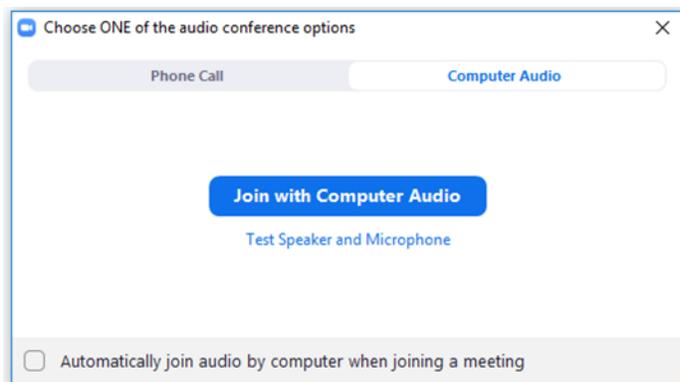
Occupational Programs

What to Do When Someone Sends You a Calendar Invite to a Zoom Meeting

1. **Accept the calendar invite** (depending on your availability). This will add the meeting to your Outlook calendar.
2. **Join the meeting:**
 - A. When the meeting time approaches, open the entry on your calendar or open the email invitation from your desktop or mobile device.
 - B. Look for “**Join Zoom Meeting**” in the body of the invitation.
 - C. **Click on the hyperlink** immediately following “Join Zoom Meeting”.
 - D. If you’re on a PC, an internet window will launch, and you may see the following:



- E. Click “**Open Zoom Meetings**”. (If this is your first time using Zoom, it may ask you to download Zoom. This is OK to do.)
- F. Another box will load and ask you to choose your audio conference preference:



The default is to join with computer audio. Select the blue box that says, “Join with Computer Audio”. If you don’t want Zoom to ask your audio preference every time you join Zoom, you can check the box “Automatically join audio by computer when joining a meeting.”

Watch a 1-minute video on How to Join a Meeting & Choose your Settings:

<https://www.youtube.com/embed/hlkCmbvAHQQ>

[See Quick Tips & How to Join from Mobile Devices on the next page >>>](#)

USING ZOOM from a MOBILE DEVICE

UVA Facilities Management

Occupational Programs

Joining a Meeting or Online Training from Your Tablet or Cell Phone

You will receive an email/calendar prior to the training. If you have not received one, reach out to the training coordinator at FM-OHS@virginia.edu or FM-Training@virginia.edu.

Join the meeting in one of two ways:

1. **From your Outlook Calendar:** Open the meeting invitation from your email or calendar and tap on the “Join Zoom Meeting” URL that the host shared via email or text, which will open the Zoom app. The app may ask for permission to use your phone's camera & microphone.



2. **From the Zoom app:**

A. Open the **Zoom App** on your phone.



B. Select **Join a Meeting**.



C. Enter the nine digit **Meeting ID** (found in your invitation email/calendar invite) and set your audio & video permissions.

Tip: It's always best to join a Zoom call with your **microphone muted** in case the meeting has begun. You can always unmute later.

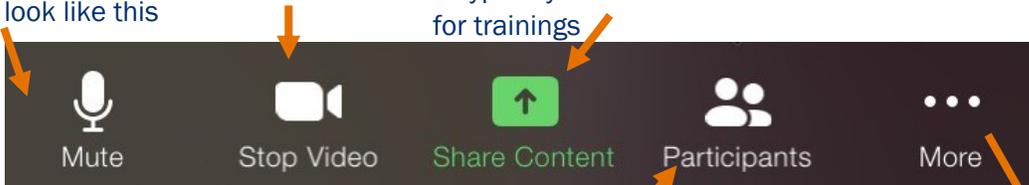
Quick Tips

- Once you're in the meeting, a toolbar will appear at the bottom of your screen:

Mutes & unmutes your microphone — It will look like this when you are muted:



Camera control



Share your Screen is typically disabled for trainings

When your camera is off:



Who is in the training right now.

[Continued on the following page >>>](#)

- Keep your camera at **eye level** for the most flattering angle.
- Your main light source should come from behind your camera (towards your face).
- Some participants prefer to use the **earbuds** that came with their iOS devices. They include a microphone to reduce surrounding noise & distractions.

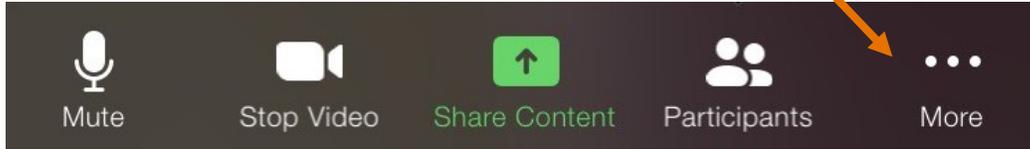
USING ZOOM from a MOBILE DEVICE

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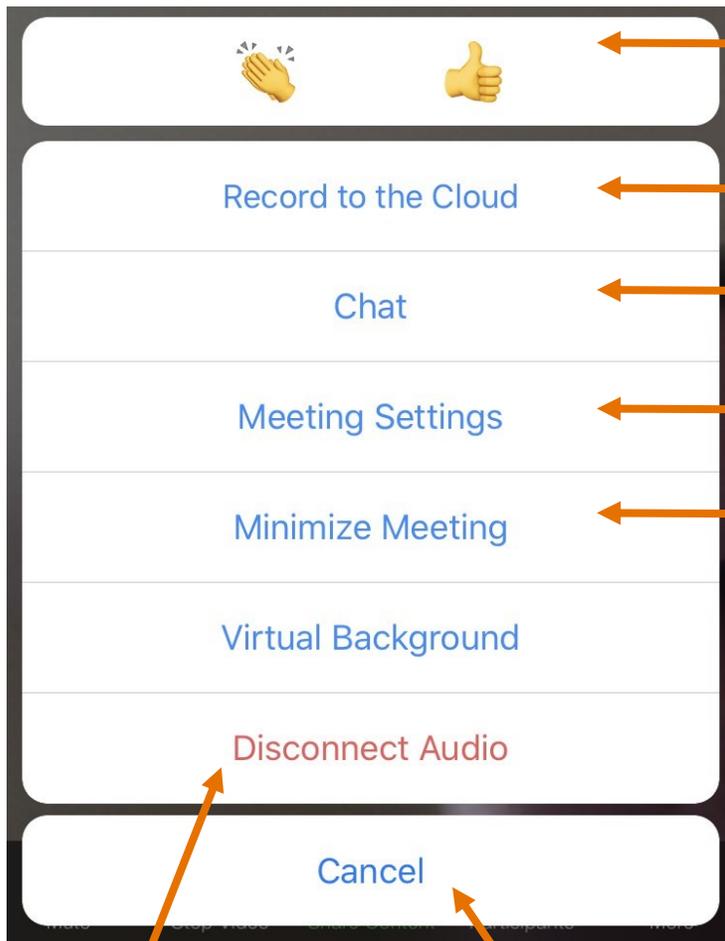
Occupational Programs

Quick Tips (continued from previous page)

The More menu



Opens up to:



Reactions you can select to show in the participant screen.

Records the meeting. Typically only available to the host of the meeting.

Allows you to text chat to the group or one-on-one. *NOTE: One-on-one chats are not private!*

Change your meeting settings.

Minimizes the meeting & turns off your camera but NOT your microphone while you're on another screen.

Add a Virtual Background During Your Zoom Session:

1. Tap **Virtual Background**
2. **Choose the +** to select an image to use as your background
3. **Select an image** from your photos.
4. Tap **Done**
5. Select **Close**

Download UVA Zoom Background images:

<https://news.virginia.edu/content/get-your-uva-zoom-backgrounds-here>

Use **Disconnect Audio** if you have a bad connection and wish to dial in from a land line.

Cancel will return you to the main meeting.

See More Participants:

- **From Android or iPhone** - **Swipe left** to switch from speaker view to gallery view — up to 4 people at a time. **Swipe right** to go back.
- **From iPad** - tap **Switch to Gallery View** in the upper left corner to view up to 9 people at a time. To switch back to active speaker, tap **Active Speaker**.

BE AWARE: Wearing a Face Covering

Wearing any kind of face cover (respirators, bandanas, etc.) may put physical stress on your body based on your medical history and current conditions, type of face cover, 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 face cover, 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 covers available – You may be more comfortable in another style.

CONTACT US



Laura Duckworth
Director, Occupational Programs
ld6pq@virginia.edu
(434) 305-0389

**Bobby is on
parental leave
through July.**

Bobby Putrin
OHS Program Manager
Acting OHS Associate
rq4ny@virginia.edu
(434) 906-7354



Narges Sinaki
Health & Safety Compliance Specialist
ns4xq@virginia.edu
(434) 981-6127



Bonnie Hockins, OHST
Occupational Health & Safety Technician
bh4bx@virginia.edu
(434) 270-9577

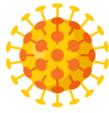
The OHS main number (**434-297-6379**) and email (**FM-OHS@virginia.edu**) are active and will be answered during business hours. *If there is no answer when you call, leave a message and your call will be returned promptly.*

CORONAVIRUS TRANSMISSION PREVENTION

101



HOW CORONAVIRUS SPREADS:



Coronavirus particles travel on droplets produced when you **cough, sneeze, talk, or laugh**.

These droplets can **travel through the air** or **settle on surfaces**.

HOW YOU CAN STOP IT:



Wearing a **face covering, washing your hands, disinfecting surfaces, and not touching your face** is essential to stopping the spread.

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.



IMPORTANT OHS LINKS:

- **OHS Homepage:** <https://www.fm.virginia.edu/depts/ohs/index.html>
- **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>

