

# Special Edition

## The Health & Safety Minute

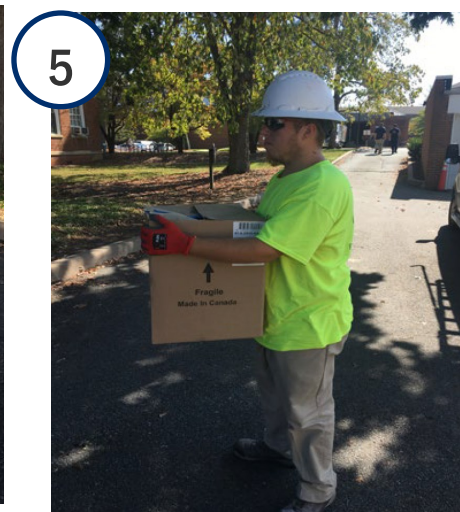
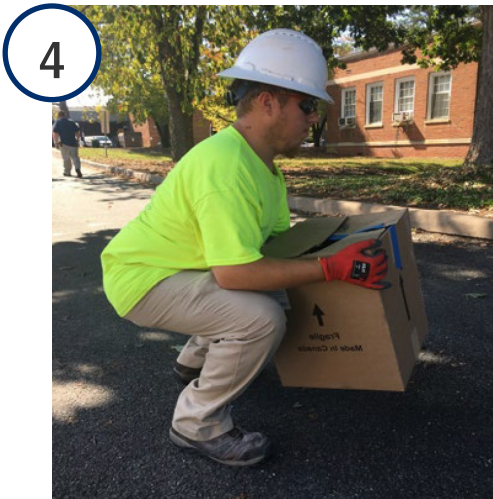
A weekly update  
for FM employees

UVA Facilities Management—Occupational Programs

07.31.2020

### New Normal—Same Hazards! Practice Safe Lifting Techniques

1. **Stand close to the object 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 grip before beginning to lift.
4. **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 back.



### COVID-19 FAQs for FM Employees

There are so many questions about our “new normal”. OHS has collected the ones we are asked most frequently and posted them [here](#):

<https://bit.ly/FM-C-19FAQs>

If you have a question that is not answered, please email us at [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)



### **Celebrate 811 Day!**

VA811 is celebrating 811 Day (August 11) with a virtual run/walk! This virtual 5K or 8.11 run is for anyone who wants to get outdoors and exercise for some great prizes! Do the 5K and get one entry for a free prize. Do the 8.11 run and get two entries! Free t-shirts are also available to those who post a picture on Facebook or Instagram with the hashtag #irun4VA811 – but you must register!

**Registration information can be found here:**

<http://survey.constantcontact.com/survey/a07eh7ngxxxkcutmqxu/a016pkdacwi3w/questions>

**This virtual run is being held between August 1 through the 11th.**

**Winners will be announced on the 11th!**

## Local Governments Tighten COVID-19 Restrictions

Albemarle County Board of Supervisors & Charlottesville City Council each voted July 27 on modifying Phase Three of 'Forward Virginia' in the county to slow the spread of the coronavirus. Changes include:

- Gatherings are limited to 50% occupancy with a 50 person maximum indoors. This does not apply to outdoor gatherings.
- Face coverings are required both indoor and outdoor without six feet of social distancing.
- Those who suffer from a physical or mental risk must provide documentation if they cannot wear a mask in public places.

These are in effect starting Saturday, August 1, until September 29. Violations this ordinance are punishable as misdemeanors.

Source: <https://bit.ly/39Bz0Am>

## Win Prizes!

### Report Near Misses

OHS would like to recognize employees that take the time to report Near Misses & hazards in their work areas and jobsites.

OHS will begin drawing winners monthly to win a soft-sided cooler—perfect for a physically-distanced picnic with your neighbors!

Please take the time to report Near Misses (Near Accidents) to FM-OHS at [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu). The [Near Miss Reporting form](#) is also available for anonymous reports.

*Hazards haven't gone away because of COVID-19!*

## OHS Training Data to be Added to WorkDay

Great news! As of July 1, your OHS training records are now being kept in Workday so that you can easily view your transcripts/learning history. Please note, it may take up to 14 days for your records to display in Workday.

You will receive Workday emails to alert you of classes for which you have been enrolled.

Did you receive a notification for one you have already attended in July?

(Example pictured.) This was the system responding to our entry of your records in Workday. In the future, you will receive those emails prior to your class.

**From:** Workday @ UVA <[uva@myworkday.com](mailto:uva@myworkday.com)>  
**Sent:** Monday, July 20, 2020 6:40:36 PM  
**To:** [REDACTED]  
**Subject:** You have been enrolled in FM - Hearing Conservation



Dear [REDACTED]

You have been enrolled in FM - Hearing Conservation . You can download the calendar appointment to your Outlook calendar from the course .

There may be a waitlist for the course . If you are unable to attend, please go to the Learning app and select Drop Learning Enrollment so a waitlisted co-worker may attend .

Thank you  
Please do not reply to this email, it was sent from an account that is not monitored.  
University of Virginia, University of Virginia Health Systems, University Physicians Group

# STOP THE SPREAD

## PROBABILITY OF INFECTION:

*This illustration shows how face coverings & physical 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.*

### FACE COVERS ARE REQUIRED INDOORS & AT ALL FM AREAS & JOBSITES WHERE PHYSICAL DISTANCING CANNOT BE OBSERVED.

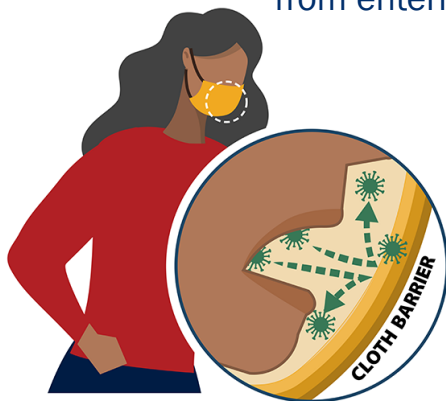
*This includes passengers inside Kubotas & vehicles: FM employees and their managers must make every effort to avoid having passengers in any FM vehicle. No more than one passenger is allowed in any FM vehicle, regardless of circumstances. Whenever a passenger is in a FM vehicle, both the driver and passenger must wear face covers & windows must be opened a minimum of 3”.*

The best way to protect yourself and others is to physical distance (keep 6 feet between you and others), frequent handwashing, and wearing your face cover.

### WEAR YOUR FACE COVER TO PROTECT THOSE AROUND YOU.

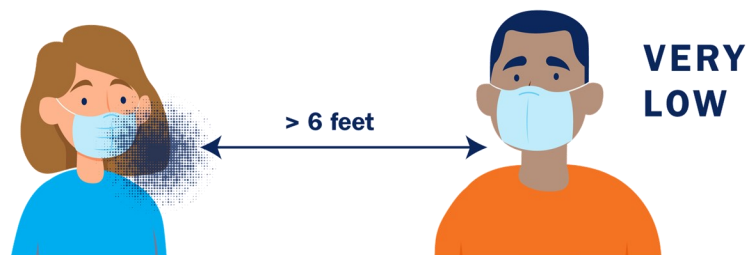
*Wearing your face cover is an act of respect for those you meet every day. It stops small droplets of saliva created when you laugh, speak, and cough or sneeze from entering the air and potentially infecting another person nearby.*

Face shields are not an alternative to face covers. However, they can be used in addition to a face cover. Face shields do not stop your droplets of saliva from entering the air.



If you can see other people and are not separated by a door or wall, it is a *best practice* to wear a face covering.

How a face cover works



## IMPORTANT OHS LINKS:

- **OHS Homepage:** <https://www.fm.virginia.edu/depts/ohs/index.html>
- **COVID-19 Resources:** <https://at.virginia.edu/2YiaRLm>
- **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>

## CONTACT US



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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.*

## SAFER AT HOME: Considerations to help determine if an errand is essential

- **Is COVID-19 spreading in my community?** The [Virginia Department of Health keeps detailed data on cases](#) & updates this daily.
- **What are the local orders in my community?** Review updates from your [local health department](#) to better understand the situation in your community and what local orders are in place.
- **Will I be in close contact with others?** Practice [physical distancing](#). COVID-19 spreads mainly among people who are in close contact with others.
  - It's important that you and the people around you wear a cloth face covering when around people not living in your household and particularly when it's difficult to stay 6 feet away from others consistently.
  - Look for and use physical barriers, like plexiglass screens or modified layouts, that help you keep your distance from others.
  - Use visual reminders—like signs, chair arrangements, markings on the floor, or arrows—to help remind you to keep your distance from others.
- **Am I at risk for severe illness?/Do I live with someone who is at risk for severe illness?** Older adults and people who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. The risk for severe illness may be lower for others, but everyone faces some risk. If you live with older adults or someone with certain underlying medical conditions, then you should take extra precautions.
- **Do I practice everyday preventive actions?** Monitor yourself for symptoms, do not touch your face with unwashed hands, wash your hands often, physically distance, disinfect surfaces, wear cloth face covers, and stay home if you are sick.
- **Will I have to share any items, equipment, or tools with other people?** Be sure items that are shared are thoroughly cleaned and disinfected between uses. If you need guidance with disinfecting, contact your supervisor.
- **Do I know what to do if I get sick?** Know the [steps to help prevent the spread of COVID-19 if you are sick](#). Know [UVA HR's resources related to COVID-19](#).



Source: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html>

# COVID-19 ISOLATION **AND** QUARANTINE

**More Questions?** Check out: [www.vdh.virginia.gov/coronavirus/](http://www.vdh.virginia.gov/coronavirus/)

## What's the Difference?

### Isolation

The separation of people **with COVID-19** from others.

People in isolation need to stay home and separate themselves from others in the home as much as possible.



### Quarantine

The separation of people who were **in close contact**<sup>1</sup> with a person with COVID-19 from others.

People in quarantine should stay home as much as possible, limit their contact with other people, and monitor their health closely in case they become ill.



## When is it safe to resume normal activities?

### I was sick with COVID-19

It is safe to discontinue home isolation when:  
You haven't had a fever for at least **3 days**, other signs of illness are improving,

**AND**

At **least 10 days** have passed since your symptoms first appeared

### I was diagnosed with COVID-19, but never became sick

It is safe to discontinue home isolation when:  
At least **10 days** have passed since your positive diagnostic test

### The person I was in contact with lives outside my home

It is safe to discontinue quarantine when:  
At least **14 days** have passed since your last contact with the person with COVID-19

**AND**

You remain healthy

### The person I was in contact with lives with me

If you are able to separate completely<sup>2</sup> from the person with COVID-19, it is safe to discontinue quarantine when:

At least **14 days** have passed since your last contact with the person with COVID-19 **AND** you remain healthy

If you are unable to separate completely<sup>2</sup>, it is safe to discontinue quarantine when at least **14 days** have passed since the person with COVID-19 was allowed to end home isolation **AND** you remain healthy.

1. Close contact means being within 6 feet for 15 minutes or more  
2. Separate completely means no contact, no time together in the same room, and no sharing of any spaces (including a bedroom and bathroom)