

# Special Edition

## The Health & Safety Minute

A weekly update  
for FM employees

UVA Facilities Management—Occupational Programs

08.21.2020

### SAFE+SOUND WEEK 2020

Safe + Sound Week is a nationwide event held every August to recognize the successes of workplace health and safety programs and offer information and ideas on how to keep America's workers safe.

Thank you for reporting **near misses** & Safety Stars!\*

*A special thank you and shout out to **all** FM employees that have been here since March making sure that the University and Health System continues to operate. Whether you worked in maintenance, custodial, construction, trades, or somewhere else, you are all appreciated! Your commitment and dedication truly shined during this difficult and challenging time.*

*Thank you for everything you have done and continue to do on a daily basis!*

\* Nominate a Safety Star by emailing [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).

### SAFETY STARS: Safe+Sound Week

Randy Higgins ♦ Casey Graham ♦ Kristina Williams ♦ Becca Thompson ♦ Marcus Klaton ♦ Ed Brobbery ♦ Kristine Vey ♦ Carolyn Chionchio ♦ Matt Ball ♦ Keenan Ross ♦ Bobby Herold ♦ Valerie Knapp ♦ Dean James ♦ Craig Morris ♦ Tyler Kraft ♦ Alex Stone ♦ Paul Lamm ♦ William Layne ♦ Delwyn Speth ♦ Sonny Collier ♦ Shawn Shelton ♦ Ronnie Spencer ♦ Richard Trauger ♦ Kevin Nargee ♦ James Trevor Payton ♦ Shane Harris ♦ Travis Eubanks

**Thank you!** [See more on their accomplishments >>>](#)



### NEAR MISSES REPORTED

by FM division:

- Zone Maintenance: 2
- Energy & Utilities: 2
- Landscape & Recycling: 1
- Fire & Life: 1

*Thank you for keeping an eye out for Safety Improvement Opportunities!*

### WEARING FACE COVERINGS:

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.



Face covers protect you and those around you from aerosol particles that may contain the coronavirus.

# COVIDWISE: Privacy-First Contact Tracing

COVIDWISE uses your phone's Bluetooth

## HOW PRIVACY-FIRST CONTACT TRACING WORKS

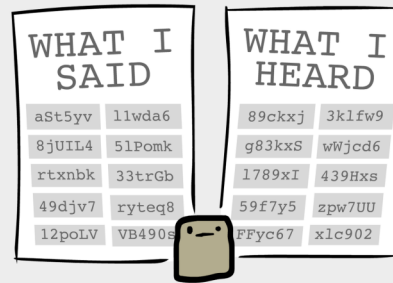
Low Energy technology to exchange “tokens” (tiny bits of unique data) with other phones in close proximity. Once you activate it, your phone downloads a list of all the anonymous tokens associated with positive COVID-19 cases every day and checks them against the list of anonymous tokens it has encountered in the last 14 days. If there's a match, the app will notify you with further instructions from VDH on your next steps. (See the comic at right for an example.)



Alice's phone broadcasts a random message every few minutes.



Alice sits next to Bob. Their phones exchange messages.



Both phones remember what they said & heard in the past 14 days.

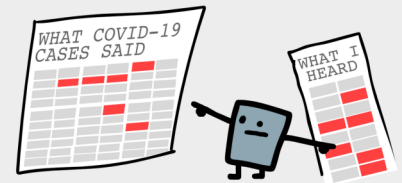


If Alice gets Covid-19, she sends her messages to a hospital.

Your phone is with you almost everywhere you go. You might as well put it to use to stop the spread of COVID-19.



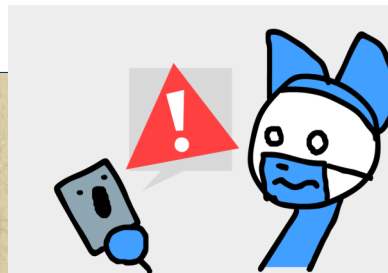
Because the messages are random, no info's revealed to the hospital...



...but Bob's phone can find out if it "heard" any messages from Covid-19 cases!

No private information or GPS data is shared. You shouldn't be able to detect any change in your phone's battery life while using this app.

More information & download: <https://www.vdh.virginia.gov/covidwise/>



If it "heard" enough messages, meaning Bob was exposed for a long enough time, he'll be alerted.

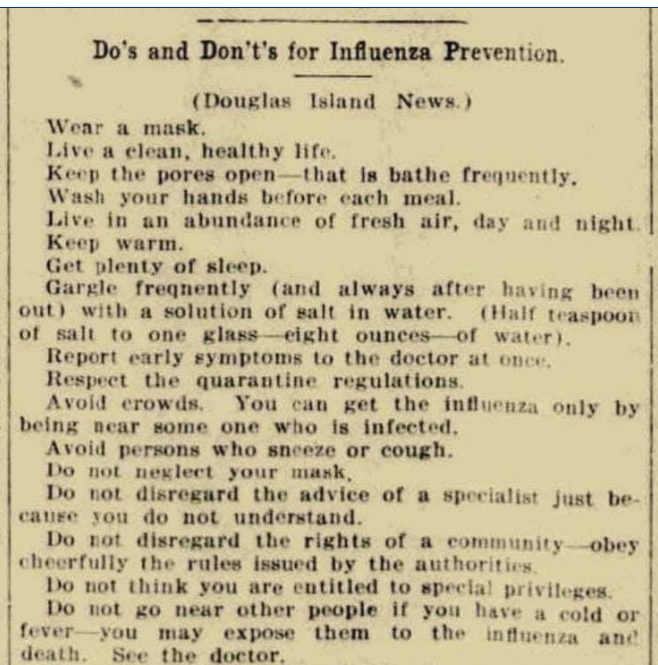


And that's how contact tracing can protect our health and privacy!

by Nicky Case (ncase.me). CC0/public domain, feel free to re-post anywhere!

## You can do this!

We are all here because our grandparents and ancestors have survived similar disease and outbreaks. Check out the ad at left from the 1918 influenza pandemic. While the CDC may not recommend gargling saltwater, very little else has changed. **Hang in there!**



## New Normal, Same Hazards

This is a reminder that old hazards have not gone away!

**REMINDER:** Respirator users must follow the [FM Respiratory Protection Program](#) while they are wearing their assigned respirator including but not limited to:

1. **Assembly and inspection of respirator**, including: straps, gaskets, inhalation/exhalation flaps, and PAPR system (hoses, motors, batteries, etc.) **before using the respirator.**
2. **Proper donning and adjustment** of respirator.
3. **Performing a user seal check** (i.e., a fit check) at each donning to make sure they are getting an adequate seal from their respirator, and PAPR users conducting air flow check with an air flow indicator before using the respirator.
4. **Proper cleaning, if needed, disinfecting, and storage** after using the respirator.
5. **If employees experience visual changes in their physical condition that could affect respirator fit** (e.g., facial scarring, dental changes, cosmetic surgery, or obvious changes in body weight), **they may no longer be getting a good facial seal with the respirator** and, thus are not being adequately protected. Employees should inform their Supervisor or FM-OHS immediately: [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)

## SCHOOL IS BACK IN SESSION!

Use the proper pedestrian and bus safety precautions:



- \* **Avoid becoming distracted or complacent**
- \* **Continuously scan ahead**, and keep your eyes moving
- \* **Maintain overall awareness of pedestrian traffic** near schools, crosswalks and bus pickup & drop off locations
- \* **Scan your mirrors** every 5-8 seconds
- \* **Slow down and be patient** when navigating around schools and in designated bus pick-up areas

**THANK YOU, FM Custodial Services, for practicing the best performance every day to be prepared for the future!**

FM's Custodial Services Management Team plans fast and fruitful strategies to find balance between their day-to-day tasks and practicing safe protocols to keep their staff, FM Employees, and UVA faculty and students safe and healthy during this challenging pandemic. Below are a few of the many outstanding measures we would like to celebrate:

- Providing exclusive **COVID-19 training and education** for all custodial staff,
- **Creating and updating practical and effective guidelines and disinfection protocols**
- **Redesigning staff schedules**
- **Benchmarking different disinfecting technologies**
- **Providing personal protective equipment** to all custodial staff

Custodial Services Staff follows and supports their leaders by proving exceptional services to the UVA Community every day! Endless gratitude to all FM-Custodial staff for:

- **Being agile** and collaborative to apply all new COVID-19 trainings and protocols
- **Being flexible** with new staggered schedule

## Coping with Stress

Source: <https://bit.ly/3ggxeq7>



**It is normal to feel sad, stressed, or overwhelmed during a crisis**



**Talk to people you trust or a counsellor**



**Maintain a healthy lifestyle: proper diet, sleep, exercise and social contacts with friends and family**

**Don't use alcohol, smoking or other drugs to deal with your emotions**



**If you have concerns, talk with your supervisor. If you start to feel unwell tell your doctor & supervisor immediately.**



## 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>

## ENGAGE US

OHS is here to answer your workplace health & safety questions. Any OHS staff member is happy to help you maintain a safe and healthy working environment!



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

## Physical Distancing? Anyone Can Vote “Absentee” in Virginia

Are you or a loved one at high risk of complications if you catch or spread COVID-19? You are encouraged to vote absentee! In Virginia, if you **don't vote on Election Day in your polling place**, then you are voting **absentee**. I.E., Absentee voting is any voting not done in your regular polling place on Election Day.



There are two ways to vote “absentee” in Virginia:

- 1. In person at your local Registrar's Office or a satellite office prior to Election Day:**  
You are voting in person, but you are not voting on Election Day in your locality. This is known as in-person absentee voting.  
In Virginia you might also see this referred to as "early voting," and **no application is required for in-person absentee voting** (or early voting). The process will be very similar to when you show up to vote on Election Day and are checked in by an election official.  
**Find your registrar’s phone number here:**  
<https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>
- 2. Obtaining a ballot by mail from your Registrar's Office:** This is by-mail absentee voting. The application for a ballot by mail in Virginia also calls this process "vote by mail".  
If you vote by mail you can, as of the writing of this post, return your ballot by US Mail, in person (meaning the voter must return it personally), or by commercial delivery service, like UPS or FedEx.  
The form for voting by mail is here: <https://vote.elections.virginia.gov/VoterInformation>.  
**For social distancing due to COVID-19 choose "I have a reason or condition that prevents me from going to the polls on Election Day."** as your reason for requesting an absentee ballot.

Call [your registrar](#) for more information.

## ANSWER THE CALL: About Contact Tracing in Virginia

If you or someone you recently had contact with has COVID-19, a contact tracer will call you. They will help you get tested, stay at home to keep you and others safe, and connect you and your family to vital social services. Learn more: <https://www.vdh.virginia.gov/coronavirus/prevention-tips/contact-tracing/>

## 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)

# 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.

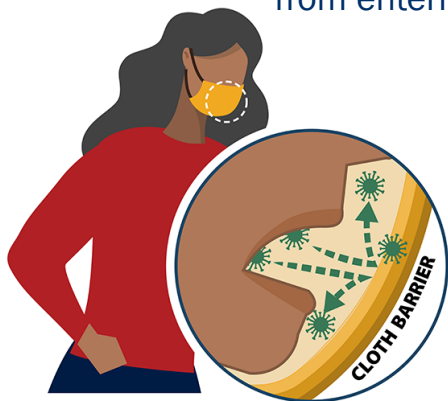
*This includes passengers inside Kubotas & vehicles: FM employees and their managers must make every effort to avoid having passengers in any FM vehicle. No more than one passenger is allowed in any FM vehicle, regardless of circumstances. Whenever a passenger is in a FM vehicle, both the driver and 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 YOU & THOSE AROUND YOU.

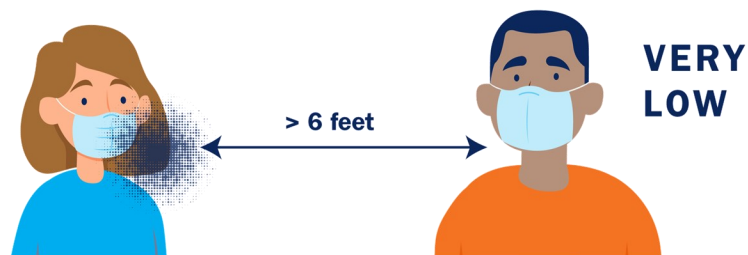
*Wearing your face cover is an act of respect for those you meet every day. It stops small droplets of saliva created when you laugh, speak, and cough or sneeze from entering the air and potentially infecting another person nearby.*

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



## THANK YOU

to all of our Safety Committees for the time and effort they put into representing and being a voice for every FM Employee. Each Committee is working on a project that will enhance the communication, safety culture and help in creating a safer work environment. Stay tuned for additional details coming soon! Below is a list of active committees and members:

ENERGY & UTILITIES SAFETY COMMITTEE MEMBERS		
Name	Position	Alternate
Benjamin Klaton	Chair - Utilities	Casey Graham
Kristina Williams	Member - Utilities	Rebekah Thompson
Herbert (Skip) Simpson	Member - Chiller Plant	
Dustin Buck	Member - Chiller Plant	Steve Thompson
Dwayne Wood	Member - Power & Light	
Gary Shifflett	Member - Power & Light	Keith Greene
Justin Maxey	Member - Heat Plant	
George Dorman	Member - Heat Plant	Tosh Thompson
Bonnie Hockins	OHS Representative	
Paul Zmick	Director	

HSPP SAFETY COMMITTEE MEMBERS		
Name	Position	Alternate
Zach Carter	Chair - Zone 2	Tony Love
Mark Evans	Member - Zone 1	Brian Cole
Matthew Todd	Member - Zone 3	
Bernard Curry	Member - Zone 4	Jamel Smith
Cory Woodward	Member - Zone 1A	Scott Morris
Todd Stroupe	Member - Renovations	
Scott Carter	Member - Elevators	
MaryAnn Thompson	Member	

ZONE MAINTENANCE SAFETY COMMITTEE MEMBERS		
Name	Position	Alternate
Johnny Gooch	Chair - Central	
Forrest Johnson	Co-Chair - Service/Alarm Sup	
Rollie Zumbrunn	Member - Ass. Director Housing	
James Comer	Member - McCormick	
Douglas Matthews	Member - McCormick	
Chip Martin	Member - Newcomb	
Paul Lamm	Member - Housing	
Aaron Davis	Member - Newcomb	
Antonio Blakey	Member - West	
William Layne	Member - North	Greg Gibson - North Grounds
Shawn Shelton	Member - North	
Dan Livingston	Member - McCormick	
BA Bibb	Member - West	
Troy Martin	Member - West	
Barry Wood	Member - West	

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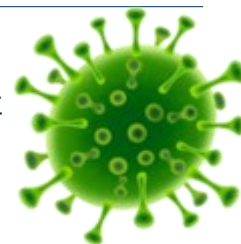
## THANK YOU Safety Committee Members (continued)

LANDSCAPING & RECYCLING SAFETY COMMITTEE MEMBERS		
Name	Position	Alternate
Victor Martin	Chair - Recycling	Jason Snow
Jim Murphy	Co-Chair - Landscaping	
Trevor Payton	Member - Landscaping	Edward Noland
Nicholas Gentry	Member - Recycling	Ronnie Herring
Sonny Beale	Member - Recycling	
Travis Mawyer	Member - Landscaping	
Jonathan Racey	Member - Landscaping	Nathan Skelton
Marcus Johnson	Member - Recycling	

CONSTRUCTION & RENOVATION SAFETY COMMITTEE MEMBERS		
Name	Position	Alternate
Benji Boatwright	Chair - Electrician	Cheryl LaRocco
Chris Bentley	Member - PM Const.	Matt Ball
Amy Moses	Member - PM Design	
Tom Castellanos	Member - Plumber Supervisor	
Matt Ball	Member - Const. Project Coord.	
Jamie Watkins	Member - Mason	
Brett Bryant	Member - Cabinet Shop Sup.	
Kenneth Gilbert	Member - Carpenter	
Adam Gragg	Member - Senior PS Manager	David Coon
Brian Dodds	Member - Cabinet Shop	
Shane Harris	Member - Mason	
Kevin Houchens	Member - Sheet Metal	

### At FM: Reporting COVID-19 & Possible COVID-19 Positive Cases

An online form has been created for directors, managers, supervisors, and anyone that oversees contractors or subcontractors to easily let important parties (HR BP, leadership, & OHS) know of an illness or asymptomatic positive case within their group.



The identification of the individual being tested or experiencing symptoms is **never shared through this reporting tool**, but the form asks for other important information like area(s) where the individual last worked (for effective communications) and their testing status (getting tested, received a positive, etc.). The affected employee would work with VDH or UVA Employees Health to identify contacts during their contagious period.

An email notification will be created for all COVID-19 positive cases on FM jobsites and will be sent to employees in the affected areas so that they can be aware and more closely monitor their own health. OHS is working with FM's technology groups on creating a more real-time notification center that any FM employee can access before going to a jobsite.

UVA FM values the health and safety of every employee. **If you are not feeling well or have a household member receiving a COVID-19 test, it is your obligation to report this to your supervisor** (preferably over the phone) and **stay home**. [UVA has resources in place](#) to help you should you need to take time off for illness or to care for a family member.

## **SAFETY STARS: Safe+Sound Week, the details:**

- “**Rebekah Thompson, Kristina Williams, and Marcus Klaton** have been focusing on improving the work areas that are hot (mainly tunnels). They have proactively gathered data and experimented on ways to improve the tunnel conditions in over Six Miles of infrastructure. They have developed SOP’s Identified PPE that will improve conditions where the entire teams work often. They have helped create JSA checklists, training requirements, disseminated training information and the PPE that is required while working in spaces that are over 80 degrees. They have all worked on the Energy & Utilities Safety committee to help the working lives of our People become more safe, and improving the working conditions of many Trades people. I am extremely proud to work with people that are passionate about safety and work to ensure the safety of all. They care about making sure everyone goes home at the end of day without them getting hurt or stressed due to working environments. They truly care.” — **Mark Roach**
- “**Valerie Knapp’s** dedication and commitment to the Voluntary Protection Program (VPP) and its implementation across West Grounds Zone has had an extraordinary impact on our safety program. There are many pieces to the puzzle and her collaboration across multiple FM Departments has helped build a strong foundation for the program’s success.” — **Kenny Bower**
- “I would like to recognize **Rebekah Thompson** for her recent contributions to our team. She has continuously stepped up in recent times and has taken on more responsibilities and leadership. Rebekah has been vital to our success in lowering our back logged number of Preventative Maintenance work orders as well as normal corrective maintenance projects. She displays a positive attitude on a daily basis, which encourages others around her to be better also. Rebekah is a fast learning and constantly wants to gain more knowledge. She has a bright future within FM.” — **David Hermes**
- “**Dean James** has led a team within Housing Maintenance that installed several thousand signs throughout the residence halls over the past two weeks. His team focused on building access points, common areas and bathrooms, and ensured every sign was installed in a consistent and professional manner.” — **Terry Maynard**
- “Our frontline Supervisors, **Craig Morris, Chris Paige, and Tyler Kraft**, have been exceptional these last 5 months. “Semper Gumby,” always flexible, these shop leaders have been able to shift, react and still work to be proactive in our ever-changing environment. They kept their teams focused on the big picture here on Grounds, moving through our areas several times, as our priorities shifted. In addition, during the altered operations period in April and May, they kept the rust of their teams utilizing tools like LinkedIn Learning and Zoom-facilitated Safety training. Upon return to Grounds, they quickly got our programs back up to speed, performing maintenance turns of our halls in seven weeks, reconfiguring the halls for COVID-19 occupancy, completed 265 PFOs and bringing our PMs back on schedule. They have surpassed expectation and without their leadership and ingenuity that our zone would not be ready for students to return.” — **Terry Maynard**
- “As the Housing Zone Maintenance Coordinator, **Alex Stone’s** efforts forecasting requirements, coordinating projects and managing maintenance this summer has been outstanding. In continually tracking changing priorities and shifting schedules, Alex has been an incredible asset in our organization. Outside of his assigned duties, he took on additional duties in assisting with several Qualtrics and Microsoft Form projects, including helping to design, implement and operate the Daily Operations Muster report throughout the spring.” — **Terry Maynard**

*Continued >>>*

## **SAFETY STARS: Safe+Sound Week, the details (continued):**

- “**William Layne** has gone above and beyond to take care of our NG customers. Not only with scheduling the sanitizer and disinfectant products delivery, and taking care of special request. For example, William managed the Plexiglas / Lexan Barriers for 17 classrooms and 34 Transaction rooms throughout Law School. Monday 8/17/2020 William received a phone call at 4:45pm requesting window film to be installed in two large rooms at Law School by 8/19/2020. William ordered the window film from one vendor and had another vendor install the film 8/18/2020 by working until 9:00pm yesterday to meet the dead line schedule. William has done an exceptional job with working through these unusual times at UVA.” — **Gary Wood**
- “**Carolyn Chionchio** is here on site and she is fantastic to work with. She is the one who caught the handrail issue that we have been discussing and will be meeting with us on site.” — **John Marshall**
- “I would like to recognize my entire Team—**Delwyn Speth, George (Sonny) Collier, Shawn Shelton, Ronnie Spencer, Richard Trauger and Kunsang (Kevin) Nargee** for the exceptional work in distributing the Sanitizer Dispenser Units throughout North Grounds and request made by our Customers, related to COVID-19, to support their efforts to have students return to Grounds, while maintaining the routine work with in the Zone. Also, for their constant awareness of wearing the proper face covering, as required.” — **William Layne**
- “**Paul Lamm** has done a great job recently. Given the current situation with COVID, Paul has done an outstanding job with completing all his work and more. He has helped with building turnover, work orders and preventative maintenance. Flexibility has been the new normal and Paul done a great job adapting.” — **Tyler Kraft**
- “**James Trevor Payton** is always wearing his face covering and always reach out to his Sup if he notices any unsafe condition. In addition, he is very good at inspecting equipment and finding broken equipment and reporting it. He also serves on the Landscape Safety Committee.” — **Michael Dillard**
- “I would like to recognize **Shane Harris** for his consistent use of the proper PPE while on a job site. You will never need to tell Shane to use his PPE.” — **Glenn Tolbert**
- “I would like to recognize **Travis Eubanks** for his awareness of potential hazards on the job. Travis always addresses those issues and keeps his Supervisor informed about them.” — **Glenn Tolbert**
- “**Matt Ball** and **Keenan Ross** have temporarily joined **Bobby Herold** in the Fleet office. Matt worked in Project Services, and Keenan in Central Grounds. Neither of them have fleet experience, but they both have great attitudes and have made significant contribution to the supporting of the FM fleet. The maintenance and repair of the fleet has not ceased. Every vehicle that comes in for service is sanitized when we receive it, and then it goes to the vendor for repairs and then sanitized upon return. Bobby, Matt, and Keenan all have been very conscientious about following the guidelines set forth my FM leadership. They have been on the “front lines” when it comes to contact with vehicles. I would say all three of them are super about keeping FM staff safe by their diligence to follow sanitizing protocols.” — **Mike Duffy**

**FREE • GRATIS • GRATUIT**

# **COVID-19**

## ***testing***

Thomas Jefferson Health District (TJHD) is now offering free drive-thru COVID testing (nasal swab testing) for anyone above the age of six.

FOR UPCOMING DATES AND TIMES, VISIT

<https://at.virginia.edu/TJHDTestingSites>

Questions? Call TJHD's COVID-19 hotline at 434-972-6261

