

UVA Facilities Management COVID-19 On-Grounds Work Guidelines

Summary

The COVID-19 pandemic requires special work methods, equipment, processes, and training. Facilities Management (FM) is committed to maintaining a safe and healthy work environment. The purpose of the COVID-19 On-Grounds Work Guidelines is to communicate and standardize how Facilities Management will comply with [UVA Face Covering Policy](#) and [UVA Return to Grounds Guide](#) and includes relevant information and practices. This document is to serve as a minimal set of guidelines. Departments and business units may choose to go above and beyond these guidelines but not below.

Roles and Responsibilities

Facilities Management Employees

All FM employees shall be familiar with and comply with the requirements of these COVID-19 guidelines to include promptly notifying their supervisor if symptomatic. Employees shall conduct themselves as if they may be infected and contagious without knowing it, and that every person they encounter may be contagious without showing symptoms.

Facilities Management Supervisors and Managers

FM supervisors and managers shall:

- Encourage employee feedback on potential health risks associated with COVID-19.
- Be familiar with and communicate these guidelines.
- Monitor and encourage compliance with the COVID-19 guidelines.
- Develop and communicate modified work schedules to include breaks and reporting times, and rearrange workspaces to promote social distancing between employees.
- Provide protective materials to employees and guidance on their use.
- Place orders for protective materials to include employee face covers, gloves, and sanitizer as needed.
- Provide sanitization kits on construction sites.
- Ensure that vendors, contractors, and visitors are aware of and comply with these guidelines when in a UVA facility or worksite.
- Encourage and enable the use of virtual meetings such as conference calls, Zoom and Teams.

Background and Requirements

Social/Physical Distancing

Respiratory droplets briefly float in the air within a few feet of the source. Social distancing also known as physical distancing is creating enough space between individuals to avoid those droplets.

FM employees shall make every reasonable effort to stay at least six feet away from all others while on Grounds. Employees shall not touch others or share personal use items, and shall respect everyone's efforts to maintain social distancing.

Face Covers



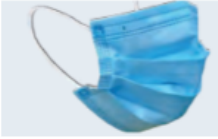

Face coverings must be worn by all faculty, staff, and students while inside a University facility or otherwise inside a building on University Grounds or on any University property when in the presence of others (e.g., common workspaces, meeting rooms, etc.). In University buildings with laboratory and research spaces, a face covering must be worn at all times regardless of whether in the presence of others or not. Face masks must also be worn on University transit buses. Appropriate use of face coverings or face masks is critical in minimizing risks to others near you. COVID-19 can be spread to others even if no symptoms are being displayed. [Note: A face covering is not a substitute for social distancing.]

The University will provide two cloth face coverings per faculty, staff, and student working or studying in a University facility or on University Grounds. A disposable mask will be provided by the University should the faculty, staff, or student forget to bring their own. Individuals are responsible for laundering the face covering as necessary, in accordance with the guidance in Section 3 below. Disposable masks must only be worn for one day and then disposed of in the trash. Individuals may provide their own face covering for their personal use.

Exemptions to this Policy (from [Executive Order 63](#)):

- A person eating and drinking at a food and beverage establishment on University Grounds.
- A person seeking to communicate with a hearing-impaired person, for which the mouth needs to be visible.
- Anyone with a health condition that keeps them from wearing a face covering.
- Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- A person in need of University or medical services may temporarily remove the face covering.

Face Covering/Mask Type and Intended Use:

Type and Intended Use of Face Coverings/Masks				
<i>Type</i>	<p>Cloth Face Covering</p> 	<p>Disposable Mask</p> 	<p>Medical-Grade Surgical Mask</p> 	<p>N95 Respirator</p> 
<i>Description</i>	<p>Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.</p>	<p>Commercially manufactured masks that help contain wearer's respiratory emissions</p>	<p>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions</p>	<p>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions when no valve is present.</p>
<i>Intended use</i>	<p>Required for Academic Division community use in non-healthcare settings (e.g., office spaces, general research/work settings, shops, community areas) where 6' social distancing cannot be consistently maintained. (Also necessary for ingress and egress of facilities.) A face covering is not required when working alone in an office but is required when in the presence of others.</p> <p>Cloth face coverings may be unsuitable for some work activities involving certain hazards or materials; use disposable masks instead. Contact the University's Environmental Health & Safety for assistance.</p> <p>Replace daily.</p>		<p>These masks are usually reserved for healthcare workers and other approved areas with task-specific hazards determined by EHS. When staff are required to wear these masks for protection, they are considered Personal Protective Equipment and the use is subject to regulation by the Occupational Safety & Health Administration.</p>	

Note: Face coverings and N95 mask styles that feature exhalation valve allow for external air flow and **must not be worn.**

Use and Care of Face Coverings:*a. Putting on the Face Covering/Disposable Mask:*

- Wash hands or use hand sanitizer prior to handling the face covering/ disposable mask.
- Be sure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with the nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout putting on the face covering/disposable mask, **AVOID TOUCHING THE FRONT OF THE FACE COVERING/DISPOSABLE MASK.**

b. Taking off the Face Covering/Disposable Mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/ disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

c. Care, Storage, and Laundering:

- Keep face covering/disposable mask dry and stored in a bag when not in use.
- Cloth face coverings should be washed after each use by the wearer (per CDC guidelines). Cloth face coverings should be replaced immediately if damaged (e.g., ripped, punctured).
- Disposable masks must not be used for more than one day and must be disposed of in the trash at the end of the work shift or when it is soiled, wet, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Travel to/from and Work/Study off University Grounds:

Faculty, staff, and students traveling to/from sites off University Grounds for work or study are expected to wear a face covering if in a vehicle with other individuals. Once at the work or study site, you should comply with the locale's requirements for wearing a face covering.

Contractors, Volunteers, and Visitors:

Any contractor (vendors who have a contractual relationship with the University), volunteer, or visitor to the University must wear a face covering while inside a University facility or otherwise inside a building on University Grounds or on University property unless they meet the exemptions listed in above.

Effective Term of the Policy:

This policy will remain in effect indefinitely until federal, state, local, and/or University directives deem a face covering is no longer necessary or recommended to help reduce the spread of COVID-19.

Compliance with Policy:

Failure to comply with requirements of this policy may result in disciplinary action in accordance with relevant University policies.

Hand Washing

Coronavirus can be spread by touching surfaces that have respiratory droplets on them and then touching one's mouth, nose, or eyes. Both bare hands and gloved hands can carry the virus. The virus in those droplets can be removed by soap and water or killed by disinfectants.

FM employees shall wash their hands frequently with soap and water for 20 seconds or more, immediately after removing gloves, and before consuming food or beverages. If soap and water are not immediately available, hand sanitizer may be used, but employees should follow-up with hand washing when available.

Workplace Disinfection

The coronavirus is currently known to survive on surfaces for as long as 72 hours. Shared, high-touch surfaces are a source of transmission. Those surfaces include shared workstations, appliances, shared tools, vehicle steering wheels, building door handles, table/counter tops, light switches, and handrails.

All FM employees shall disinfect shared, high-touch surfaces in their work areas using disinfectant spray/wipes or soap and water both before and after their use of those surfaces.

FM Vehicle Use

The potential for transmission of COVID-19 is greatly increased when traveling in a vehicle with another person, especially when the vehicle is enclosed.

FM employees and their managers must make every effort to avoid having passengers in any FM vehicle, including trucks, van, cars, Kubota's and Gators. **If there is a situation that requires you to have a passenger in a Kubota or Gator your Leadership team must approve prior to proceeding.** Use of alternative transportation, including walking, cycling, and driving personal vehicles (when and where permitted) is encouraged. **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**, outside air ventilation must be maximized and windows must be opened a minimum of 3". Employees are responsible to sanitize touch surfaces in vehicles before and after each period of use.

Health Status Monitoring and Reporting

Awareness of the occurrence of COVID-19 is essential to controlling its spread.

The goal of these guidelines is to enable a safe workplace for everyone. It is everyone's responsibility to stay home if unwell. In addition, everyone is responsible for being aware of their health status and shall promptly report to their manager when they feel unwell or experience any of the following conditions:

- A. Diagnosed as being COVID-19 positive or is advised by a health care provider to self-quarantine.
- B. Traveled to a known COVID-19 hot spot or has plans to travel to one of these locations.
- C. Lives in the same household as someone who is COVID-19 positive or presumed positive.
- D. Provides personal care for someone with COVID-19.

Manager's Responses to Health Status Reports

As soon as a manager is informed that one of their employees is unwell or experiences any of the above conditions, they must:

- A. Communicate the reported incident of health risk to their own manager, the designated FM-Human Resources Business Partner (HRBP), and the responsible custodial manager who will provide cleaning and disinfecting services as needed.
- B. Preserve the affected employee's confidentiality to the greatest extent possible.
- C. Support the Virginia Department of Health contact tracing efforts.
- D. Require the sick or quarantined employee to leave or stay away from the workplace, advise employee to seek qualified medical advice and/or attention, and provide a listing of resources to the affected employee.
- E. If possible, assign telework, online training, or other remote duties as appropriate for the reported employee's condition.
- F. Maintain daily contact with the affected employee throughout their absence to document and report their current health status.

Post-Quarantine Return to Work Health Requirements

Employees who have been quarantined by a health care provider may return to work in accordance with CDC and Health Department guidelines or pursuant to the employee's health care provider's clearance to return.

Employees who were diagnosed with COVID-19 may return to work with written approval of their physician/healthcare provider or upon satisfaction of the CDC Test-Based or Non-Test-Based criteria.

Scope

This guidance applies to all UVA FM employees.

References

This guideline document is in conjunction to the OHS COVID-19 Program:

https://www.fm.virginia.edu/docs/ohs/resources/2020/COVID19_Guidelines_20200507.pdf

This guideline document follows CDC Guidelines for COVID-19

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

This guideline document follows OSHA Guidance 3990 on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf> <https://www.osha.gov/SLTC/covid-19/>

Resource Links:

[CDC - COVID-19 Updates](#)

[CDC - COVID-19 Prevention & Treatment](#)

[CDC - Coronavirus Disease 2019 \(COVID-19\) in the U.S.](#)

[CDC - Global Map Confirmed COVID-19 Cases](#)

[CDC - Coronavirus Disease 2019 Information for Travel](#)

[CDC - COVID-19 Videos](#)

[WHO - COVID-19 Rolling Updates](#)

[WHO - COVID-19 Advice for The Public](#)

[WHO - Global Map Confirmed COVID-19 Cases](#)

[WHO - COVID-19 Videos](#)

[EPI-WIN - COVID-19 FAQs](#)

[UVA TelADoc - https://hr.virginia.edu/benefits/teladoc](https://hr.virginia.edu/benefits/teladoc)

<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-One-Business-Sector-Guidelines.pdf>

<https://www.fm.virginia.edu/docs/operations/custodial/UVACustodialServicesSOP-COVID-19.pdf>