

## Steps for Supervisors & Managers: COVID-19 Reporting & Guidance in the FM Workplace

*UVA FM Occupational Programs is responsible for aiding UVA FM's reporting on COVID-19 cases and suspected cases within the organization.*

**All FM employees are expected to be responsible for frequent handwashing, physical distancing, wearing a face covering, and monitoring themselves for any possible COVID-19 symptoms.**

Employees who fail to do this may be subject to discipline.

1. If an employee is directed to go for testing, is exposed, or receives a positive COVID-19 test result, supervisors or managers must:
  - a. Fill out the [online reporting form](#), which notifies [FM-OHS](#) and FM's HR Business Partners.
  - b. Notify their chain of command of positive case information.
  - c. Identify employees who are potential exposures. Potential exposures are employees who worked within 6 feet for a cumulative total of 15 minutes or more in the 24 hours before the affected employee sought testing or began experiencing symptoms.
2. Following this, the reporting supervisor will receive a secured email via [Zix](#) from UVA OP seeking further case information to identify those potentially exposed.
3. Contact the group that is responsible for cleaning the locations that may contain viral material for next steps – This may include blocking off areas where the affected employee was working. *Contacts are included on the reporting form.*
4. If a positive result is received by an employee, the expectation is that all potential exposures will be sent home immediately and to prepare for quarantine.
  - a. Potentially exposed employees must:
    - i. Leave work immediately.
    - ii. Contact Employee Health for guidance: 434-924-2013.
  - b. Employees identified as exposed may receive call from the Virginia Department of Health (VDH) or UVA Employee Health. Please make sure your employees are aware, can take the call, and know to provide any requested tracing information. Employees **must follow quarantine guidance from the VDH and Employee Health.**
  - c. Supervisors must communicate with employees affected using the email template provided by FM-OP. You will receive the template from OHS once the [notification form](#) is completed & submitted.
5. Continue to provide guidance. A COVID-19 positive employee or an employee identified as potentially exposed may only return to work after they've been cleared by Employee Health. Any other return to work clearances for a previously COVID-19 positive employee must be validated by Employee Health.
6. Direct any questions to FM's HR Business Partners or FM-OHS.

**Communicate employee status changes & health updates to [FM-OHS](#), FM's HR Business Partners, and your chain of command in a timely manner.**

**What to do:**

1. **Symptoms** (regardless of vaccination status) – If an employee reports they:

a. are feeling unwell and are experiencing **COVID-19 symptoms**

**OR**

b. have received a positive COVID-19 test result

Have the affected employee **call Employee Health immediately** at **434-924-2013**.

*Employee Health will perform intake and assessment which will include guidance and may include testing. The supervisor will be notified of any test results via a secured Zix email from Employee Health.*

2. **Exposure** – If an employee:

a. **lives with someone infected** with COVID-19, or

b. was requested through UVA or VDH tracing **to quarantine or test for COVID-19**, or

c. reports **significant exposure** to someone outside of work found to be infected

They may be **contacted by their local health department with guidance**. If they have been fully vaccinated (more than 2 weeks since their last dose), they can continue working while following all COVID-19 protocols. Otherwise, have the affected employee call Employee Health for guidance: 434-924-2013.

3. **Returning to work:**

a. **A COVID-19 positive employee may only return to work when cleared by Employee Health**, regardless of where they received their test.

b. **An employee identified as a potential exposure may return to work** once they receive clearance from Employee Health and/or Virginia Department of Health.