

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 monitoring themselves for [COVID-19 symptoms](#) and alerting their supervisor. 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. **Ask the employee to 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.
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 unvaccinated 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.**

Get Vaccinated:

The COVID-19 vaccines available in the US protect you from getting and spreading the virus that causes COVID-19. It is the best way to protect yourself and your family.

- **COVID-19 vaccines are safe and effective**. Millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in U.S. history.
- The **CDC recommends** you **get a COVID-19 vaccine as soon as possible**.
- **If you are fully vaccinated, you can resume activities that you did prior to the pandemic**. Learn more about [what you can do when you have been fully vaccinated](#).

Make Your Plan – Schedule your vaccine using any of the resources below:

- [Vaccines.gov](#)
- **Blue Ridge Health District:** <https://at.virginia.edu/MU5R19>
- **UVA Health:** <https://at.virginia.edu/C0og39>