

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 FM 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.

Covid-19 Emergency Standard 16VAC25-220

UVA FM is classified as “medium exposure risk” based on the hazards or job tasks. This determination was made by using guidance in the “COVID Final Permanent Standard” [16VAC25-220 Final Permanent Standard](#)

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.
- Regularly monitor for updates, changes to these guidelines, and communicate to their team.
- 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, means a person keeping space between himself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six feet from other persons.

“Minimal occupational contact” means no or very limited, brief, and infrequent contact with employees or other persons at the place of employment. Examples include, but are not limited to, remote work (i.e., those working from home); employees with no more than brief contact with others inside six feet (e.g., passing another person in a hallway that does not allow physical distancing of six feet).

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

All students, faculty, staff, and contractors must wear face coverings at all times – inside and outside, except when they are alone and in their own private space (e.g., in an individual office or in a private bedroom or bathroom) or a private space shared with a roommate (e.g., a double bedroom room in a residence hall). Masks should be worn in shared common spaces indoors. When they are outside, they must wear a mask even when they can maintain a physical distance of at least six feet. Everyone should sanitize hands before removing their mask or returning it to their face.

Face coverings must also be worn on University transit buses. Note that both federal and state law allow employers to require employees to wear face coverings as necessary steps to protect public health.

See [UVA Policy SEC-045](#), which governs face coverings on Grounds that adhere to the Governor’s Executive Order 63

Face covering means an item made of two or more layers of washable, breathable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. A face covering is not a surgical/medical procedure mask or respirator.

[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. **Occupancy rules and physical distancing (6 feet) must be followed, regardless of the presence of dividers.**
- 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. Please communicate this with your supervisor in advance.
- 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					
Type	<i>Cloth Face Covering</i>	<i>Disposable Mask</i>	<i>Medical Grade Surgical Mask</i>	<i>N95 Respirator</i>	<i>KN95</i>
					
Description	<i>Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions</i>	<i>Commercially manufactured masks that help contain wearer's respiratory emissions.</i>	<i>FDA-approved masks to protect the wearer from large droplets and splashes: helps contain wearer's respiratory emissions</i>	<i>Provides effective respiratory protection from airborne particles and aerosols: helps contain wearer's respiratory emissions when no valve is present</i>	<i>KN95 masks are NOT to be used as a replacement for an N95 or in place of a respirator required for specific tasks. Instead, it can be used to help prevent the spread of the virus.</i>
Intended Use	<i>Required for Academic Division community use in non-healthcare settings (e.g., office spaces, general research/work settings, shops, community areas) where 6' physical 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 in the presence of others. - Cloth face coverings may be unsuitable for some activities involving certain hazards or materials: use disposable masks instead. Contact the University's Environmental Health & Safety for assistance.</i>		<i>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.</i>	<i>Appendix D Voluntary Use agreement must be signed prior to use. KN95 filtering face piece respirators are supposed to provide 95% protection against all particles that are greater than 0.3 µm in diameter. Do not wear your KN95 respirator into work environments, which have been previously identified as requiring a respirator.</i>	

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

Table as of February 11, 2021

	Acceptable to use as respirator where required by VOSH standards and regulations Use in accordance with VOSH or CDC guidance is acceptable	Acceptable to use as personal protective equipment (PPE) where required by VOSH standards and regulations Use in accordance with VOSH or CDC guidance is acceptable	Acceptable to use as a face covering where required by VOSH standards and regulations
N-95 respirator with NO exhalation valve	✓	✓	✓
N-95 respirator WITH an exhalation valve (approved by NIOSH)	Acceptable to use as protection for the wearer EXCEPT in situations where a “sterile field” must be maintained (e.g., during an invasive procedure in an operating room; during aerosol-generating procedures, etc.)	✓	✓
"Surgical/medical procedure mask" as defined in 16vac25-220-39 (approved by the FDA)	X	✓	✓
"Face covering" as defined in 16VAC25-220-30	X	X	✓
KN-95 (not approved by NIOSH as respirator, but approved by China)	X	X	✓
Non-medical disposable masks for single use that meet the definition of "face covering" in 16VAC25-220 with the exception that they are not washable	X	X	✓
Transparent surgical face mask approved by the FDA[2]	X	✓	✓
Clear masks or cloth masks with a clear plastic panel that meet CDC guidance[3]	X	X	✓

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 face coverings at all times — inside and outside while on University Grounds or on University property unless they meet one of the exemptions listed 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. *Chemicals used for disinfecting should be approved for use against SARS-CoV-2 (ex; EPA registered disinfectants or non EPA disinfectants that meet the criteria)*

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. Shared condiments (IE: hot sauce bottles) in break areas are not allowed unless disinfected between each use.

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, Kubotas and Gators. **If there is a situation that requires you to have a passenger in any type of vehicle, 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 an 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 inches.** Employees are responsible to sanitize surfaces in vehicles before and after each period of use.

Training

UHR will release a training module to meet the new DOLI standard requirements.

Employees who have previously completed UHR's Return to Grounds training will be asked to complete a short informational update with an attestation. Employees who have not completed RTG training **MUST** complete a full module.

HOOS Health Check

FM Employees are expected to complete the HOOS Well Health Check daily, prior to being on Grounds.

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 follow the COVID-19 Reporting & Guidance in the FM Workplace:

[COVID-19 Reporting & Guidance](#)

Post-Quarantine Return to Work Health Requirements

Follow Return to Work Guidelines in the follow the COVID-19 Reporting & Guidance in the FM Workplace:

[COVID-19 Reporting & Guidance](#)

Scope

This guidance applies to all UVA FM Employees, Contractors, Volunteers, and Visitors

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:

[COVID-19 FAQs](#)

[UVA COVID-19 Dashboard for Faculty, Staff and Students](#)

[UVA FM Travel Guidelines](#)

[UVA's Coronavirus website](#)

[COVID-19 Messages to FM Staff](#)

[Support & Information for Communities that Speak Spanish / Apoyo e información para comunidades que hablan español](#)

[UVA TELADOC](#)

[CDC - COVID 19](#)

[UVA Custodial Services COVID-19 SOP](#)

[16VAC25-220 Final Permanent Standard](#)