

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 FM employee **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 regardless of mask use in the 48 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 Occupational Programs 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 watch for symptoms and contact Employee Health for guidance: 434-924-2013 or EmployeeHealth@virginia.edu.
 - 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. Employee Health will provide a template or you can request a 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 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.

Otherwise, they must follow the guidance from the Virginia Health Department:

<https://www.vdh.virginia.gov/coronavirus/protect-yourself/isolation-quarantine/>

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

Get Vaccinated & Boosted:

The COVID-19 vaccines and boosters 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 and boosters 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 and boosted 2 months after your Johnson & Johnson vaccine or 5 months after your last dose of Moderna or Pfizer vaccines.**

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

- **Vaccines.gov**
- **Blue Ridge Health District:** <https://at.virginia.edu/MU5RI9>
- **UVA Health:** <https://at.virginia.edu/C0og39>