

## March 17 - An Update from FM Occupational Programs

**From:** Burnett, Liz (seb6f)

**Sent:** Tuesday, March 17, 2020 1:54 PM

**To:** [fm-all-directors-managers-supervisors@virginia.edu](mailto:fm-all-directors-managers-supervisors@virginia.edu)

**Subject:** An Update from FM Occupational Programs [OHS, Occupational Training, Apprenticeship, and Diversity, Equity, & Inclusion]

**Importance:** High

### ***The following is being sent on behalf of Laura Duckworth, Director of Occupational Programs:***

FM Directors, Managers, & Supervisors,

As COVID-19 threatens to disrupt FM daily life, Occupational Programs is setting an example by [practicing social distancing](#). I'd like to share the following update on the Occupational Programs Team:

- **Beginning the week of 3/16/2020, all Occupational Programs staff have been encouraged to work remotely.** Staff is available to return to grounds in the event of an emergency, but we expect technology (cellphone photos, etc.) should remediate this need.
- **Occupational Health & Safety's and Occupational Training's upcoming courses have been rescheduled to a later date in April,** in anticipation of the decline of coronavirus cases in Charlottesville. This will be reassessed as the situation develops in our community.
- **Occupational Programs staff will be available** by phone, email, and/or Microsoft Team/Skype chat during FM business hours. Do not hesitate to reach out if you have any needs.
- OHS is composing a simple **COVID-19 Prevention & Protection sheet** using UVA, UVA EHS, & CDC guidelines that can be used at all upcoming toolbox talks and employee safety meetings. This will be shared this afternoon (3/17/2020).
- **Upcoming Shoe Trucks have been suspended until further notice.** However, FM employees are still expected to wear proper PPE at work. Current shoe vouchers can be used at the [Red Wing store at Pantops](#), which remains open their regular hours. Red Wing also has a record of shoes purchased previously. If your employees are practicing social distancing and would prefer to reorder a pair of shoes, the store can be contacted with a current voucher number at (434) 529-6761. Red Wing Charlottesville has offered to ship shoes directly to employees' homes. The Shoe Truck will resume when transmission of COVID-19 is no longer a threat.

- All [contact information for OP staff remains the same](#). The OHS “front desk” number (434-297-6379) remains active and will be answered during business hours. If there is no answer when you call, leave a message and your call will be returned promptly.
- The Apprenticeship Application Period has closed (as planned) on 3/14/2020. Phone interviews are happening now. In-person interviews are to be scheduled after all applications are reviewed and phone interviews are completed. Preliminary dates have been arranged and booked by the Apprenticeship team but may be affected by the spread of COVID-19.
- We are sending this information to FM supervisors & managers to ensure they know that Occupational Programs is, as always, supporting FM employees.

**Please commit to [practicing clean habits and maintaining a high expectation around cleaning](#), both at home and at work.** Close off areas for 24 hours that infected individuals have inhabited and open windows If applicable, use an [EPA-approved disinfectant](#) (ie, Cavicide) to disinfect all surfaces and be sure to leave it for the recommended contact time.

We will adjust and flex to continue to serve FM as much we are able. If you or your team encounter any issues, please reach out to me.

Best,

**Laura Duckworth**  
*Director of Occupational Programs*