This version of training is for UVM volunteers and other affiliates who do not have a NetID.

IF YOU HAVE A UVM NETID, you are required to complete training through Blackboard. Visit www.uvm.edu/it/kb/article/vosha-training/ for instructions or contact your manager or supervisor.
Using OSHA/CDC Guidance to Protect Our Campus Community as we make UVM Strong!
All employees and personnel working at or for UVM, including volunteers, student workers and other non-employees, must complete this training on mandatory health and safety requirements before returning to work on campus.
Assistance with Website Accessibility

For questions regarding website accessibility or to notify the University regarding online information or functionality that is currently inaccessible, email the ADA/504 Coordinator.
Protecting Community Health & Safety – COVID-19

COVERED IN THIS TRAINING:

I. General public health information related to the Novel Coronavirus and COVID-19

II. Requirements of VOSHA (Vermont OSHA) for institutions doing business during the COVID-19 pandemic

III. UVM processes and resources to protect our campus community and comply with these requirements.

NOTE

• External links that are presented in this Blackboard training will redirect your browser and you will use the back arrow to return to page 1 of this training.
• A summary of all links is provided in the training library materials.
What is Novel Coronavirus?

- Coronaviruses are a family of viruses that can cause illness in people. Coronaviruses circulate among animals, including camels, cattle, and cats.

- SARS-CoV-2, the seventh known human coronavirus and the virus that causes COVID-19, is thought to have jumped species from animals to begin infecting humans.

What is Coronavirus Disease 2019 (COVID-19)?

- COVID-19 is a respiratory disease spread from person to person. The virus that causes COVID-19 is the novel coronavirus that was identified in 2019.

Source: CDC
How is COVID-19 Different from Other Known Coronaviruses?

• Several coronaviruses cause common colds but are not significant threats for most healthy people.

• Other coronaviruses have caused past outbreaks, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS)—each caused by a different coronavirus.

• SARS-CoV-2 is a distinct coronavirus.
Current Pandemic

- As of October 30, 2020, there are over 45 million COVID-19 cases worldwide and 9 million cases in the U.S.
- As of October 30, 2020, 228 thousand people have died from COVID-19 in the U.S.
- Different parts of the U.S. are seeing different levels of COVID-19 activity.
- All 50 U.S. states have reported cases of COVID-19 to CDC.

Current Pandemic

• U.S. COVID-19 cases include:
  • Imported cases in travelers.
  • Cases among close contacts of a known case.
  • Community-acquired cases where the source of the infection is unknown.
  • All U.S. states have reported instances of community spread of COVID-19.

Latest updates:
How Does the Coronavirus Spread?

- People who are physically near (within 6 feet or 2 meters) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
- When people with COVID-19 cough, sneeze, sing, talk, or breathe, they produce respiratory droplets. These droplets range in size.
- These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs.

Illustration: CDC / Alissa Eckert & Dan Higgins
Source: CDC
How Does the Coronavirus Spread?

- A person can get the virus from smaller droplets that linger in the air. The virus can be in a room even when an infected person has left.

- Although less common, it may be possible that a person can get the coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Illustration: CDC / Alissa Eckert & Dan Higgins

Source: CDC
Signs and Symptoms of Infection

• People who are infected often—but not always—have mild to severe symptoms of illness.

• People without symptoms can also spread the virus.

• COVID-19 typically causes mild respiratory illness, but can cause severe disease, including pneumonia-like illness (novel coronavirus-infected pneumonia or NCIP).

• Symptoms may appear 2-14 days after exposure.

Illustration: CDC / Alissa Eckert & Dan Higgins

Source: CDC
Signs and Symptoms of Infection

- Symptoms include cough, shortness of breath or difficulty breathing, fever, chills, fatigue, muscle or body pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea.
Underlying Health Conditions

• Certain individuals may have underlying health conditions (example: older age, chronic medical conditions, immunocompromising conditions etc.) that put them at increased risk of complications related to COVID-19.

• Employees should discuss these concerns with their healthcare provider.
Diagnosis and Treatment

• Your healthcare provider can determine if you should be tested for COVID-19 based on any symptoms you might have, and their severity.

• While there are several being tested, there is not currently a vaccine for COVID-19.

• There is no cure; however, since the start of the pandemic, there have been treatments shown to improve the outcome of those diagnosed with COVID-19.

• Some patients, especially those who become very ill, may require supportive care in a hospital.
If You Have Been Exposed/Infected

• Prior to seeking treatment, alert your healthcare provider if you think you may have COVID-19, have been exposed to someone with the virus, or have signs/symptoms of infection.

• If you are having trouble breathing, or have any other concerning symptoms, call 911 for immediate help.
If You Have Been Exposed/Infected

Contact tracing is an important strategy to slow the spread of disease.

At UVM, contact tracing is done by staff from the Center for Health and Wellbeing along with the VT Department of Health.

• Contact tracing identifies anyone who might have spent 15 minutes or more within six feet of an infected person during the time they were considered contagious.

• Contact tracers will contact students, staff, and faculty who are considered close contacts.

• If you have been identified by a contact tracer as a close contact, you will be given further information about quarantining and testing.

• Participation in the contact tracing process – responding to contact tracers, being open and honest - is critical to prevent outbreaks.
For the purposes of this training, all personnel working at or for UVM, including volunteers, visiting researchers, student workers and other non-employees are required to follow the same procedures described for employees. If the requirement is for “employees”, the requirement is also for you.
Occupational Exposure Risks

- The Occupational Safety and Health Administration (OSHA) is closely coordinating with CDC, including the National Institute for Occupational Safety and Health (NIOSH), and other agencies to monitor the ongoing pandemic.
- The risk of exposure in many workplaces likely reflects the risk to the general public in the community where the workplace is located.
- Risk can increase when workers have frequent, close contact with the general public or other co-workers.
Occupational Exposure Risks

- OSHA guidance addresses classifying job tasks into four "Exposure Risk" categories:
  - Very High Exposure Risk
  - High Exposure Risk
  - Medium Exposure Risk
  - Low Exposure Risk
Occupational Exposure Risks

- The UVM SARS CoV-2 Preparedness and Response Plan (to be addressed later in this presentation) provides further information on classifying the exposure risks for tasks and jobs on campus.
- Most tasks or jobs at UVM (outside of work conducted in an isolation room) fall into the low to medium risk category.
Existing OSHA Standards Protect Workers from Exposure

- Follow existing OSHA standards to help protect workers from exposure to SARS-CoV-2 and infection with COVID-19.
- Employers should also remember that the OSHA General Duty Clause, Section 5(a)(1), of the Occupational Safety and Health Act ensures that workers are protected from recognized safety and health hazards that may cause serious harm.

Relevant OSHA Requirements

- Personal Protective Equipment (29 CFR 1910 subpart I), including:
  - PPE General Requirements (1910.132)
  - Eye and Face Protection (1910.133)
  - Respiratory Protection (1910.134)
  - Bloodborne Pathogens (29 CFR 1910.1030)
  - Recordkeeping (29 CFR part 1904)
MANDATORY HEALTH AND SAFETY REQUIREMENTS FOR UVM EMPLOYEES AND PERSONNEL

All businesses must follow Vermont Department of Health and VOSHA Standards
Mandatory Requirements

• Employees/Affiliates shall not report to, nor be allowed to remain at work or job sites if sick or symptomatic.

• Non-symptomatic, COVID-19 positive employees/affiliates are not allowed at work.

• Employees/Affiliates who are required to quarantine after close contact with someone diagnosed with COVID-19 shall not report to work until the quarantine is complete.

• Quarantine requirements are for either (i) 14 days, or (ii) 7 days followed by a negative test (generally 9-10 days depending on test turn-around time).
Mandatory Requirements

• Each day, prior to reporting to work, UVM employees and affiliates with a NetID must conduct a self-guided health check-in for symptoms. If you do not have a NetID, contact your UVM supervisor/primary contact for guidance.

• Do not report to work if you are sick or exhibiting symptoms that cannot be attributed to a pre-existing condition or a known cause.

• UVM Employees should contact Human Resources with questions about leave or other compensatory time.
Mandatory Requirements

If these symptoms cannot be attributed to a pre-existing condition:
- Cough
- Shortness of breath or difficulty breathing
- Fever or Chills
- Sore Throat
- New loss of taste or smell

Do not report to work until you have been cleared by a healthcare provider.

If these symptoms cannot be attributed to another condition:
- Fatigue
- Muscle or body aches
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Do not report to work until you have been cleared by a healthcare provider.
Mandatory Requirements

• Every department developed a return to operations plan in 2020. In addition to the requirements laid out in this training, you are also required to follow your department’s approved resumption plan.

• Vendors and contractors are required to follow both your employer’s plan and any obligations outlined in the contract with UVM.

• Signs must be posted at entrances to campus buildings clearly indicating that no one may enter if they have symptoms of COVID-19.
Mandatory Requirements

• All employees must observe strict physical distancing of 6 feet (2 meters) while on the job, (unless Supervisor approval is granted and appropriate Personal Protective Equipment is utilized), and should refrain from touching their faces.

• No congregation is allowed (employees, students, others) that exceeds pre-determined maximums that are in place at the time. Current group limits are provided by the State of Vermont Agency of Commerce and Community Development (ACCD) and can be found here. These limits are subject to change so it is important to review current information.

• Indoor workspaces where more than 2 employees are working must have good air circulation.

   Note: Fire Doors must be kept closed at all times, unless certified retainers are installed.
Mandatory Requirements

- Employees must wear face coverings over their nose and mouth when in the presence of others including:
  - Inside common areas and shared spaces where there is limited control over access.
  - Inside shared spaces where access is controlled, and 6 feet of distance is difficult to maintain.
  - Outside in busy and heavily used areas such as campus walkways.
Mandatory Requirements

• In the case of front desk, reception staff, or retail cashiers, if you work in an area protected by a plexiglass sneeze guard barrier or similar approved control device that has been approved in your Fall 2020 operations plan and you are working apart from others and you do not interact with customers outside of this workstation, face coverings are not required.

• Assessments for sneeze guards must be coordinated through Physical Plant Department.
  
  • Employees who are interested in a shield guard for their work area should discuss this option with their supervisor.
  
  • Supervisors will submit requests for sneeze guard assessments through FAMIS.
Mandatory Requirements

• All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected frequently and, when possible, prior to transfer from one person to another.

• UVM Custodial Services will be tasked with cleaning common areas, bathrooms, common touch points (doorknobs, push bars, etc.), floors, windows, and removal of trash and recycling.
Mandatory Requirements

• All other UVM employees are responsible for cleaning their own or shared workstations, equipment, tools, kitchen areas, sneeze guards that have been installed in work areas, and shared vehicles frequently (more often if needed).

• Appropriate cleaning materials have been provided.
Mandatory Requirements

• Employees will be provided easy and frequent access to soap and water or hand sanitizer during duration of work.

• Handwashing or hand sanitization is required frequently, including before entering, and leaving, job sites.
Mandatory Requirements

• No more than two people shall occupy one UVM vehicle when conducting work.
• Face coverings are required when occupying UVM vehicles.
• Contact surfaces must cleaned and disinfected before and after utilizing the vehicle.
• Additional limits are provided for shuttles, CatsRide and passenger vans.
• More detail can be found here.

Note: Vehicle capacity limits are subject to change.
Know your COVID-19 Safety Plan!

Each department was required to develop a Return to In-Person Operations Plan (RIPO). Contractors, vendors and others entered into agreements. RIPO’s and agreements were reviewed and approved by the university. This approval was required before departments were authorized to return to campus and before external individuals and entities were allowed on campus.

If you have not done so already, you should contact your supervisor and review your department RIPO or your contractual obligations with UVM.

You are required to follow your department’s RIPO/your contract/agreement. If you have any questions, you should reach out to your manager or supervisor or to UVM.Strong@uvm.edu.
To Reduce Risks All COVID-19 Safety Plans Are Based On The “Hierarchy of Controls”

• The plan emphasizes assessing the hazards in your workplace.

• Exposures controls are recommended based on the “Hierarchy of Controls,” starting from most effective to least effective.
Know Your Department’s Plan

• The goal of the plan is to protect UVM employees from exposure to SARS-CoV-2 and minimize the spread of COVID-19.

• Your department’s plan encompasses the following concepts to protect workers from COVID-19:
  • Isolate people who are symptomatic or suspected of being contagious.
  • Quarantine healthy people who have had close contact with someone who has COVID-19.
  • Quarantine healthy people who have traveled to an area subject to travel restrictions by the State of Vermont.
Elimination/Substitution

• Modify the work schedule to reduce the number of people reporting to work:
  • Stagger employee shifts
  • Job tasks should be evaluated for the possibility of working remotely.
  • Meetings, conferences, and trainings should be conducted virtually.
  • Client/patient services should be done via the internet/virtually.
Elimination/Substitution

- Employees are encouraged to stay home if they feel ill in any way and must stay home if they have symptoms of COVID-19.

- **Supervisors must communicate this widely.**

- Employees are responsible for monitoring their symptoms and temperature each morning before reporting to work.

- **Individuals have responsibility for complying with state travel requirements.**
**Engineering Controls**

- Modify the workspace to reduce density of occupants.
  - Consider using conference rooms and other communal spaces for private workspaces.
  - Remove furniture and equipment to provide additional space.
- Air handling (HVAC systems) and/or fresh air (open windows) can help to remove infectious aerosols from workspaces.
  - Keep windows and doors *closed* in laboratories to ensure building HVAC systems are working appropriately.
Engineering Controls

• Install physical barriers to prevent the spread of the virus (consult with your supervisor and submit a FAMIS work request).
  • i.e. workstation barriers
  • i.e. sneeze guards for front desk, reception staff, and cashiers
Hand Washing/Hand Sanitizing

• Handwashing is one of the best ways to protect yourself and your family from getting sick.

• Learn more about handwashing from the CDC

• All employees, regardless of exposure risk should:
  • Practice good hand hygiene and frequently wash their hands even if also using sanitizer.
  • Follow good cough/sneeze etiquette
Hand Washing/Hand Sanitizing

• All employees, regardless of specific exposure risks should (continued):
  • Avoid touching the eyes, nose, or mouth with unwashed hands.
  • Avoid close contact with people who are sick.
Face Coverings

• The State of Vermont requires that masks or cloth facial coverings be worn over your nose and mouth any time you are in public spaces, indoors or outdoors, where you come in contact with others from outside your households, especially in congregate settings, and where it is not possible to maintain a physical distance of at least six feet.

• The advice to wear face coverings is based on data about how COVID-19 can spread before a person has any symptoms. Because people may have COVID-19 but no symptoms, wearing face coverings may help keep people from spreading the virus.
Face Coverings at UVM

• UVM employees must wear face coverings over their nose and mouth when in the presence of others at work.
• Face coverings protect the wearer AND they protect other people from the wearer.
• Face coverings are not considered personal protective equipment (PPE).
Face Coverings at UVM

• You are responsible for washing your own cloth reusable face coverings at the end of each workday.
• You or your employer are responsible for providing your own face covering.
• Failure to wear your face covering as required may result in your removal from campus.

Your mask may protect them. Their mask may protect you.

• UVM Fact Sheet on Face Coverings
• CDC Facial Covering Guidance
Respirators

Respirators are considered personal protective equipment because they filter particles from the air as the wearer breaths.

As outlined in the UVM response plan, higher risk activities require the use of a respirator:

- Medical procedures when exposed to aerosolized virus (intubating, treatment of coughing, etc.);
- Working in isolation rooms of sick students; and
- When a staggered work schedule or other space accommodation is not an option, respirators may be needed while working for prolonged periods within six feet of a colleague.

Source: CDC
Respirators

• If respirators are required in a workplace, fit test and medical clearance must be completed for employees whose work is considered high risk, and the employer needs a full and detailed protection program.

• UVM's Respirator Program for those employees performing high risk activities can be found here: [UVM Respirator Program](#).

Source: [CDC](#)
Travel

• Travel outside of Vermont is discouraged in order to prevent carrying the virus back to campus.

• The State of Vermont continuously monitors cases throughout the Vermont Travel Region and will update travel restrictions as situations change.

• The ACCD travel page will provide the most current information regarding travel. Review this site when planning your travel and before traveling from or to Vermont.

• Quarantine requirements may be different based on your method of travel. Using public transportation (planes, trains, busses) versus a private vehicle may result in different restrictions.
Travel

• Travel for essential purposes* does not require quarantine upon your return; however, quarantine is recommended even if the travel is essential. In some cases, UVM may require employees to quarantine.

• The quarantine exemption only applies to the person under essential travel rules. It does not apply to anyone else who travels with you, for non-essential reasons.

*According to the State of Vermont, ESSENTIAL TRAVEL includes travel for personal safety, health care, care of others, parental shared custody, for food, beverage or medicine, for students to attend preK-12 school or college, or for work.
Travel

- You are responsible to know the quarantine requirements before you travel and to make arrangements with your supervisor if this impacts your work schedule.

- Travel quarantine is either (i) 14 days or (ii) 7 days followed by a negative test result. Depending on the turnaround time for the test result, travelers should plan to quarantine for 9 to 10 days.

- ACCD updates the travel map regularly and provides a link [here](#).

- The Vermont Department of Health provides travel guidance for Vermonters [here](#).

*If you plan to travel, plan early. Check the status of your destination and build quarantine time into your plans.*
Health & Safety Reporting

- In accordance with VOSHA requirements, UVM has designated a COVID-19 Health Officer with the authority to stop or modify work activities to ensure work conforms with the mandatory health and safety requirements.
- Supervisors are responsible for ensuring their employees are following these mandatory health and safety guidelines. Supervisors have the support of the Health Officer in carrying out these duties.
- UVM has designated Francis Churchill, Senior Assistant Director of Risk Management and Safety, as the University COVID-19 Health Officer.
Health & Safety Reporting

- To report violations of the mandatory requirements outlined in this training, or to file a complaint about the University's COVID-19 health and safety protocols, call the COVID Information & Service Center at UVM.Strong@uvm.edu or (802) 656-1010.

- Leave your name, your department, the date, time and location of the violation that you are reporting, and a phone number where we can reach you. If additional information is needed and you have left a call back number, someone will call you back as soon as possible.

- Additional information about reporting concerns or incidents, including anonymous reporting, can be found at https://www.uvm.edu/riskmanagement/incident-claim-reporting-procedures

- If there is an emergency, call 9-1-1.
Links to Helpful Documents

Remember to review the summary of the links and contact information contained in this presentation: “UVM Protecting Community Health Links”.

Quiz & Certificate

Follow the instructions at the end of this training to obtain a certificate to provide to your manager/supervisor. Remember that you will not be authorized to return to work until this has been completed.
Thank you for completing this training!

Your continued efforts to adhere to the protocols explained in this training and in the UVM SARS CoV-2 Preparedness & Response Plan will help ensure the safety of UVM employees, students, staff and visitors to campus. Together we can accomplish great things!

Click here if you have questions regarding this training or would like to provide feedback.
CERTIFICATE OF COMPLETION

* By filling in the certificate, you are certifying that you have completed this training and understand the health and safety requirements and guidance provided.

PLEASE COMPLETE THE CERTIFICATE, AND PROVIDE A COPY TO YOUR MANAGER OR SUPERVISOR. Keep a copy for your records as well.

* See next slide for instructions on how to save a copy of your certificate to your computer *
Instructions to Complete Your Certificate

STEP 1: TO DOWNLOAD YOUR CERTIFICATE OF COMPLETION FOR THIS TRAINING, CLICK HERE

STEP 2: Click “Download” then Save File.

STEP 3: Go to the location where you just saved your Certificate and open it.

STEP 4: Fill in your name, the date you took the training, your department and your manager or supervisor’s name.

STEP 5: Save your Certificate.

STEP 6: Print or otherwise provide a copy of your Certificate to your Manager or Supervisor before returning to on-site work.

IF NEEDED, INSTRUCTIONS WITH SCREENSHOTS ARE ON THE FOLLOWING SLIDES.
Instructions to Complete Your Certificate

STEP 1: TO DOWNLOAD YOUR CERTIFICATE OF COMPLETION FOR THIS TRAINING, CLICK HERE

STEP 2: Save the file to a location on your PC. Depending on your browser and your operating system, you may need to download then save or it may look different than these screenshots.

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