

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

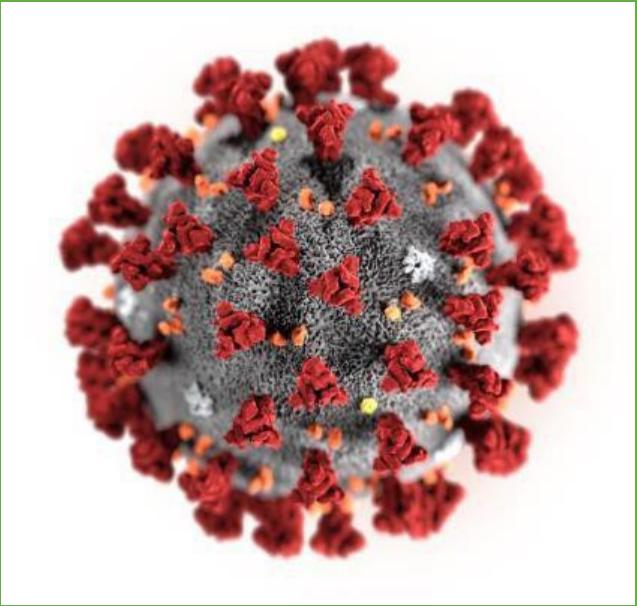
IF YOU HAVE A UVM NETID, you are required to complete training through Blackboard. Visit

www.uvm.edu/it/kb/article/vosha-training/

for instructions or contact your manager or supervisor.



The University of Vermont



*Using OSHA/CDC Guidance to
Protect Our Campus Community
as we make UVM Strong!*

Protecting Community Health & Safety

Version 4.1

*Coronavirus Disease
2019 (COVID-19)*

All employees, including those already working, must complete, and employers must document, 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



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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.

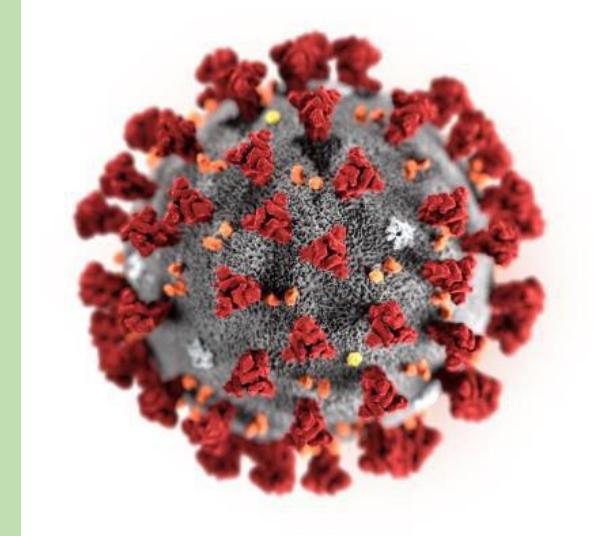


Illustration: CDC / Alissa Eckert & Dan Higgins

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 Blackboard course 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.

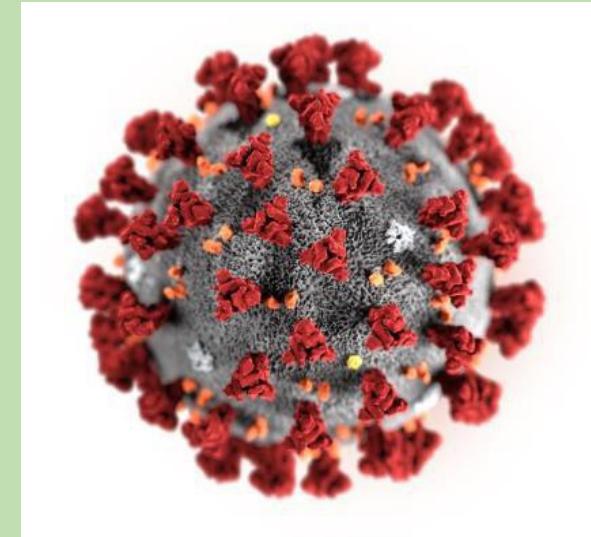


Illustration: CDC / Alissa Eckert & Dan Higgins

Source: [CDC](#)



What are “variants”?

- COVID-19 Variants:
 - Viruses constantly change through mutation so new variants and strains are not unexpected. Many variants emerge and disappear, but others can persist and even become the predominant strain.
 - Variants have been detected in Vermont.
 - Examples: B.1.1.7 (the “UK Variant”) and B.1.429 (the “California Variant”)
 - Variants appear to be more contagious.
 - Studies are ongoing but as of April 2, 2021, results are showing that the current vaccines are effective against the variants.

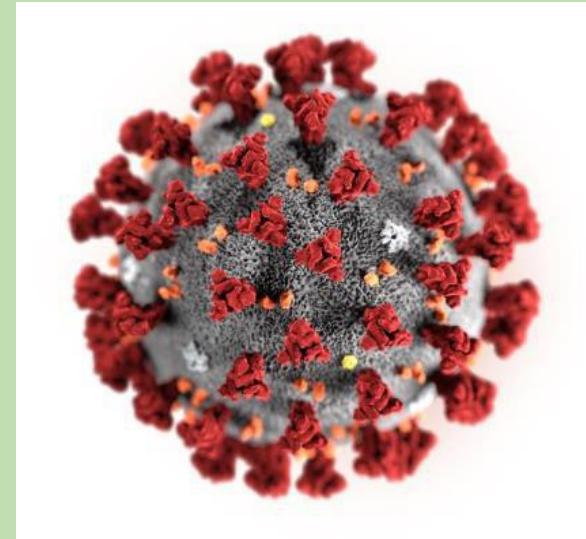


Illustration: CDC / Alissa Eckert & Dan Higgins



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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.

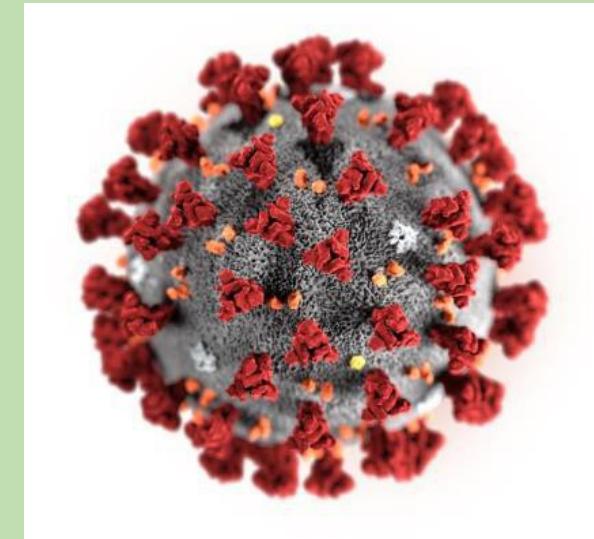


Illustration: CDC / Alissa Eckert & Dan Higgins

Current Pandemic

- As of April 27, 2021, there are over 148 million COVID-19 cases worldwide and over 32 million cases in the U.S.
- As of April 27, 2021, over 3 million people have died from COVID-19 and over 572,000 in the U.S. alone.
- Levels of COVID-19 activity fluctuates across the country, but all 50 U.S. states have reported high levels of COVID-19 cases at some point during the pandemic.

The screenshot shows the CDC's COVID-19 homepage. At the top, the CDC logo and slogan "Centers for Disease Control and Prevention" are visible, along with a search bar and language links for Spanish, Chinese, Vietnamese, and Korean. The main title "Coronavirus (COVID-19)" is centered above two main navigation sections: "How to protect yourself" and "What to do if you are sick". Below these are sections for "SYMPTOMS" (with a note to watch for fever, coughing, and shortness of breath), "Slow the spread" (with links for cloth face covers and COVIDView Weekly Surveillance), and "Latest updates" with a link to www.cdc.gov/coronavirus/2019-ncov/.

Latest updates:
www.cdc.gov/coronavirus/2019-ncov/

Current Pandemic

- U.S. COVID-19 cases include:
 - Cases spread through travel.
 - Cases among close contacts of a known case.
 - Community-acquired cases where the source of the infection is unknown.
 - Some "super spreader" events but more commonly at smaller household gatherings

The screenshot shows the CDC's COVID-19 homepage. At the top, there is a navigation bar with links for "All A-Z Topics", "Search", "Coronavirus", and language options (Español, 简體中文, Tiếng Việt, 한국어). The main title "Coronavirus (COVID-19)" is prominently displayed. Below it are two main sections: "How to protect yourself" and "What to do if you are sick". Further down, there is a section titled "SYMPTOMS" with a sub-section about watching for fever, coughing, and shortness of breath, and a "Learn more" link. To the right, there is a sidebar with links for "Slow the spread", "Cloth face covers", and "COVIDView Weekly Surveillance".

Latest updates :
www.cdc.gov/coronavirus/2019-ncov/



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.

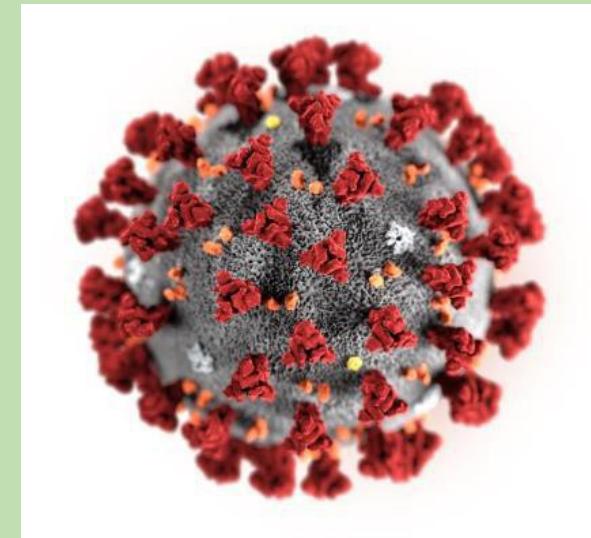


Illustration: CDC / Alissa Eckert & Dan Higgins

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.

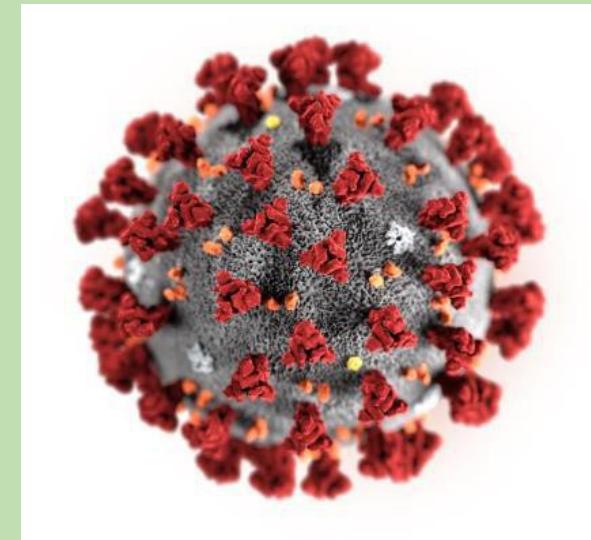


Illustration: CDC / Alissa Eckert & Dan Higgins

Source: [CDC](#)



Signs and Symptoms of Infection

- People who are infected will 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.

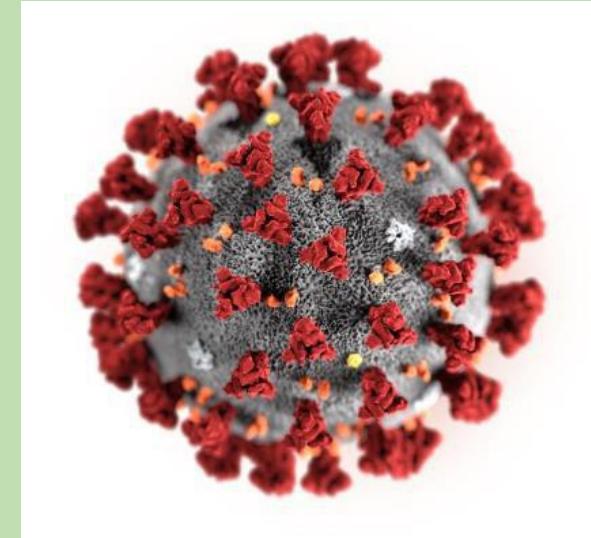


Illustration: CDC / Alissa Eckert & Dan Higgins

Source: [CDC](#)



Signs and Symptoms of Infection

- Most common symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. There may be others.



Source: [CDC](#)



Underlying Health Conditions

- Individuals with underlying conditions (such as older age, chronic medical conditions like heart or lung disease and diabetes, or other immunocompromised conditions, etc.) may be at increased risk of complications related to COVID-19.
- Employees should discuss these concerns with their healthcare provider.



Diagnosis and Treatment



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- Your healthcare provider can determine if you should be tested for COVID-19 based on any symptoms you might have, and their severity.
- The Vermont Department of Health operates free COVID-19 testing sites throughout the state. Locations can be found [here](#).
- Testing is recommended for unvaccinated Vermonters who traveled out of state, attended a gathering or event, had close contact with someone who tested positive for COVID-19, developed symptoms of COVID-19, or are referred by the health care provider.
- Free COVID-19 testing is also available to UVM employees and students at the Davis Center. More information can be found [here](#).



Diagnosis and Treatment



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- 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.
- There are COVID-19 vaccines that received FDA authorization for emergency use. Vermont's Vaccine Plan can be found [here](#).
- As of April 29th, all Vermonters age 16 and up are eligible to sign up for a vaccine. UVM strongly encourages employees to get vaccinated.
- Some patients, especially those who become very ill, may require supportive care in a hospital.





If You Have Been Exposed/Infected

- Stay away from others! Stay home, separate yourself from others in your household as much as possible, do not come to work.
- 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 in a 24-hour period 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.



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



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- There are some overarching guidance for all departments at UVM (addressed later in this training).
- In addition, each department has developed their own Response Plan that contains additional information.
- Most tasks or jobs at UVM (outside of work conducted in an isolation room) fall into OSHA's 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)
 - Hand Protection (29 CFR 1910.138)
- Bloodborne Pathogens (29 CFR 1910.1030)
- Hazard Communication (29 CFR 1910.1200)
- 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*

There are 4 levels of mandatory requirements that employees need to be aware of:

1. FEDERAL
2. VERMONT STATE
3. VERMONT COLLEGE & UNIVERSITY
4. UNIVERSITY OF VERMONT

Whenever there is conflicting guidance, UVM must follow the most stringent.

Employees MUST adhere to UVM guidance even if federal or state guidance is less restrictive.

Mandatory Requirements

- Employees shall not report to, nor be allowed to remain at work or job sites if sick or symptomatic.
- Unless your symptoms are related to a pre-existing condition or a known cause, you MUST not come to campus or otherwise present at a UVM facility or location.
- Non-symptomatic, COVID-19 positive employees are not allowed at work.
- Employees 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 for employees and students can be found [here](#) (scroll down the list on the right side to find the applicable guidance).
- Vermont's isolation, quarantine and self-observation requirements can be found [here](#).



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Mandatory Requirements

- Each day, prior to reporting to work, UVM employees must conduct a [self-guided health check-in](#) for symptoms.
- Employees may use the Co-Verified app to schedule testing appointments; however, the Co-Verified health check-in does not relieve employees from their obligation to fill out the Health Check-In on-line form. The CO-VERIFIED health check-in IS EXCLUSIVELY for students.
- Filling out the health check-in form will provide you with instructions.



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HEALTH CHECK-IN

You must fill out this form every workday unless yo
before arriving to work. [Privacy information](#)

1. Are you planning on coming to a UVM facility today?

Yes No

2. What is the NetID of your supervisor or designee?

Type the NetID of your supervisor or the individual (e.g., an HR R

Submit

Mandatory Requirements

- 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.
- As long as you use the [EMPLOYEE FORM](#), you will receive instructions based on your health check-in form responses.
- UVM Employees should contact Human Resources with questions about leave or other compensatory time.



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HEALTH CHECK-IN

You must fill out this form every workday unless yo
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1. Are you planning on coming to a UVM facility today?

Yes No

2. What is the NetID of your supervisor or designee?

Type the NetID of your supervisor or the individual (e.g., an HR R

[Submit](#)



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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.

EXAMPLE: An employee who has emphysema may have a chronic cough or have difficulty breathing that is unrelated to COVID.

If these symptoms cannot be attributed to another condition:

- Fatigue
- Muscle or body aches
- Headache
- Congestion or runny nose
- Nausea, vomiting or diarrhea

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

EXAMPLE: An employee who has worked out for the first time in a couple months may wake up the following day with muscle aches that are unrelated to COVID.



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



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APPLY SEARCH ▾ MYUVM

[Return to Campus →](#)



UVM RISK MANAGEMENT AND SAFETY

Operations Planning for Departments

The UVMStrong Health & Safety working group has notified departments about updating and submitting operations plans for 2021. Until the spring resumption plan has been approved, the unit or activity is required to continue operating under their fall approved plan. If the unit or activity did not submit a fall plan, the unit or activity is not authorized to operate on or in a UVM facility or location until a spring plan is approved.

Each department and activity is asked to identify a director, a safety officer, and a plan designee to help implement their



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).
- 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 and may change as the situations evolve. Remember to always adhere to UVM requirements related to mixing of households, group sizes and distancing.
- 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.



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Mandatory Requirements

- Employees and students must adhere to UVM face covering guidance at all times.
- At UVM, face coverings are required when in 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; and
 - Outside in busy and heavily used areas such as campus walkways.



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 FACE
COVERING
REQUIRED



Mandatory Requirements

- Face coverings are currently required even if you are fully vaccinated.
- UVM's guidance may change to reflect the latest recommendations from the CDC and Vermont Department of Health. Continue to check UVM guidance for the most up to date requirements.
 - [UVM Face Covering Guidance](#)
 - [CDC Facial Covering Guidance](#)



The University of Verm

 FACE
COVERING
REQUIRED



Mandatory Requirements

- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected as described in UVM's [Common Area Cleaning Guidance](#).
- 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.



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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.



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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.



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Keep germs from spreading,
wash your hands often and well.

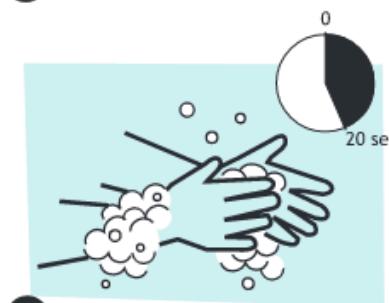
Proper handwashing:



1 Use warm water.



2 Moisten hands/apply soap.



3 Rub hands together for 20 seconds.



4 Rinse thoroughly.



5 Dry hands.

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 be cleaned and disinfected before and after utilizing the vehicle.
- Additional limits are provided for shuttles, CatsRide and passenger vans.
- More details can be found [here](#).

Note: Vehicle capacity limits are subject to change.



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Know your COVID-19 Safety Plan!

Each department was required to develop a Return to In-Person Operations Plan (RIPO) for the fall and another updated plan for the spring. Plans were reviewed and approved by the Health & Safety Committee and by the Vice President of Operations and Public Safety. This approval was required before departments were authorized to return to campus.

If you have not done so already, you should contact your supervisor and review your department plan.

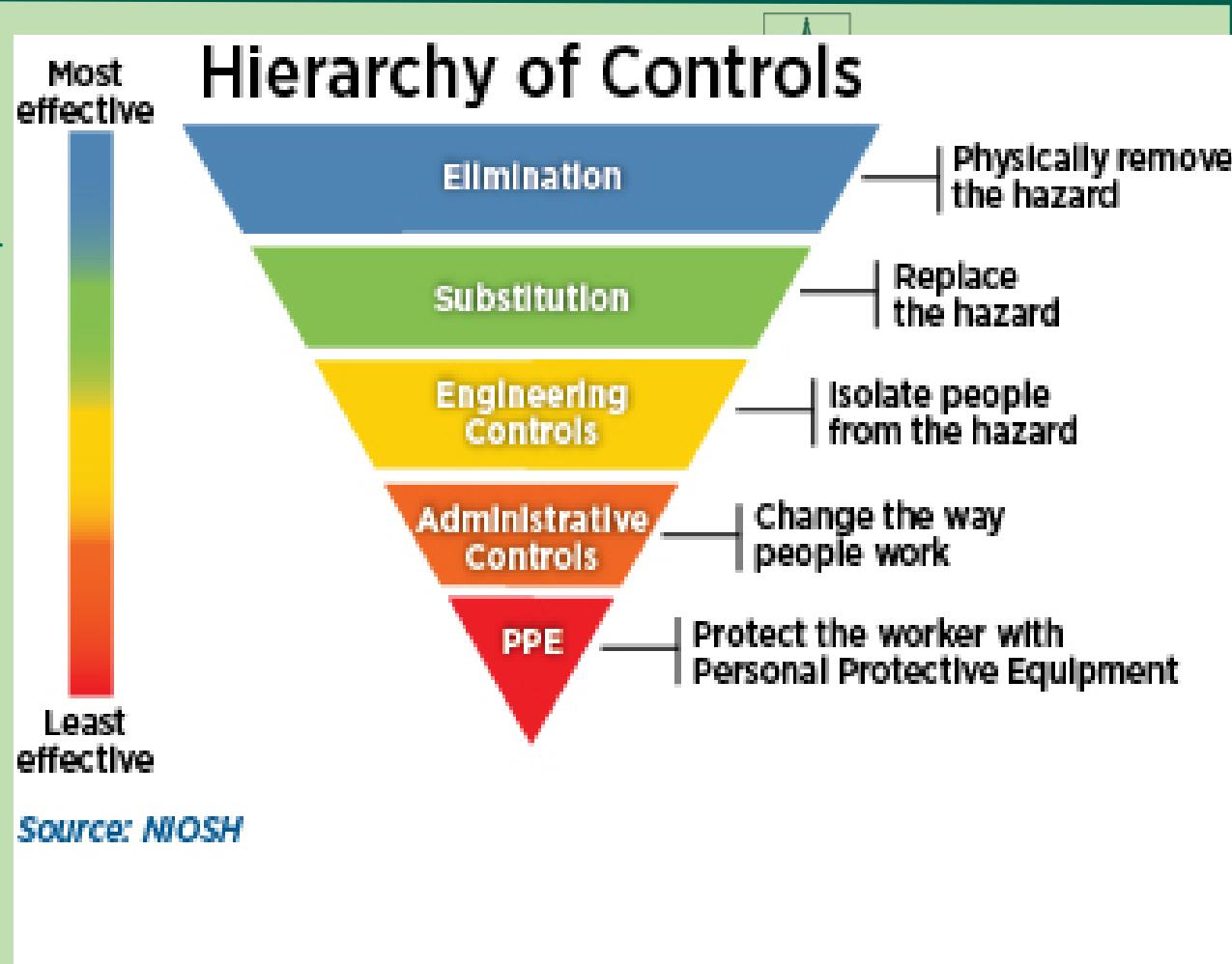
You are required to follow your department's RIPO. If you have any questions, you should reach out to your manager or supervisor or to UVM.Strong@uvm.edu.



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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 not been fully vaccinated and are subsequently identified as a close contact with someone who has COVID-19.
 - Adhere to current testing requirements for those who are not fully vaccinated and travel out of state.





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 stay home if they feel ill even if they have doubts whether it is COVID-19 or not.
- Employees **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.
- Employees are responsible 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.
- Physical barriers have been installed to prevent the spread of the virus. If you feel that a physical barrier is needed in your workspace, consult with your supervisor who will submit a [FAMIS work request](#). Examples include workstation barriers and plexiglass sneeze guards.



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.



Respirators



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- Respirators are considered personal protective equipment because they filter particles from the air as the wearer breathes.
- As defined by OSHA, 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.

Three Key Factors Required for a Respirator to be Effective

The diagram illustrates three key factors for respirator effectiveness:

- Correct***: Shows a person wearing a respirator with a blue arrow pointing to the nose bridge area, indicating it should rest over the nose and not the chin.
- Incorrect**: Shows a person wearing a respirator with a red arrow pointing to the chin area, indicating it should rest over the nose and not the chin.
- ① The respirator must be put on correctly and worn during the exposure.**
- ② The respirator must fit snugly against the user's face to ensure that there are no gaps between the user's skin and respirator seal.**
- ③ The respirator filter must capture more than 95% of the particles from the air that passes through it.**

*If your respirator has a metal bar or a molded nose cushion, it should rest over the nose and not the chin area.

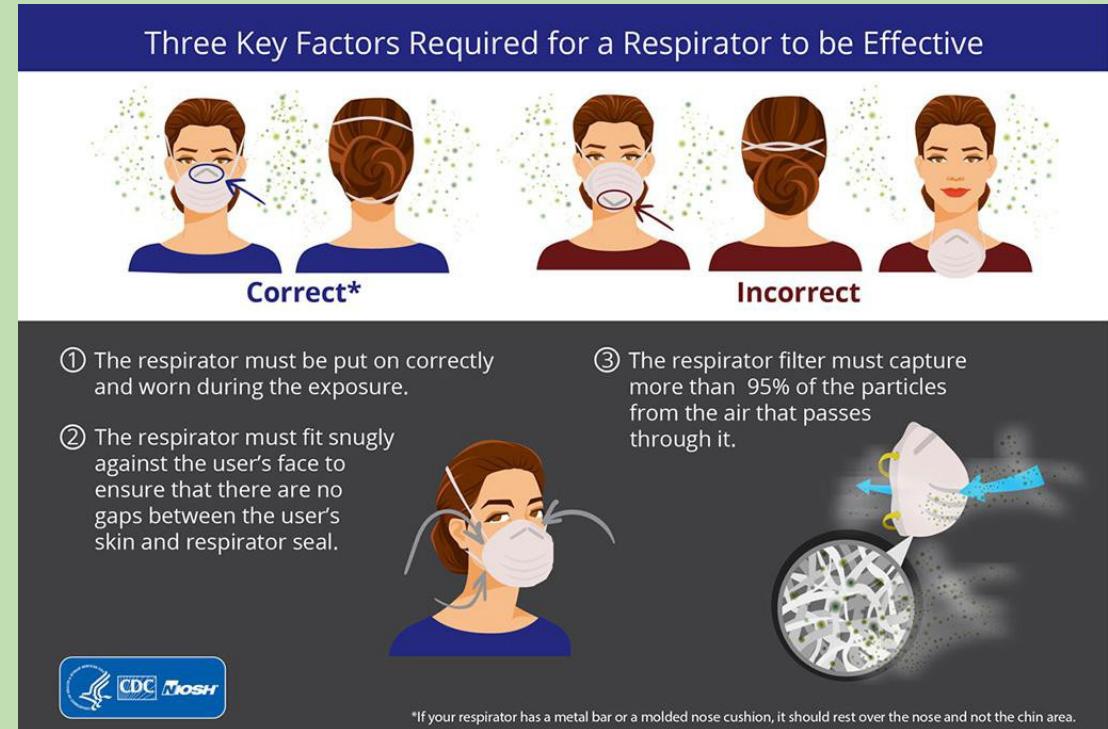
Source: [CDC](#)

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](#).



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Source: [CDC](#)

Travel



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- As of April 9th, Vermont has removed restrictions for those who are fully vaccinated and travel outside of Vermont.
- If you are not fully vaccinated, personal travel outside of Vermont is discouraged in order to prevent carrying the virus back to campus.
- If you do travel out of Vermont and are not fully vaccinated, as of April 9th, you are required to obtain a COVID-19 PCR test within three days of your return to Vermont. You are not authorized to return to campus or to a UVM facility or location until you have received a negative result.
- Work-related or UVM sponsored travel continues to be restricted. UVM's Travel Policy can be found [here](#). Any pandemic-related travel restrictions will be included in the Travel Policy Addendum referenced in the Travel Policy.
- As it relates to UVM sponsored travel, all other non-COVID travel requirements must also be met.

Travel



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- The state travel requirements are the minimum – in order to protect the health and safety of our community, UVM may implement stricter travel requirements than the state. UVM faculty, staff, and students are required to adhere to UVM's requirements.
- Travel for essential purposes* does not require that you obtain test upon your return; however, unvaccinated employees are encouraged to test when they return to Vermont even if the travel is essential. In some cases, UVM may require that employees test.
- Employees are eligible for free COVID testing at the Davis Center as long as you are symptom-free. If you are showing symptoms, contact your healthcare provider for testing availability.

**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



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- You are responsible to know the travel requirements before you travel and to make arrangements with your supervisor if this impacts your work schedule.
- Quarantining does not eliminate the need for testing.
- Depending on the turnaround time for the test result, travelers should plan on 2-5 days away from a UVM facility or location if they are unvaccinated and travel out of state for non-essential purposes.
- The Vermont Department of Health provides travel guidance for Vermonters [here](#).

If you plan to travel, plan early. Check the requirements of your destination as they may differ from Vermont's travel requirements.



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**.



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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!

RALLY TOGETHER

KEEP UVM SAFE AND HEALTHY



WASH UP



MASK UP



KEEP DISTANCE



MONITOR

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 *



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Instructions to Complete Your Certificate



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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.

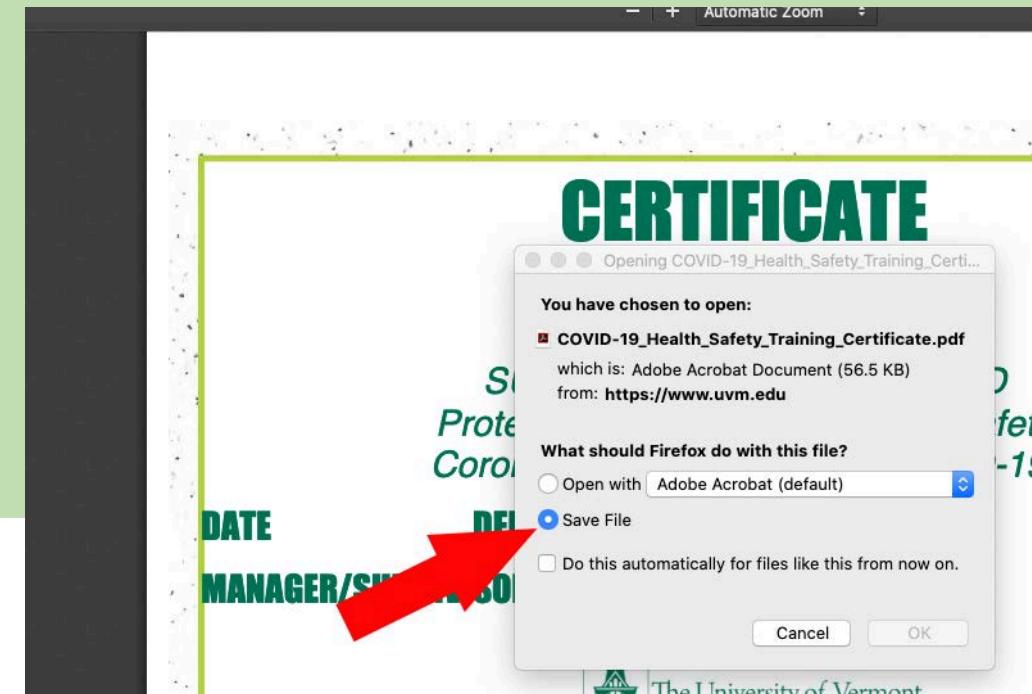
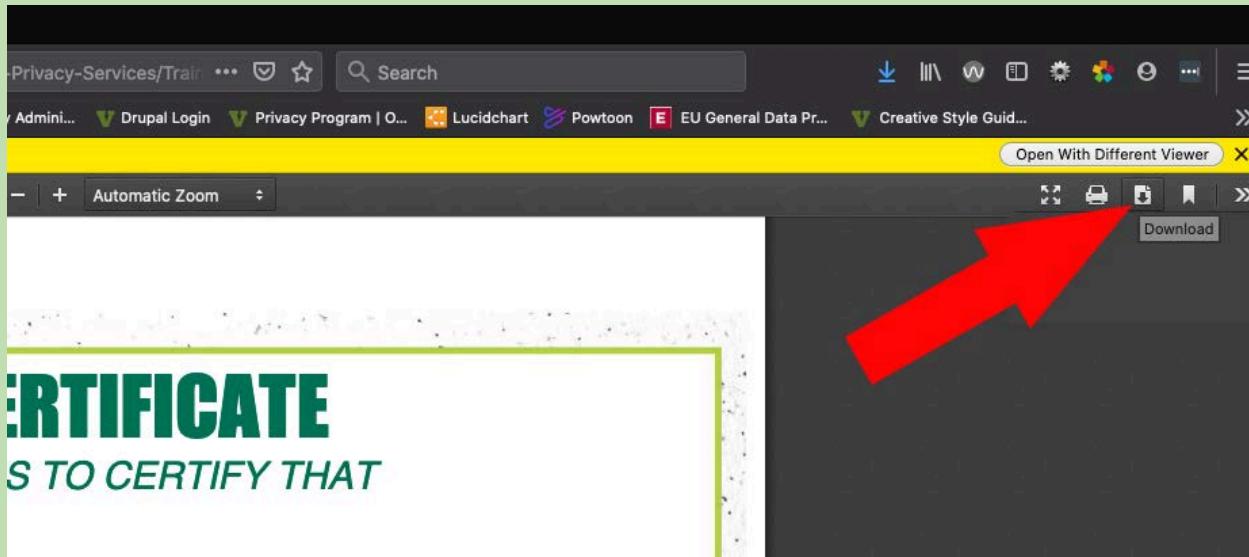
Instructions to Complete Your Certificate



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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.



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

Instructions to Complete Your Certificate



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

COVID-19_Health... x

1 / 1

100%

SEARCH

DATE: 6/6/20

MANAGER/SUPERVISOR: Mgr. Super. Name

DEPARTMENT/UNIT: Compliance

CERTIFICATE

THIS IS TO CERTIFY THAT

SUCCESSFULLY COMPLETED

Protecting Community Health & Safety

Coronavirus Disease 2019 (COVID-19)

1

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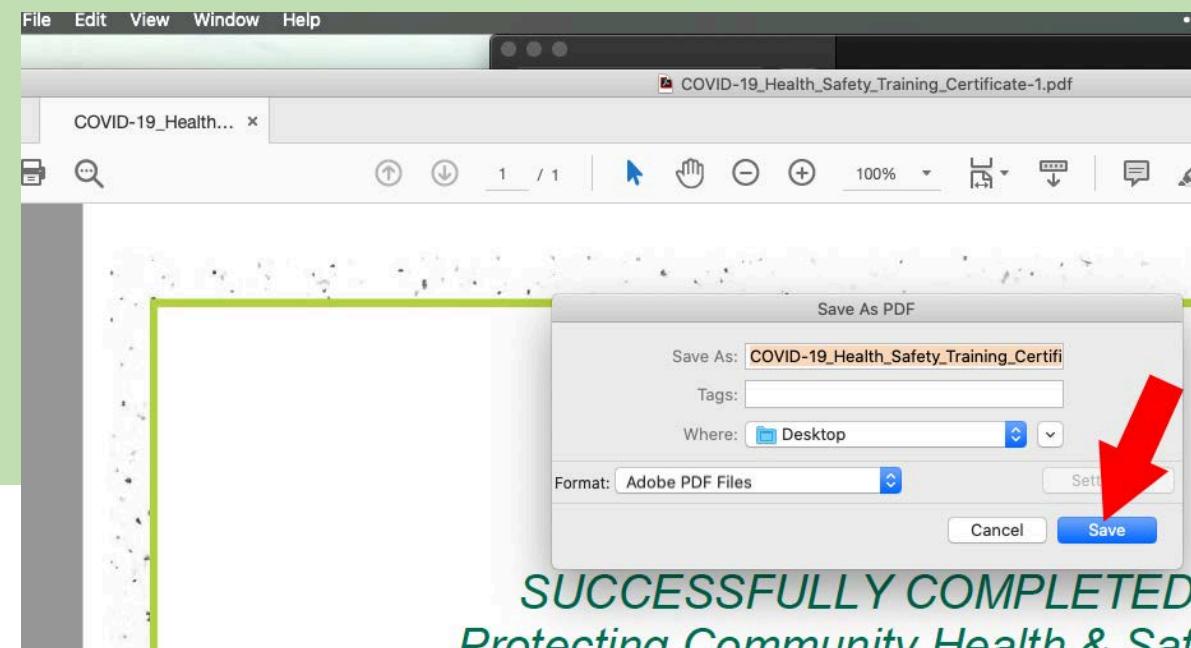
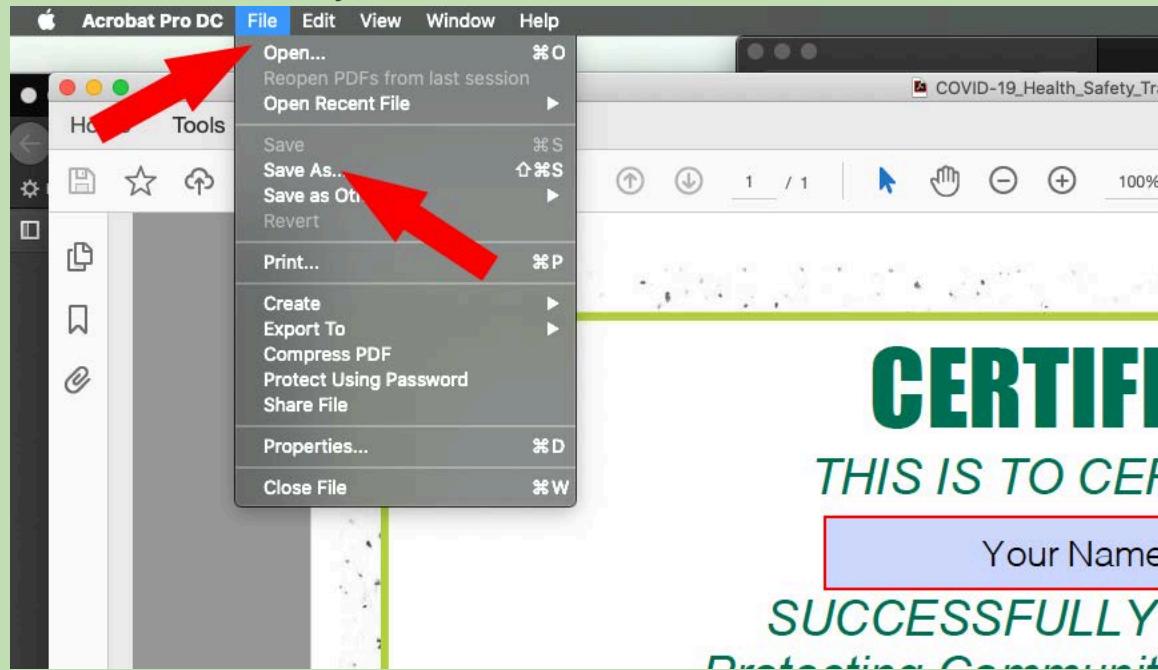
This screenshot shows a Microsoft Word document titled "COVID-19_Health...". The document contains a certificate template. Several fields are highlighted with red arrows pointing to them: "Your Name" (in a blue box), "DATE" (with the value "6/6/20"), "DEPARTMENT/UNIT" (with the value "Compliance"), and "MANAGER/SUPERVISOR" (with the value "Mgr. Super. Name"). The certificate text includes "CERTIFICATE", "THIS IS TO CERTIFY THAT", "SUCCESSFULLY COMPLETED", and "Protecting Community Health & Safety Coronavirus Disease 2019 (COVID-19)". The bottom right corner features the "The University of Vermont" logo.

Instructions to Complete Your Certificate



The University of Vermont

STEP 5: Save your Certificate.



SUCCESSFULLY COMPLETED
Protecting Community Health & Safety

Instructions to Complete Your Certificate



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

