

From: [Amme Mahler \(amahler\)](#)
To: [Melva Kishpaugh \(mkishpau\)](#); Wilfrido.Delsalto@swisspost.com
Cc: [Kathy Sandor \(kunderwo\)](#); [Kenneth Manahan \(kmanaha2\)](#)
Subject: Re: UMW COVID Policy and Contractor Response Requirement
Date: Thursday, January 28, 2021 11:02:16 AM
Attachments: [SPS Safety Policy for Novel Coronavirus \(1\).pdf](#)

Hi Melva

Please accept this email as SPS's acknowledgment of UMW's policy.

Also find attached SPS's COVID policies.

Let me know if you need anything else from us.

Thanks

Amme

Amme L. Mahler Snipes
Client Services Manager
Copy and Mail Services
1301 College Avenue
Fredericksburg, VA. 22401
Phone: 540-654-2006
Cell: 540-308-0365
Fax: 540-654-2005
amahler@umw.edu

From: Melva Kishpaugh (mkishpau) <mkishpau@umw.edu>
Sent: Wednesday, January 27, 2021 2:16 PM
To: Wilfrido.Delsalto@swisspost.com <Wilfrido.Delsalto@swisspost.com>; Amme Mahler (amahler) <amahler@umw.edu>
Cc: Kathy Sandor (kunderwo) <kunderwo@umw.edu>; Kenneth Manahan (kmanaha2) <kmanaha2@umw.edu>
Subject: UMW COVID Policy and Contractor Response Requirement

Good Afternoon,

Please review the attached document detailing UMW's COVID policy; then acknowledge via return email, and respond with your firm's current policy/protocols by 2/3/2021, close of business.

Regards,
Melva

Melva A. H. Kishpaugh, VCO, CUPO
Director, Procurement Services
UNIVERSITY OF MARY WASHINGTON
540/654-1084

mkishpau@umw.edu

6.1 Pandemic Response - Infectious Disease

6.1.1 Basic Infection Prevention Measures

This section describes basic steps Swiss Post Solutions takes to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19. While descriptive, this list is not all encompassing. Protecting workers depends on emphasizing basic infection prevention measures:

- Promote frequent and thorough hand washing
- Provide alcohol-based hand rubs containing at least 60% alcohol
- Encourage workers to stay home if they are sick
- Encourage respiratory etiquette, including covering coughs and sneezes
- Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others, when possible.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

6.1.2 Social Distancing

All employees must maintain at least 6 feet of distance between you and others. COVID-19 spreads easier between people who are within 6 feet of each other. Keeping distance from other people is especially important for people who are at increased risk for severe illness, such as older adults and those with certain medical conditions.

Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there is less ventilation.

Avoid close contact with others on your commute to work, if possible. Consider biking, walking, driving either alone or with other members of your household.

6.2 Personal Protective Equipment (PPE)

Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace. PPE devices are not to be relied on as the only means to provide protection against hazards but are used in conjunction with other protective measures and tools. Contact your manager, Human Resources or safety if you are not provided or have access to PPE.

6.2.1 Face Masks

All employees must wear a mask in public settings where staying 6 feet apart (about two arm's length) is not possible. Interacting without wearing a mask increases your risk of getting infected. Wearing a mask does not replace the need to practice social distancing. Public settings include, but are not limited to: lobbies, mailrooms, cafeterias, break rooms, and all client properties.

6.2.2 Gloves

It is the policy of the Swiss Post Solutions that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are permitted and encouraged to wear plastic gloves to help prevent the spread of communicable diseases.

6.2.3 Disinfecting equipment

Staff are encouraged to avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If you cannot avoid using someone else's workstation, clean and disinfect before and after use.

Clean and disinfect frequently touched objects and surfaces, like workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfection.

Proper disinfectants will have Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved statements claiming effectiveness against emerging viral pathogens are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

6.3 Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, clients, visitors, and others at a worksite.

6.3.1 Identification through Temperature-Screening and Self-Screening

All employees are prompted with a self-questionnaire in Paycom they must affirm to, before they may clock in. This survey questions the employee on whether they:

- Currently have a temperature of 100.4°F or higher
- Have been diagnosed Positive of COVID-19 in the past 14 days
- Have been withing 6 feet of someone who has been diagnosed with, or suspected to have been diagnosed with COVID-19
- Have experienced any of the following symptoms in the past 10 days: fever, chills, shortness of breath, difficulty breathing, muscle weakness, fatigue

Any self-reported “Yes” must be immediately communicated to your Manager and to Benefits for follow up, and possibly quarantine.

Many clients and work sites of Swiss Post Solutions have implemented temperature screening at building entrances, with a maximum allowable temperature of 100.4°F Any employees who are screened with a temperature above that mark will be sent home. Supervisors and Managers are responsible for promptly notifying Benefits of the screening result.

6.3.2 Isolation and quarantine

Following a positive screening/testing result, employees are to be sent home immediately. The manager is responsible for notifying Benefits of the employee’s results. Employees are responsible for taking the necessary steps to ensure their safety and health outside of the workplace.

The Benefits department will, within 24-hours, contact the employee to review the results, discuss the length of the isolation period (no less than 10 days) and provide information on related federal and state benefits. Prior to their return to work, employees must pass Swiss Post Solution’s Quarantine Return to Work survey, as noted above. Anyone who has had close contact with someone with COVID-19 should stay home for 10 days after their last exposure to that person.

6.3.3 Safe Return to Work

Per the Center for Disease Control, individuals may be around others if (1) 10 days have passed since symptoms first appeared and (2) 24 hours have passed with no fever without the use of fever-reducing medications and (3) other symptoms of COVID-19 are improving. Your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days).

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. If testing is available in your community, your healthcare provider may recommend that you undergo repeat testing for COVID-19 to end your isolation earlier than would be done according to the criteria above. If so, you can be around others after you receive two negative tests results in a row, from tests done at least 24 hours apart.

6.4 Training

The Human Resources department provides training for pandemic awareness and precautions. All employees are required to complete training titled “COVID-19 Awareness and Precaution”. All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.