WHO TO CONTACT

Category	Issue	Contact Person	Contact Info.
COMING TO WORK	Concerns about your work schedule	Your Supervisor	As provided to you by your supervisor
	Concerns about returning to work	Your Supervisor or Human Resources	HR – 757.446.6043 or emvshr@evms.edu
	If you have symptoms	Human Resources or Occupational Health	HR – 757.446.6043 or evmshr@evms.edu
			Occupational Health – 757.446.5870 (do not report in person)
	If you are ill and cannot come to work	Your Supervisor and Human Resources	HR – 757.446.6043 or evmshr@evms.edu
	If you need to obtain a mask	Your Supervisor	
	If you need to contact someone about cleaning your space	Housekeeping	Housekeeping@evms.edu or Mark Wilson, Olympus Project Manager, 757.300.6558 (cell); Tia Jones Olympus Work Flow Coordinator, 757.528.3917 (cell)
	If you travel out of the area or internationally	Human Resources	HR – 757.446.6043 or evmshr@evms.edu
RESEARCH OR LAB ISSUES	Concerns about your research activities	Office of Research	OR mailbox EVMSResearch@evms.edu
	Concerns about Lab Cleaning	Environmental Health & Safety	EH&S 757.446.5798 or ehs@evms.edu
	Concerns about Laundering Lab Coats	Environmental Health & Safety	EH&S 757.446.5798 or ehs@evms.edu
	Concerns about Laundering Masks	Environmental Health & Safety	EH&S 757.446.5798 or ehs@evms.edu
	Obtaining additional PPE/Masks	Office of Research	OR mailbox EVMSResearch@evms.edu
HEALTH AND WELLBEING	If you have an emergency	911	
	If you have a non-emergency questions or concerns about a medical issue	Insurance Nurse on Call	Optima 757-552-7250 Anthem 800-224-0336
	If you would like to talk to someone about COVID-19 or other stressors (family and relationship concerns, grief issues, episodes of anxiety and depression, financial issues, etc.)	OPTIMA Employee Assistance Program (EAP)	https://optimaeap.personaladvantage.com/ (Company Username is: EVMS)
			Counseling appointments: 1.800.899.8174 or 757.363.6777
	If you need general health and wellness resources	EVMS Health Advocate	https://members.healthadvocate.com/ (sign in required)
COVID-19 COMPLIANCE	If co-workers or others are ill, are not masking in public spaces, or other issues related to ramp-up non-compliance.	Human Resources	HR – 757.446.6043 or evmshr@evms.edu
		EVMS Institutional Compliance Hotline	1.800.461.9330 or https://app.convercent.com/en-us/LandingPage/683edfd1-4bee-e611-80d9-000d3ab1117e