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Agency of Administration

## MEMORANDUM

**TO:** All State Employees

**FROM:** Beth Fastiggi, Commissioner, Department of Human Resources *B2*

**DATE:** April 27, 2020

**SUBJECT:** NEW Mandatory VOSHA/VDH Training for State Employees – Complete by 5/4/20

As detailed in Governor Phil Scott's [recent order](#), signed on Friday, April 24, the Vermont Occupational Safety and Health Agency (VOSHA) has developed training and other materials to inform Vermonters on appropriate safety measures necessary to return to work amid the COVID-19 pandemic. Training and other materials were developed in conjunction with the Vermont Department of Health and the Agency of Commerce and Community Development. All businesses, non-profit and government entities in operation must complete and document mandatory health and safety training by May 4, 2020.

All State of Vermont employees working in a state facility, at a work site or teleworking must complete this online training by May 4. This training developed by VOSHA includes:

- The signs and symptoms of COVID-19 and an explanation of how the disease is spread;
- Information on appropriate social distancing and personal hygiene practices, including those set forth in [Addendum 11](#) and other applicable guidance; and
- The types, proper use, limitations, location, handling, decontamination, removal, and disposal of any Personal Protective Equipment (PPE) being used.

The Department of Human Resources - Center for Achievement in Public Service (CAPS) has assigned the mandatory VOSHA trainings to you through the [SOV LINC Learning Management System](#) (login instructions [here](#)). Please **log in to LINC and complete this training as soon as possible and no later than May 4, 2020**. Note: you do not need to print the certificate of completion as instructed in the training since your LMS system transcript will automatically reflect this upon successful completion.

Your Agency or Department may require additional training that meets or exceeds the VOSHA-provided standard or you may have additional policies and procedures that are applicable to your work environment and duties that is more expansive than this training.

Additionally, as detailed in Commerce and Community Development Secretary Kurrle's [April 24, 2020 memo](#) updating the work safe provisions to the Stay Home, Stay Safe Order, all business operations must have a designated health and safety officer on-site who monitors and has the authority to stop or modify activities to ensure compliance with these mandatory health and safety requirements. **Safety Wardens, please email [Melissa.Mazza-Paquette@vermont.gov](mailto:Melissa.Mazza-Paquette@vermont.gov)** in the Secretary of Administration Office to **notify her who the on-site designated safety officer(s) is/are** for your building(s) no later than May 4, 2020.

Thank you for your continued support and participation in helping to keep Vermonters safe and healthy during these unprecedented times.