

FAST FACTS

JANUARY 2017



Photo by University Communications

Cold Weather Safety Tips

Overexposure to cold (indoors or outdoors) can be harmful to your health. As you work in cold conditions this winter, be aware of frostbite and hypothermia.

Frostbite can cause permanent tissue damage, loss of movement in affected parts, and possibly unconsciousness and death from heart failure. The nose, ears, cheeks, fingers and toes are at greatest risk and damage may be greater if the body part is thawed, then refrozen. Frostbite symptoms include:

- Feeling extremely cold, then numb, with possible tingling, aching, or brief pain.
- White or grayish yellow glossy skin, which may blister.
- Confusion, failing eyesight and shock can occur.

Hypothermia is exposure to cold that sends body temperatures to dangerously low levels. It can occur in above-freezing temperatures when it's windy or you're exhausted or wearing wet clothes. The worst cases can lead to unconsciousness and death. Hypothermia symptoms include:

- Chills, shivering, numbness, and pain in the extremities.
- Slurred speech, poor coordination, confusion, drowsiness.

To reduce the risks of exposure to extreme cold: wear layers of loose, dry clothes; cover hands, feet, face and head; change into dry clothes immediately if you get wet; keep moving and take regular breaks in warm areas.



FM staff – including Landscape & Grounds Workers Trevor Payton, left, and Robbie Birkhead – cleared snow and ice from Grounds following snowfall on Jan. 6-7.

Act immediately when symptoms develop to prevent serious problems.

- Move to a warm place.
- Replace frozen, wet, or tight clothes with warm clothes or blankets.
- Drink a warm beverage without alcohol or caffeine.
- Seek medical help after taking first aid actions, which can include warming the frozen body part with blankets or warm water (avoid touching the frozen part). For hypothermia, cover the person with blankets or lie down next to them to provide body heat (avoid hot baths or electric blankets).

See more on the Occupational Health & Safety website [here](#).

Hoo's Well Wahoo Fitness Challenge

Log your workouts or steps between January 17-April 28 for \$200 reward

Hoo's Well is once again offering an opportunity to earn a \$200 reward for supporting a healthy lifestyle and investing in your well-being. FM staff and spouses that are on the UVA Health Plan are eligible to receive \$200 each for competing in the Wahoo Fitness Challenge this spring.

Participants must complete 52 workouts between January 17-April 28, logging each workout online. To track the workouts, you must create an account online at www.myactivehealth.com/hooswell.



Each workout must be at least 30 minutes of exercise or 7,000 steps, and you can only count one workout per calendar day. Upon completion of the challenge, participants will receive \$200 of taxable income in a July 2017 paycheck.

If you have a medical condition that makes you unable to complete the fitness challenge, contact Hoo's Well to discuss a reasonable alternative by calling 982-0123 or emailing hooswell@virginia.edu. For more information, visit the [Hoo's Well website](#).

Lead@UVA Performance Planning for 2017

It's time to start developing a performance plan for 2017. All FM employees should have completed their Lead@UVA 2016 self-assessments earlier this month and supervisors should be in the process of writing their own evaluations of employees.

Following calibration in early February, employees and supervisors will schedule 2016 annual evaluation meetings between February 10-28. It is recommended that 2017 performance planning take place during this evaluation meeting.

Individuals will need to enter three goals, three competencies and one development activity for 2017 into the Lead@UVA system by February 28. When developing your goals, use the tips to the right to make sure they are S.M.A.R.T.

For help developing your goals, visit the [UHR Performance Management website](#). The Center for Leadership Excellence is hosting a 60 Minute Skills: SMART Goals class set for 12-1 p.m. January 24. Register online through the [CLE website](#).

What makes a goal S.M.A.R.T.?

- **Specific:** Goals should be written simply and clearly define what you are going to do.
- **Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
- **Achievable:** Goals should stretch you slightly so you feel challenged, but you must possess the appropriate knowledge, skills and abilities needed to achieve the goal.
- **Results-focused:** Goals should measure outcomes, not activities.
- **Time-bound:** Goals should be linked to a time frame that creates a practical sense of urgency.

Employee Same Day Clinic

Feeling sick? Clinic is free for UVA staff

The UVA Employee Same Day Clinic is open to all University employees and offers same-day appointments for those in need of treatment for minor illnesses. Acute sicknesses that can be treated at the clinic include upper respiratory infections, influenza, strep throat, GI upset, urinary tract infections and other similar ailments.



As a patient in the Same Day Clinic, employees will be responsible to pay for any medications or tests that have to be sent out but there is no charge or co-pay to be seen by the provider. This service is not intended to be a substitute for a Primary Care Provider or to provide preventative or ongoing care. (If you are in need of a Primary Care Provider, call UVA Care Connection at 243-3675).

The clinic's hours are 7:30 a.m.-4 p.m. Monday-Friday (on Tuesdays the last appointment is at 3:15 p.m.). The clinic is closed on holidays and may be closed due to inclement weather. Appointments are preferred and can be made by calling 924-2013. Walk-ins are seen on a first come, first served basis.

The clinic is located in Employee Health on the first floor of 1222 Jefferson Park Avenue (adjacent to the Battle Building). Parking is available in the 11th Street Parking Garage and is free with validation when you register at your appointment.

SecureUVA Initiative

The [SecureUVA](#) initiative aims to put in place technical solutions to prevent hackers from accessing institutional and personal data. As part of this initiative, the [Integrated System](#) is now accessible by entering your NetBadge username and password (previously this system was accessed using different login information). The Integrated System includes [Self Service](#) where staff enters time/leave, views payslips and performs other HR-related tasks.

Another upcoming change is the launch of a 2-step login process for all NetBadge-protected websites. The 2-step login process involves first entering your NetBadge username and password and then taking a second authentication step either via a smartphone app, a call to a cell phone or landline or using another device. The transition to this new login process will take place in phases over the next six months, but employees are able to opt-in to the 2-step login now by visiting the [SecureUVA 2-Step Login website](#). If you have questions or need help, contact the FM Help Desk by calling 982-5579 or visit the [UVA Help Desk website](#).

Save the Dates

January 16-31: [Community MLK Celebrations](#).

January 17-April 28: [Hoo's Well Wahoo Fitness Challenge](#).

January 24: Fidelity Retirement Info Session, 7:30-9 a.m., FM Lunchroom. More info on [UHR website](#).

March 10: Spring Break Holiday.

Fast Facts Flyer is published by UVA Facilities Management [Human Resources & Training Office](#) for Facilities Management employees. Fast Facts is also available on the [Facilities Management website](#).