

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

11.13.2020

Welcome!

To the first edition of the **Occupational Programs Weekly Wrap Up**. In it you will find information on the latest UVA FM COVID-19 protocols, Occupational Health and Safety updates, Occupational Training opportunities, Diversity, Equity & Inclusion updates and events, and the latest from FM Apprenticeship.

In this issue:

- National Apprenticeship Week Celebrates FM's Outstanding On the Job Trainers
- New! Apprenticeship Video—Thanks to everyone that took part!
- Poetry Reading for UVA by Poet Laureate Joy Harjo on November 16
- If someone offered you an extra \$4,360 each year would you take it?
(The Education Benefits deadline is drawing near!)
- UVA HR Community Resources' Office Hours for FM employees
- Reporting COVID-19 in Your Group
- Get your Flu Shot
- Training Opportunities from UVA HR
- COVID-19: What to do if...
- Winter Clothing Drive
- FREE COVID-19 Testing
- Staying Safe During Flu Season
- Hoos-Giving

JOIN US! Next Virtual Toolbox Talk Scheduled

The E&U Safety Committee will be hosting the a Virtual Toolbox Talk LIVE via Zoom on **November 19 at 1:00 PM**. The topic will be household safety around the holidays.

Sign up here:

<https://bit.ly/38i5bpM>

Toolbox Talk

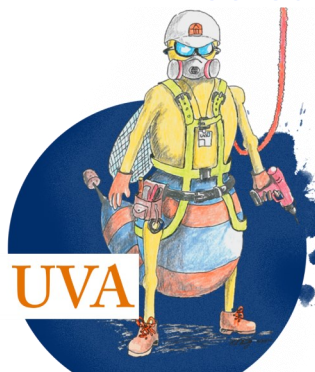
Hosted by the E&U Safety Committee

Topic:

*At-Home Safety
Around The Holidays*

via

zoom





National Apprenticeship Week is a week-long celebration that highlights the benefits of apprenticeship in preparing a highly-skilled workforce to meet the talent needs of employers across diverse industries. NAW was held on November 8-14, 2020. UVA FM celebrated by recognizing our most outstanding On the Job Trainers.

Celebrating Outstanding On the Job Trainers

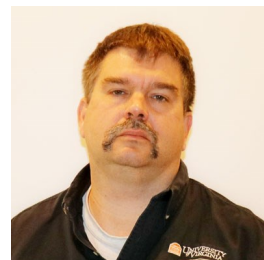
A major component of the apprenticeship experience is learning from on the job trainers. These individuals can provide real-world experience to accompany classroom training. The UVA FM Apprenticeship Team invited current apprentices to nominate their top OTJ trainers to be celebrated during NAW. See more: <https://apprenticeship.fm.virginia.edu/news.html>



Richard Gibson (pictured at left), Electrician Lead, is being recognized as UVA FM's **Outstanding On-the-Job Trainer of the Year**. He received several unrelated nominations from current apprentices.

Thank you to all of our on the job trainers!

Pictured, starting at the right, moving left to right: **Chip Martin**, HVAC Sr. Mechanic; **Mark Lamm**, HVAC Sr. Mechanic; **Steve Volenick**, Sheet Metal Technician; **Ron Crawford**, Plumber; **B.A. Bibb**, Sr. HVAC Mechanic; **Jon Tolbert**, Electrician Sr; **Donnie Herring**, HVAC Installation & Repair Technician Sr; **Daniel Livingston**, Sr. Electrician; **Robert Watson**, Sr Plumber; **Mark Gragg**, Electrical Supervisor Sr; **Troy Martin**, HVAC Sr. Mechanic; **Chris Morris**, Plumber; **Dave Morgan**, HVAC Installation & Repair Technician Sr; **Scott Morris**, Electrician Sr; **Richard Trauger**, Electrician; **Barry Napier**, Chiller Plant Zone Supervisor



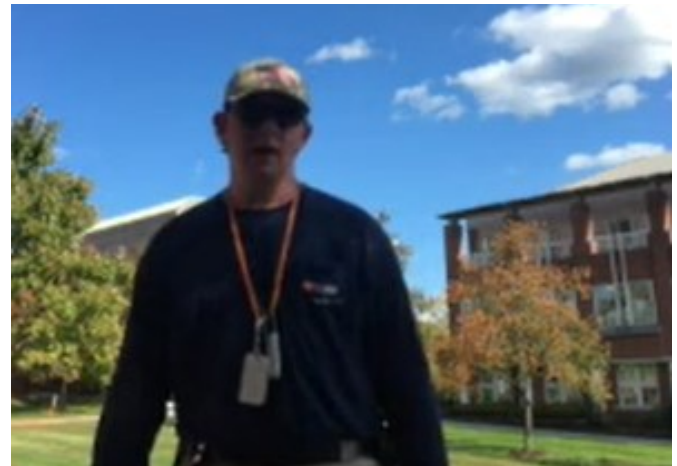
A Day in the Life of a UVA FM Apprentice

Thanks to **Markel Randolph**, **Ryan McCarthy**, **Brittany Collier**, and **Hunter Monroe** for participating in the latest **Apprenticeship video**. Each of them talks about what led them to apprenticeship and what their experience has been like so far. [See the video.](#)

Additional thanks to **Ryan** who, in addition to the video, went live virtually for an apprenticeship Q&A with local educators and students.



Pictured, starting at the top left and moving clockwise: **Markel Randolph**, 4th Year HVAC Apprentice; **Ryan McCarthy**, 2nd Year Plumbing Apprentice; **Hunter Monroe**, 2nd Year Electrical Apprentice; and **Brittany Collier**, 3rd Year Elec-



DEI: Poetry Reading for UVA by Poet Laureate Joy Harjo

Joy Harjo, the first Native American to be appointed Poet Laureate, will present a poetry reading for the UVA community on the evening of **Monday, November 16 at 6:00pm EST**. Event is free, but registration is required. A Q&A session will follow the reading, and registrants can submit a question when they register.

Register here: <https://bit.ly/35dc7mj>



Education Benefits

If someone offered you an extra \$4360 each year would you take it?

To help you achieve your educational and professional goals, UVA offers eligible employees an **Education Benefits Program** worth up to \$4360 per calendar year.

In this program, eligible employees may request up to \$4360 to use for tuition towards a degree-seeking program or up to \$2000 to use towards professional development opportunities related to your current job, leaving \$2,360 to be used toward the Tuition Benefit. (A maximum of \$4360 is available for use between the two benefits per calendar year.)

If there are any degree programs, classes, certification training, and conferences you are interested in pursuing, consider utilizing your education benefit to help you cover the cost!

HURRY – The deadline to submit your application to use 2020 Ed. Benefits is December 11, 2020.

For more information, please contact ASKHR@virginia.edu, one of your FM HR Business Partners, Occupational Training, or your supervisor.

UVA HR Community Resources' Office Hours for FM employees

Appointments are required. To schedule, contact Stuart Munson by emailing scm5rw@virginia.edu or calling 434-243-3672 or 434-326-6206.

Learn more: <https://at.virginia.edu/2JPAESH>



COMMUNITY RESOURCES SERVICE
OFFICE HOURS AT FM

FREE, CONFIDENTIAL RESOURCES TO ASSIST WITH:

- **BASIC NEEDS** SUCH AS HOUSING, CLOTHING, UTILITIES AND FOOD
- ASSISTANCE WITH **PERSONAL BUDGETING** AND FINANCE
- FREE **LEGAL RESOURCES** AND ACCESS TO LAWYERS

SECOND TUESDAY OF EVERY MONTH, 11 a.m.–noon
in Leake lower-level conference room 20

Appointments are required.

To schedule, contact Stuart Munson by emailing scm5rw@virginia.edu or calling 434-243-3672 or 434-326-6206.

COVID-19 Cases in Your Group

Managers & supervisors, in order to support and protect your employees during this new normal you are required to make a report when your employees call in with COVID-19 symptoms, a positive test result, or need to quarantine. More info can be found here:

<https://at.virginia.edu/2Fs0ons>

Employees experiencing COVID-19 symptoms should call Employee Health at 434-924-2013. *Employee Health has the fastest testing turnaround time for UVA Employees.*

FM Occupational Programs is here to offer support and guidance for supervisors during this time, including next steps for employees at high risk of exposure. Further guidance for managers and supervisors will be released in the coming days. If you have questions, email FM-OHS@virginia.edu

Get your Flu Shot!

There will be no on-Grounds flu shot clinics for Academic employees this fall. However, UVA is covering the cost of flu shots for UVA employees enrolled in a UVA Health Plan at **CVS pharmacies** or any pharmacy in Aetna's National Pharmacy Network (Giant Eagle, Harris Teeter, Kmart, Kroger, Rite Aid, Walgreens, and Wegmans) if you present your Aetna card at the pharmacy. You can also get your flu shot at your primary care provider's office.

TIP: Take a photo of your vaccination documentation as soon as you get it. That way you'll have a copy in case it gets misplaced!



Getting your flu shot is more important than ever this year as we are facing the threat of COVID-19 in our communities. The flu shot will not protect you from the coronavirus, but will protect you from the flu virus.

Be sure to hang on to your documentation of your flu shot—take it in or email it to [UVA Work Med](#) or [Employee Health](#) to receive your annual badge sticker. An appointment is not needed to provide documentation and pick up a sticker. Stickers will not be mailed.

See more: <https://at.virginia.edu/3i4dJlf>

Training Opportunities from UVA HR

UVA HR's Learning & Development's latest Zoom courses are posted. Topics include Tough Conversations, Implementing Change for Yourself & Your Team, and Bridging the Generation Gap.

See the full schedule and sign up here: <https://hr.virginia.edu/course-schedule>

WHAT TO DO IF

You have COVID-19 symptoms:

- Do not report to work.
- Call your supervisor & let them know.
- Call Employee Health at 434-924-2013. *Employee Health has the fastest testing turnaround times for UVA Employees.*
- Follow guidance from Employee Health.
- Keep your supervisor updated with condition/test results.

You suspect you have been exposed to someone who is COVID-19+

- Do not report to work. You can work from home, if able.
- Call your supervisor & let them know. They must complete a report for you to use the Public Health Emergency Leave.
- Call the asymptomatic testing clinic at 434-243-9534. Asymptomatic tests are administered at the Student Activities Building. *This clinic has the fastest testing turnaround times for asymptomatic testing of employees.*
- Follow guidance from the clinic. Using [UVA's MyChart \(account needed\)](#) will give you access to results the fastest.
- Keep your supervisor updated with your condition and test results.

COVID DEFINED:
CLOSE CONTACT
with someone who is COVID positive

Within 6 feet ...
... For 15 mins **COMBINED** over 24 hours
... Anytime in the 2 days before their symptoms started

STAY SAFE.
KEEP YOUR DISTANCE.

TJHD.ORG
434-972-6261

VDH VIRGINIA DEPARTMENT OF HEALTH
It's protect the health and prevent the well-being of all people in Virginia.

BRHD BRUNSWICK COUNTY HEALTH DEPARTMENT

Most people who feel they are at high risk of having been exposed are able to return to work after 72 hours and a negative test, provided that they are not contacted by UVA Employee Health or the Virginia Department of Health.

You live with someone infected with COVID-19 or were asked to test for COVID-19, or You suspect significant exposure (within 6 feet for 15 minutes or more total within a 24-hour period) to someone found to be infected, you may be contacted by your local health department with guidance. **Otherwise, you should:**

- Seek testing through a free [voluntary test](#) provided by UVA or call the asymptomatic testing clinic at 434-243-9534.
- Go home or stay home and quarantine until guidance and/or test results are received. Employees can work from home if they are able.

CLOTHING DRIVE

DONATE GENTLY USED OR NEW

COATS * SCARVES * HATS
GLOVES * SOCKS

DROP OFF LOCATIONS: BIN IN LOWER LEVEL LEAKE (NEAR SERVICE DESK)
OR BIN IN HSPP WEST COMPLEX, OUTSIDE CONFERENCE ROOM G032.

NOV. 30 DEADLINE

BENEFITS WAYNESBORO AREA REFUGE MINISTRY (WARM) AND VALLEY MISSION • SPONSORED BY AJ AND ADRIENNE YOUNG & FM DIVERSITY, EQUITY, & INCLUSION (DEI)

[UVA Offers FREE COVID-19 Testing to Employees](#)

Academic Division and eligible contracted employees who are working on Grounds and completing the required daily [HOOS Health Check](#) can order a free self-administered COVID-19 test from [Let's Get Checked](#).

Tests are shipped free to employees' homes and must be returned the same day the sample is taken. Return shipping is also free. Results will be available in the Let's Get Checked portal, usually within 72 hours of the lab receiving your sample.

Order here: <https://www.letsgetchecked.com/us/en/order-form/>

Employees who believe that they have been significantly exposed should self quarantine, monitor symptoms, and contact their primary care doctor for guidance if they were not contacted by the Virginia Department of Health within 48 hours of suspected exposure.

***Significant exposure** is defined as being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over a 24-hour period.*



Stay Safe During Flu Season

Source: <https://blog.dol.gov/2020/10/15/staying-safe-during-flu-season>

One in 10 people in the United States will get the flu in a given season, according to estimates from the [Centers for Disease Control and Prevention](#). While viruses can live all year, flu activity tends to rise in October and then peak between December and February. **With COVID-19 a factor this year, it's even more important to take precautions to prevent the flu from spreading. Here are 10 Tips:**

1. **Make a plan to get vaccinated NOW.** UVA has provided all FM employees avenues to [free flu shots](#). Protect yourself and your family!
2. **Stay home if you are sick.** Utilize [Teladoc](#) to speak with a health care provider.
3. **Wash hands frequently with soap and water for 20+ seconds;** use an alcohol-based hand rub if soap and water are not available.
4. **Continue practicing physical distancing.** Staying at least 6 feet apart from coworkers, whenever possible, can help prevent the spread of the flu.
5. **Cover coughs and sneezes with a tissue or upper sleeve.** Tissues should go into a "no-touch" wastebasket and wash your hands after coughing, sneezing or blowing your nose. Avoid touching your face.
6. **Keep frequently touched surfaces clean.** Commonly used surfaces such as counters, door handles, phones, computer keyboards and touchpads should be cleaned routinely.
7. **Limit shared equipment or clean equipment before others use it.** Avoid using a coworker's phone, desk, office, computer, tools, or other equipment unless they are cleaned with an EPA-approved disinfectant.
8. **Make sure your coworkers and family understand how to stay healthy during flu season,** including new and temporary workers. Knowing is half the battle!
9. **Keep wearing your face covering.** These help limit the flu's spread.
10. **Consider alternate work arrangements.** If feasible, consider options such as telework or staggered shifts for workers considered high risk for seasonal flu (such as older workers, pregnant women, and those with asthma).



JOIN US FOR OUR ANNUAL COMMUNITY MEAL

Hoos-Giving 2020

A free Thanksgiving meal sponsored by
the Office of the Dean of Students, UVA Dine, and the
Food Insecurity Resource Group

In-person and to-go options available.

Face coverings are required and all University COVID-19
safety policies will be in place.

NOVEMBER 26 | 12-2PM
NEWCOMB HALL, 2ND FLOOR

RSVP USING THIS LINK OR THE QR CODE BELOW
[HTTPS://FORMS.GLE/QWEJL3ANDBYLTES08](https://forms.gle/QWEJL3ANDBYLTES08)

