

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

12.04.2020

YOU ARE THE KEY TO DEFEATING COVID-19!

CRITICAL REMINDERS:

Following Thanksgiving, UVA FM is experiencing an uptick in COVID-19 cases. As a reminder, all UVA FM employees **MUST**:

- Maintain 6 feet (2 meters) of physical distance between themselves and others. Tasks where this is not possible must be reviewed by leadership.
- Wear a face cover at all times.
- Make every effort to avoid having passengers in FM vehicles, including trucks, van, cars, Kubotas, and Gators. **Whenever a passenger is in an FM vehicle, both the driver and passenger must wear face covers, outside air ventilation must be maximized, and windows must be opened a minimum of 3 inches.** More information: <https://at.virginia.edu/3qtI2bO>
- Cover coughs & sneezes.
- Wash hands and sanitize surfaces & tools frequently.



In this issue:

(Click the item title to go to the corresponding page.)

APPRENTICESHIP

- Class of 2020 Apprentices Receive Diplomas
- Next Electrical Apprentice Roundtable: Tuesday, December 8 at 2:15 PM

OCCUPATIONAL HEALTH & SAFETY

- New Normal: Same Hazards
- Safety Champion: Mike Richard
- FREE COVID-19 Testing for UVA Employees
- What to do if: COVID-19 Guidance

OCCUPATIONAL TRAINING

- Upcoming Changes to the UVA Performance Review Process
- Use Your Education Benefits! Deadline is Dec. 11

DIVERSITY, EQUITY, & INCLUSION

- Embrace Tension to Build a Stronger Team
- Martin Luther King, Jr. Day Events
- Vinegar Hill Magazine: Winter Edition
- Seeding the Future: African American Poetry
- UVA Faculty & Employee Assistance Program
- UVA HR Community Resources' Office Hours for FM Employees
- UVA Family Care & Tutoring Services

JUST FOR FUN: REASONS TO CELEBRATE

DIVERSITY, EQUITY & INCLUSION

EVENTS & LEARNING OPPORTUNITIES

Embrace Tension to Build a Stronger Team

Event Date: December 10, 2020, 1-2 PM

Location: Zoom - Online

Presenter: Mary Brackett, OE Senior Associate

Presenter: Michael Latsko, HR Sr. Director for Strategic Initiatives



Do you routinely encounter high tension in your department? Do you wonder if there might be a more effective way to navigate diverse perspectives on your team? You're in for some good news! Tension is inevitable and can be used as a tool to drive innovation.

Find out how to embrace tension as a learning opportunity to take ideas and teams to a better place.

Register: <https://organizationalexcellence.virginia.edu/event/2921>

Martin Luther King, Jr. Day

Observed each year on the third Monday of January (coming up on January 18, 2021), UVA Community MLK Celebration events are already being scheduled.

Check out the website to book your calendars today! <https://mlk.virginia.edu/events>

Vinegar Hill Magazine: Winter Edition



Vinegar Hill Magazine is a space that is designed to support a more inclusive social narrative, to promote entrepreneurship, and to be a beacon for art, culture, and politics in the Central Virginia region.

Seeding the Future: African American Poetry

LISTEN: This year, the Furious Flower Poetry Center released its third anthology: Furious Flower: Seeding the Future of African American Poetry. Dr. Joanne Gabbin founded the center at James Madison University in 2004, ten years after the first Furious Flower conference in 1994. She co-edited the latest volume, and says this collection continues a trend as old as the country itself.



Kiki Petrosino is an author of four poetry volumes. Her most recent is 'White Blood: A Lyric of Virginia.' She is a professor at the University of Virginia.

The University of Virginia is also home to a prolific poet in this tradition. Kiki Petrosino, a poetry professor at UVA, recently released her latest volume of poetry, White Blood: A Lyric of Virginia. It explores the problematic history of racial identity and history here.

UVA FEAP (Faculty & Employee Assistance Program)

As we head into what will undoubtedly be an unusual holiday season, we pause to consider the increased feelings of stress, loneliness, grief, and loss many of us may be experiencing. Take advantage of this free service from UVA.

FEAP is here to support. Explore their offerings or schedule a 1:1 appointment:

<https://uvafeap.com/appointments/>

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



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.

UVA Family Care & Tutoring Services

Take a moment to ensure you are aware of UVA's enhanced services and resources to support your family's needs:

- UVA's Dual Career Program has developed a [Parent & Guardian Connection](#) aimed to help employees connect with others in the UVA community to bridge childcare gaps and engage with one another around shared interests and priorities, e.g., socially distanced activities, virtual meet-ups, and more. From their website you will have access to a number of different dependent and back-up care services, including those outlined through [UVA HR](#) – you may also use the chart located here: <https://at.virginia.edu/3ILo4FG> to help you identify resources to best fit your needs.
- **Charlottesville Education Equity in partnership with Madison House is offering tutoring services for area students.** The team is particularly attentive to provide support to those families with greater financial needs and all inquiries are welcome. Interested individuals can learn more by visiting <http://cvilleeducationequity.com/get-support-families/> and request free virtual tutoring by completing this form: <https://bit.ly/3pINzK3>

Apprenticeship

FM Apprentice Graduates Receive Diplomas

FM Apprenticeship celebrated the graduates of 2020 in the [October Apprenticeship Update](#) and we are happy to once more celebrate them as they receive their diplomas! We are excited for their continued contributions to Facilities Management! Congrats, graduates!



From top left: Adam Surface, Electrical; Travis Bunch, Carpentry; Cody Burruss, Electrical; Tyler Cameron, Plumbing; Casey Morris, HVAC; Justin Bernard, Carpentry; Corey Belew, Plumbing.

Electrical Apprentice Roundtable: Tuesday, December 8 at 2:15 PM

The topic for the next Electrical Roundtable is “Basic Electrical Troubleshooting” and it will be hosted by Johnny Gooch, senior electrician from Central Grounds Zone. Johnny also co-hosted with Forrest Johnson UVA FM’s first-ever [virtual toolbox talk](#) in September.

Also joining the roundtable is Ryan McCarthy, a plumbing apprentice serving on the [FM Inclusive Excellence Team](#). She will be joining each roundtable going forward to update apprentices on the latest from FM Inclusive Excellence.

All electrical apprentices are expected to be in attendance.
Email fm-apprenticeship@virginia.edu if you did not receive an invitation and should have.



OCCUPATIONAL TRAINING

BE AWARE: UPCOMING CHANGES TO THE UVA

PERFORMANCE REVIEW PROCESS

"Employees will complete a brief self-evaluation in a summary format regarding their 2020 accomplishments and potential development areas."

University Staff employees will be required to write a summary of their accomplishments over the last year. Please see the HR job aid to assist below in the completion of your performance review. Discuss any questions or concerns with your supervisor. The performance review process for Classified Staff will remain unchanged.

- **Job Aid: Completing the Academic Calendar Year Narrative Review – Employee:** <https://bit.ly/3ggyCL7>
- **Job Aid: Completing the Academic Year-End Narrative Review – Classified Staff:** <https://bit.ly/39DJf9e>
- **Job Aid: Calendar Year Goals – Employee:** <https://bit.ly/39GFIMS>



Submission due date for University and Classified staff self-evaluations is January 15, 2021.

For the latest updates and additional resources, visit your Performance Management webpage: <https://hr.virginia.edu/career-development>

Questions? Email AskHR@virginia.edu with the subject line "Performance Management Help."

Use Your 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.

OCCUPATIONAL HEALTH & SAFETY

NEW NORMAL, SAME HAZARDS: TAKE YOUR TIME!

During this pandemic and with everyone wearing their face covering, limited vision when looking down can be a real danger — Especially concerning when descending a ladder!



Be extra careful! Take your time!

Submit a incident or near miss:

<https://at.virginia.edu/3qpYclh>

Thanks to Del Speth from North Grounds Zone for this week's tip!



DECEMBER SAFETY CHAMPION: MIKE RICHARD

Mike Richard, UVA FM Elevator Programs Specialist, has been nominated and chosen as Facilities Management's December 2020 Safety Champion for his initiative and willingness to share his time and expertise to create a safer working environment for his colleagues. Throughout the year, the FM Fire & Life Safety Team and the Elevator crews on Grounds team up to perform necessary fire safety testing of UVA's elevators. Mike took this opportunity to train the fire crew on elevator and hoist safety so that the team could be aware of needed safety precautions and hazards that may be present. Forrest Johnson, UVA FM's Fire Protection Service/Install Supervisor said, "I was impressed at the level of dedication and the effort he made to put it together and schedule the training. He offered the training three different times so that all my employees could be in it. He is a great example of FM employees looking out for one another."



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.

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. *UVA has the fastest testing turnaround times for 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 UVA Education Resource Center. *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 protects the health and promotes the well-being of all people in Virginia.

BRHD BRISTOL REGIONAL HEALTH DEPARTMENT
COMMUNITY CARE | REGIONAL HEALTH

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.

**If you have questions about asymptomatic testing, contact FM-OHS:
FM-OHS@virginia.edu / 434-297-6379**

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.



let's celebrate!

Reasons to celebrate are all around us!

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.



December 4: National Cookie Day

December 5: Flag Day of India



December 6: St. Nicholas Day

**December 7: National Pearl Harbor
Day of Remembrance**



**December 8: Pretend To Be A
Time Traveler Day**

December 9: National Llama Day



December 10: Human Rights Day

December 10-18: Hanukkah



**December 11: Christmas Jumper
(Sweater) Day**

