

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

1.8.2021



Happy New Year!

In this issue:

Click the item title to go to the corresponding page. *Downloading this document may be necessary.*

APPRENTICESHIP

- Up Next: Plumbing Apprentice Roundtable on January 12

OCCUPATIONAL HEALTH & SAFETY

- New Normal, Same Hazards: Electrical Safety In the Workplace
- YOU are the KEY to DEFEATING COVID-19
- FREE Asymptomatic Saliva Testing for UVA Employees
- What to do if: COVID-19 Guidance
- NEW: Virginia Law & Cell Phone Use
- COVID-19 Reporting Guidelines for Supervisors
- Safety is Ours to Shape: Recognition of the 2020 UVA FM Safety Committee Chairs
- Flow Chart: COVID-19 Response

OCCUPATIONAL TRAINING

- FREE Live Virtual Event - Magnetic Trust: How Great Leaders Keep Top Performers and Get Extraordinary Results
- Upcoming Changes to the UVA Performance Review Process

DIVERSITY, EQUITY, & INCLUSION

- “Where Do We Go From Here?” Frames UVA’s 2021 MLK Events
- UVA FEAP
- UVA HR Community Services Resources Office Hours
- UVA Family Care & Tutoring Services

JUST FOR FUN: REASONS TO CELEBRATE THIS WEEK!

FACE COVERINGS

Per UVA’s [Policy SEC-045](#), Facilities Management requires face coverings to be worn at all times, indoor and outdoor, unless working completely alone with no unscheduled visitors. [The CDC recommends](#) face coverings in any setting where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies, essential worksites) especially in areas of significant community-based transmission.

UPDATE 12/10/2020: Face coverings shall not have exhalation valves or vents, which allow virus particles to escape, and shall not be made of material that makes it hard to breathe, such as vinyl. More info: <https://bit.ly/3a31K7u>

The purpose of face coverings is to reduce the release of potentially infectious particles into the air when someone speaks, coughs, or sneezes. **Cloth face coverings are not a substitute for distancing, washing hands, and staying home when ill.**

Learn more about face covering types: <https://at.virginia.edu/3hRWvJE>



ELECTRICAL SAFETY IN THE WORKPLACE

Common Electrical Hazards

- Poorly installed, faulty and/or ill-maintained electrical equipment.
- Faulty wiring.
- Overloaded or overheated outlets.
- Use of flexible leads and extension cables.
- Incorrect use of replacement fuses.
- Use of electrical equipment with wet hands or near the source of water.

Bernie says:
***“Awareness
is your key
to safety!”***



Prevent Workplace Electrical Incidents:

- Unplug or switch off electrical appliances when not in use or while cleaning, repairing or servicing.
- Ensure that all electrical appliances are turned off at the end of the day.
- Don't forcefully plug into an outlet if it doesn't fit.
- Refrain from running electrical cords across doorways, under the carpets, or in areas that witness regular activities.
- Maintain a clearance of at least 3 feet from all electrical panels.
- Use only equipment that is double insulated and properly grounded.
- Don't overload the outlets.
- Ensure that two extension cords are not plugged together.
- Only use electrical equipment that is approved by a national testing laboratory. Buy electrical equipment from trusted electrical liquidators who sell good quality electrical surplus materials.
- Pay attention to the warning signs. Equipment may heat up, spark, smoke or make weird noise; identify the signs and immediately take it out of service.
- Regularly check for defects in cords and equipment. Report immediately if any.
- Place a cover or guard to exposed electrical components or wires.
- While unplugging, grip the plug and pull. Don't pull the cord from a distance.
- Do not use electrical equipment or appliances with wet hands or near water and wet surfaces.
- Clearly identify potential electrical hazards, such as electrical panels, with appropriate safety signs.

YOU ARE THE KEY TO DEFEATING COVID-19!

CRITICAL REMINDERS:

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/3qtl2b0>
- **Cover coughs & sneezes.**
- **Wash hands**
- **Sanitize surfaces & tools frequently.**



FREE ASYMPTOMATIC SALIVA TESTING FOR UVA EMPLOYEES

FM employees are invited to participate in a voluntary **asymptomatic** COVID-19 saliva test program. The testing is available to UVA employees.

If you have symptoms, please call Employee Health at 434-924-2013 for guidance and/or an appointment.

If you do not have symptoms and would like to be tested, details are as follows:

Facilities Management

Days: Monday through Thursday

Time: 8:00 a.m. – 4:30 p.m. (no appointment needed)

Location: **Central Grounds Parking Garage** (15 minutes free parking on the third floor)

No scheduling necessary, walk-up testing

Results will be posted in employee's **MyChart account** Positive results will be communicated to the employee by a healthcare provider.

More information: <https://besafe.virginia.edu/>

Apprenticeship



UP NEXT: Plumbing Apprentice Roundtable

Kicking off 2021 will be the Plumbing Apprentice Roundtable held virtually on January 12, 2020. Topic to be covered will be Lockout/Tagout. The first ten minutes Ryan McCarthy will be giving an update on the FM Inclusive Excellence (IE) team.

Attendance by all FM plumbing apprentices is required. Email fm-apprenticeship@virginia.edu if you did not receive and invite and should have.

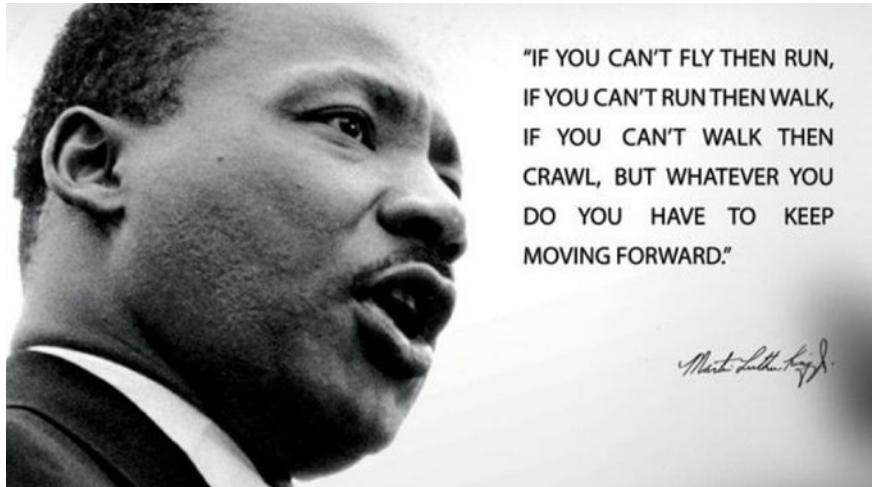
DIVERSITY, EQUITY & INCLUSION

“Where Do We Go From Here?”

Frames UVA’s 2021 MLK Events

Join us as we commemorate the life and legacy of Rev. Dr. Martin Luther King Jr. during events planned January 18th - January 31st.

All events are free and open to the public unless otherwise noted.



Virtual Tour of the Lorraine Motel

Event Date: Thursday, January 14, 2021—4:00pm to 6:00pm

Event Location: Virtual via Zoom

Join the Colonnade Club for a virtual tour of the Lorraine Motel, site of MLK’s assassination.

<https://mlk.virginia.edu/virtual-tour-lorraine-motel>

Food Insecurity Information and Fundraising Campaign

Event Date: Monday, January 18, 2021 - 12:00am to Sunday, January 31, 2021 - 11:59pm

The Community MLK Celebration's Food Insecurity Subcommittee will be doing an information and fundraising campaign. <https://mlk.virginia.edu/food-insecurity-information-and-fundraising-campaign>

Continuing His Dream & Works

Event Date: Monday, January 18, 2021 - 7:00pm

Event Location: Virtual via TV and Website

Join Alex-Zan for his annual MLK event. <https://mlk.virginia.edu/continuing-his-dream-works>

continued >>>

Continued: UVA's 2021 MLK Events

All events are free and open to the public unless otherwise noted.

Race Relations and Criminal Justice in the New Year

Event Date: Tuesday, January 19, 2021 - 3:30pm to 4:30pm

Event Location: Virtual via Zoom

Following a year of intense activism sparked by the Black Lives Matter Movement, this moderated conversation will discuss the future of race relations and criminal justice reform in America under the incoming Biden administration. <https://mlk.virginia.edu/race-relations-and-criminal-justice-new-year>

Mental Wellness, Racial Justice, and Resiliency Talk

Event Date: Tuesday, January 19, 2021 - 6:00pm to 6:45pm

Event Location: Virtual via Zoom

Join us for a talk on how to improve your self-care and those within your community. Liz Ramirez-Weaver will be the speaker of this event, discussing how to handle mental wellness daily, especially during struggles and amidst a pandemic. <https://mlk.virginia.edu/mental-wellness-racial-justice-and-resiliency-talk>

A Conversation with Austin Channing Brown, author of the best-selling *I'm Still Here: Black Dignity in a World Made for Whiteness*

Event Date: Wednesday, January 20, 2021 - 5:00pm to 6:00pm

Event Location: Virtual via Zoom

Austin Channing Brown will speak to the task of building community out of chaos. <https://mlk.virginia.edu/conversation-austin-channing-brown-author-best-selling-im-still-here-black-dignity-world-made>

"In Love We Still Trust: Lessons We Learned from Martin Luther King Jr., and Sr."

Event Date: Thursday, January 21, 2021 - 1:00pm to 2:00pm

Dr. Virgil Wood, an Albemarle County, Virginia native will discuss his book *In Love We Still Trust: Lessons We Learned from Martin Luther King, Jr., and Sr.* and share his experience attending Hillsboro School in Crozet, Virginia and Albemarle Training School in Charlottesville.

<https://mlk.virginia.edu/love-we-still-trust-lessons-we-learned-martin-luther-king-jr-and-sr>

ZOOM-Ba Session

Event Date: Thursday, January 21, 2021 - 6:00pm to 7:00pm

Event Location: Virtual via Zoom

Join us for an interactive night of self-care exercise involving Zumba dance!

<https://mlk.virginia.edu/zoom-ba-session>

36th Annual Martin Luther King Jr. Community Celebration and Worship Service

Event Date: Sunday, January 24, 2021 - 4:00pm

This year will be the 36th Annual Community Worship Service commemorating the life of Rev. Dr. Martin Luther King Jr. <https://mlk.virginia.edu/36th-annual-martin-luther-king-jr-community-celebration-and-worship-service>

Community Read Panel Discussion

Event Date: Monday, January 25, 2021 - 6:00pm to 7:00pm

Please join in on the 2021 Community Read by reading *Where Do We Go From Here: Chaos or Community?* (1967) by Dr. Martin Luther King, Jr. <https://mlk.virginia.edu/community-read-panel-discussion>

continued >>>

Continued: UVA's 2021 MLK Events

All events are free and open to the public unless otherwise noted.

Self-Care and Healing from Head to Toe

Event Date: Tuesday, January 26, 2021 - 12:00am

This video will be released on January 26th with a diverse group of women creating refreshing scrubs that will awaken your pores that anyone can use. <https://mlk.virginia.edu/self-care-and-healing-head-toe>

Creating a Culture of Curiosity: Leadership Skills for Crisis Management and Growth Opportunities

Event Date: Wednesday, January 27, 2021 - 11:30am to 12:30pm

Event Location: Virtual via Zoom

In this fireside chat, Melissa C. Thomas-Hunt, will share her insights into building diverse teams and encouraging leadership skills among them. <https://mlk.virginia.edu/creating-culture-curiosity-leadership-skills-crisis-management-and-growth-opportunities>

Food and Justice in Virginia

Event Date: Wednesday, January 27, 2021 - 2:00pm

Event Location: Virtual via Zoom

The story of food and agriculture in Virginia is inseparable from the story of equity and justice in America. This panel will address several ongoing challenges facing the United States food system.

<https://mlk.virginia.edu/food-and-justice-virginia>

Community Wealth Building and the Reconstruction of American Democracy: Can We Make American Democracy Work?

Event Date: Thursday, January 28, 2021 - 1:30pm to 2:30pm

Event Location: Virtual via Zoom

The editors of Community Wealth Building and the Reconstruction of American Democracy explore the divide between our democratic aspirations and our current reality, answering questions such as, How can we create and sustain an America that never was, but should be? <https://mlk.virginia.edu/community-wealth-building-and-reconstruction-american-democracy-can-we-make-american-democracy-work>

"From the Equal Rights Amendment to Black Lives Matter: Reflecting on Intersectional Struggles for Equality"

Event Date: Friday, January 29, 2021 - 10:30am to 3:00pm

This virtual law school symposium will explore the intersectional nature of race and sex (including LGBTQ+) equality movements, the contributions of activists with intersectional identities, and the potential role of intersectional theories to inform future efforts to advance race and sex equality. The symposium will culminate in a keynote speech by Elaine R. Jones, the first Black woman to graduate from UVA Law School.

<https://mlk.virginia.edu/equal-rights-amendment-black-lives-matter-reflecting-intersectional-struggles-equality>

OCCUPATIONAL TRAINING

FREE Live Virtual Event - Magnetic Trust:

How Great Leaders Keep Top Performers and Get Extraordinary Results

January 26 at 9:00am ET

In Magnetic Trust: How Great Leaders Keep Top Performers and Get Extraordinary Results, Dr. Heather Williamson shows how developing employee trust of managers has a significant impact on keeping top performers and achieving extraordinary organizational results. It's simple. When leaders finally understand the negative behaviors that breakdown employee trust, that ultimately pushes their top performing employees out the door and significantly impacts their bottom-line (not in a good way), learning how to build trust is imperative.

Dr. Heather, along with some very smart executives, share eight simple trust building strategies that can be implemented within your business that are guaranteed to work.

By the end of my time with you today, you'll be able to:

- Summarize the 8 strategies to help you build magnetic trust with your employees
- Recognize the financial impact and importance of having employees that trust in you as a leader
- Apply each of the 8 strategies with your team to ensure your employees perform at a higher level

Register: <https://www.richmond.td.org/event-4096841>



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."

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](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>

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

LESS THAN 6 FEET

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 good for the health and wellness of all people in Virginia.

BRHD BUREAU OF RICHMOND HEALTH DEPARTMENT

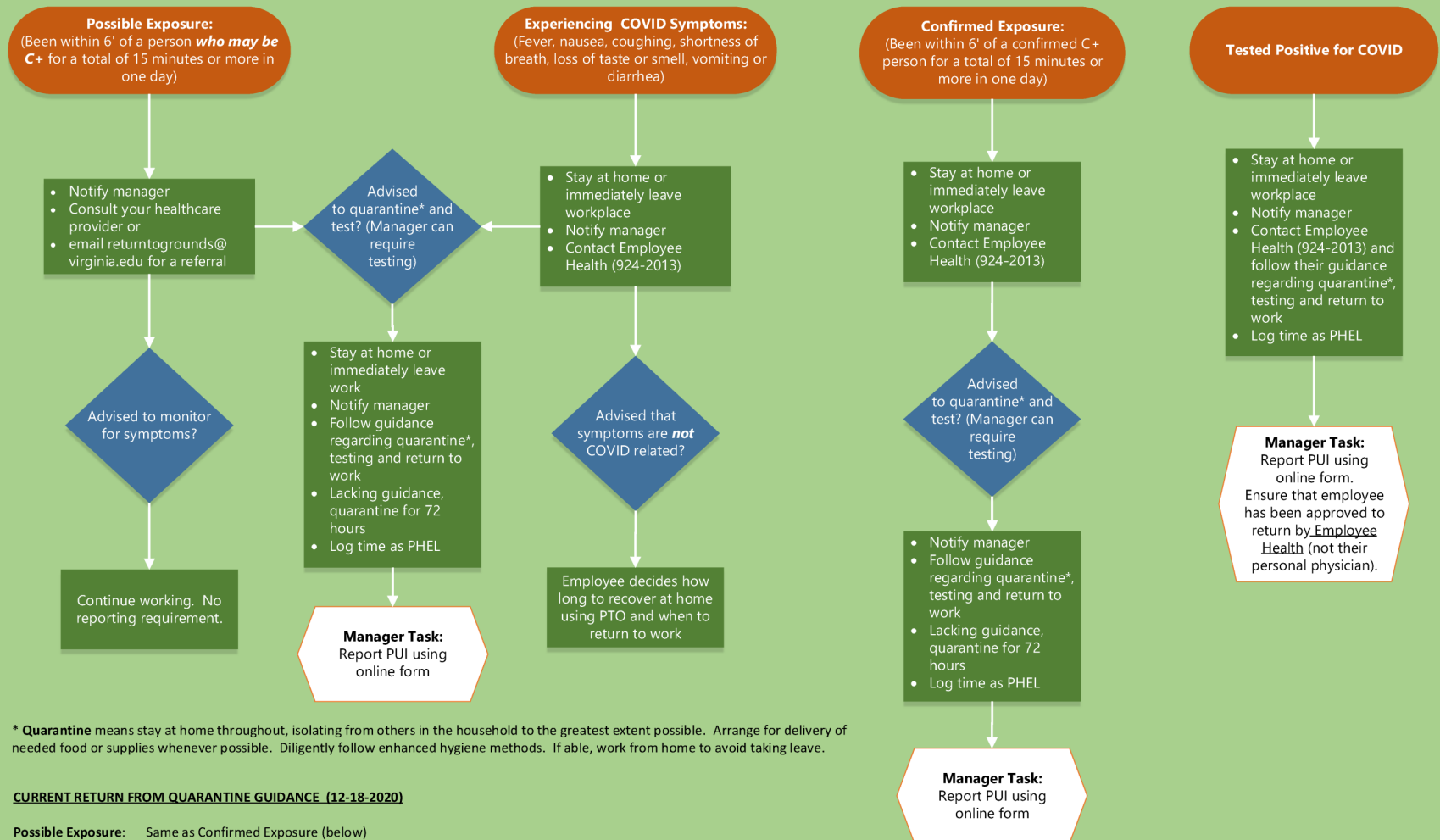
Most people who feel they are at high risk of having been exposed are able to return to work after 72 hours and a negative test, provided that they are not contacted by UVA Employee Health or the Virginia Department of Health.

**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.
- Go home or stay home and quarantine until guidance and/or test results are received. Employees can work from home if they are able.

COVID-19 RESPONSE CHART

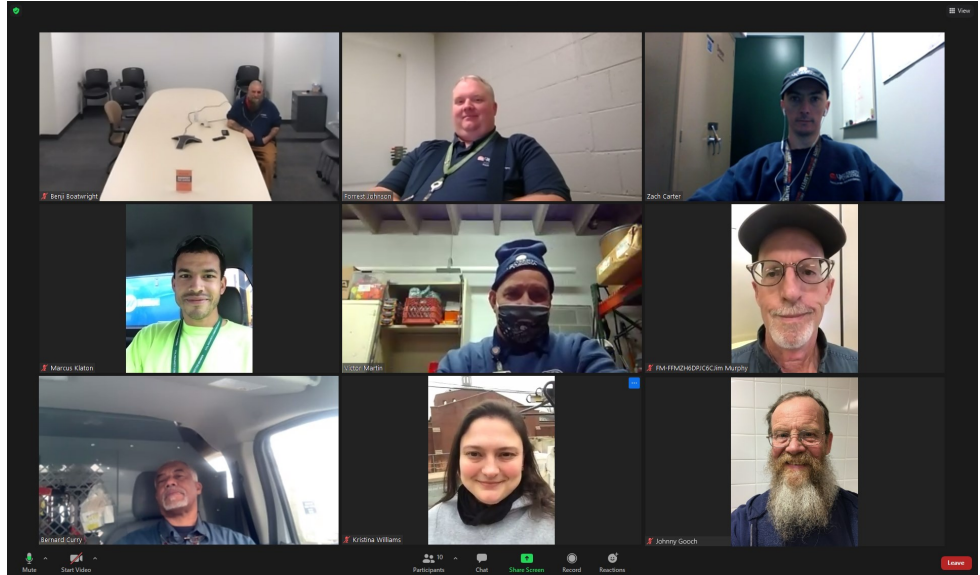


Special thanks to Mike Merriam for creating this guide!

OCCUPATIONAL HEALTH & SAFETY

SAFETY IS OURS TO SHAPE

UVA Facilities Management is celebrating the 2020 Safety Committee Chairs with the January **Safety is Ours to Shape** recognition. **Marcus Klaton, Christina Williams, Victor Martin, Jim Murphy, Johnny Gooch, Forrest Johnson, Zach Carter, Bernard Curry and Benji Boatwright** have all done an amazing job engaging their respective



Safety Committees this year. Throughout 2020 they made safety a top priority by submitting Safety Recommendations, hosting FM All-Staff Toolbox Talks, creating newsletters, increasing awareness, and engaging their peers to recognize safety hazards and Near Miss reporting. Their dedication to safety, safety mindedness, proactive approaches, and positive attitudes have truly made a difference in one of the most trying years we have experienced. Thank you for being role models and leaders when it comes to everyone's safety!

NEW: Virginia Law & Cell Phone Use in Personal Vehicles

As you know, using your mobile device while driving a state vehicle is prohibited (**PRM-014**). The state of Virginia has passed a new law regarding mobile devices in vehicles statewide.

Starting Jan. 1, 2021, it will be illegal to hold a cell phone while driving in the state of Virginia. A first offense carries a \$125 fine and for a second offense, a driver will be fined \$250. Breaking the law in a highway work zone is punishable by a mandatory \$250 fine.

For more information and the full description of the law:

<https://law.lis.virginia.gov/vacode/title46.2/chapter10/section46.2-1078.1/>



Steps for Supervisors & Managers: **COVID-19 Reporting & Guidance in the FM Workplace**

UVA FM Occupational Programs is responsible for aiding UVA COVID-19 Case Management Operations Team's surveillance of COVID-19 cases and suspected cases within UVA FM. FM-OP is available to offer guidance to supervisors and affected employees.

All FM employees are expected to be responsible for frequent handwashing, physical distancing, wearing a face covering, and monitoring themselves for any possible COVID-19 symptoms.

Employees who fail to do this may be subject to discipline.

1. If an employee is directed to go for testing, is exposed, or receives a positive COVID-19 test result, supervisors or managers must fill out the [online reporting form](#), which notifies [FM-OHS](#) and FM's HR Business Partners. They must also notify their chain of command of the potential and/or positive case information.
2. Following this, the reporting supervisor will receive a secured email via [Zix](#) from UVA OP seeking further case information to identify those at risk of exposure.
3. Guide employees who have been exposed & who are at risk of exposure:
 - a. Exposed employees will most likely be receiving a call from the Virginia Department of Health. Please make sure your employees are aware, can take the call, and know to provide any requested tracing information.
 - b. If a positive result is received by an employee being tested, the expectation is that everyone at high risk of exposure will be out of work for a minimum of 72 hours. To be able to return to work, at-risk-of-exposure employees will need the following:
 - i. A NEGATIVE COVID-19 test result and a call from VDH clearing them to return prior to 72 hours out of the office.
 - OR
 - ii. A NEGATIVE COVID-19 test result and 72 hours since leaving work.
4. Contact the group in their area that is responsible for cleaning the locations that may contain viral material for next steps – This may include blocking off areas where the affected employee was working. *Contacts are included on the reporting form.*
5. Communicate with employees affected using the email template provided by FM-OP. You will receive the template from OHS once the [notification form](#) is completed & submitted.
6. Continue to provide guidance. A COVID-19 positive employee may return to work after they've been cleared by Employee Health. Any other return to work clearances must be validated by Employee Health.
7. Direct any questions to your HR Business Partners or FM-OHS.

Communicate all employee status changes & health updates to FM-OHS, FM's HR Business Partners, and your chain of command in a timely manner.

What to do:

1. **Symptoms** – If an employee reports they:

- a. are feeling unwell and are experiencing **COVID-19 symptoms**

OR

- b. have received a positive COVID-19 test result

Have the affected employee **call Employee Health immediately** at **434-924-2013**.

*Employee Health will perform intake and assessment which will include guidance and may include testing. The supervisor will be notified of any test results via a secured **Zix** email from Employee Health.*

2. **Exposure** – If an employee:

- a. **lives with someone infected** with COVID-19, or
- b. was requested through UVA or VDH tracing **to quarantine or test for COVID-19**, or
- c. reports **significant exposure** to someone outside of work found to be infected

They may be contacted by their **local health department** with guidance. Otherwise, they should go home or stay home and **quarantine** for 72 hours. During this time:

- a. They must not report to work on-site or leave home except for **essential trips**, although they can work from home, if able. *If they must take leave, they are eligible for the State Public Health Emergency Leave (PHEL) located under **Workday's** Occasional Time Off in the Leave request area.*
- b. They should **seek asymptomatic testing** through a **voluntary test** provided free by Let's Get Tested, saliva testing, or by appointment at the UVA Asymptomatic Testing Clinic. Clinic appointments can be made by calling 434-243-9534.

3. Returning to work:

- a. **A COVID-19 positive** employee may only return to work when cleared by Employee Health, regardless of where they received their test.
- b. An employee identified as at high risk of exposure may return to work once they receive:
 - i. A **NEGATIVE COVID-19 test result**, and call from VDH clearing them to return prior to 72 hours out of the office.

OR

- ii. A **NEGATIVE COVID-19 test result** and 72 hours passed since leaving work.



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.

January 8: National Bubble Bath Day



January 9: National Word Nerd Day



**January 10: National Cut Your Energy
Costs Day**



January 11: National Clean Your Desk Day

January 12: National Youth Day



January 13: National Korean American Day

January 14: National Dress Your Pet Up Day



**January 15: Martin Luther King, Jr's
Birthday**