

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

2.12.2021

In this issue:

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

DIVERSITY, EQUITY & INCLUSION

- Ash Wednesday: February 17, 2021
- Inclusive Excellency Update: Survey
- Lunar New Year
- Black History Month: Carter G. Woodson
- Black History Month: Movies to Watch
- New Class of Equity Center Community Fellows Joins UVA
- “Sit Downs Before Shootouts” Hotline Launched

APPRENTICESHIP

- RECAP: All-Apprentice Roundtable
- Training Opportunities & Updates
- February is Career and Technical Education Month
- Announcing: Apprentice Safety Committee

OCCUPATIONAL TRAINING

- Zoom Tip of the Week: Finding Chat, Mute, Video on your iOS Device

OCCUPATIONAL HEALTH & SAFETY

- Bernie Says: Wear your PPE!
- Toolbox Talk: Safe Driving in Winter Conditions
- UVA FM's COVID-19 Dashboard
- Managers & Supervisors: Support your employees & enforce COVID-19 guidelines
- FREE COVID-19 Testing Resources for FM Employees
- UVA COVID-19 Quarantine & Response Guidelines
- Defense Against COVID-19: Personal and Shared Responsibilities
- Learn more about the COVID-19 vaccine
- Contact Tracing Worksheet



***and as always,
Reasons to Celebrate!***

DIVERSITY, EQUITY & INCLUSION

ASH WEDNESDAY: February 17, 2021



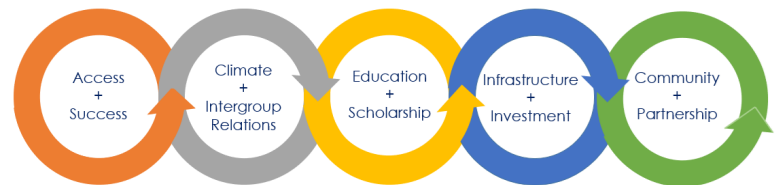
Watch [this video](#) to learn more about the Christian practice of Ash Wednesday and increase awareness for our practicing colleagues: <https://bit.ly/3tEHwrQ>

Be aware of the potential for increased traffic at St. Thomas Aquinas Church on Alderman Road and at other local churches.

INCLUSIVE EXCELLENCE SURVEY

The Inclusive Excellence survey process at FM started this week! [IE team members](#)

Marcus Klaton, Sonya Swiderski, Ryan McCarthy, Dan Shantler, Bernard Curry, Chris Hoy, Dennis Bianchetto and Lester Jackson have begun to facilitate surveys in their areas and **165 surveys** have been submitted to date.



This survey is **YOUR CHANCE** to help lead positive change in FM. Please be honest and transparent with your answers without fear of retribution. Please email or call Emily Douglas, DEI Specialist at any time with your thoughts and feedback: (434) 906-5810 or em4hg@virginia.edu.

Happy New Year!

Lunar New Year begins this year today, February 12th! [The Lunar New Year](#), most commonly associated with the Chinese New Year or Spring Festival, typically falls sometime between January 21 and February 20 annually. It isn't only observed in China, it's celebrated across several countries and other territories in Asia, including South Korea and Singapore. In Vietnam, Lunar New Year is known as Tết, and in Tibet it's Losar. In the U.S., though, it's most commonly associated with what's often called Chinese New Year, the American version of China's 15-day-long festivities. **2021 is the year of the Ox** - what does that mean and how are you celebrating? Read More: <http://bit.ly/3jEskX8>



More from FM Diversity, Equity & Inclusion >>>

DIVERSITY, EQUITY & INCLUSION (CONTINUED)



February is BLACK HISTORY MONTH

Did you know that Black History Month (every February) was made possible by Carter G. Woodson who was born in Buckingham County and is the namesake for the [UVA Carter G. Woodson Institute](https://www.uva.edu/cartergwoodsoninstitute/)?

Learn more about this illustrious historian:

<http://on.natgeo.com/3p9qMFQ>

Black History Month: Movies to Watch

Hollywood is full of movies about slavery, segregation, and the Black struggle, and while these films can serve as important educational tools — especially during Black History Month — it is important to step back and remember that films about trauma are not the be-all and end-all of Black entertainment. See titles: <http://bit.ly/3cZL2XP>



New Class of Equity Center Community Fellows Joins UVA



The Community Fellows program is designed for individuals who have a history of working to reduce inequity in the Charlottesville community, and have a project that could benefit from access to UVA's support and resources. Click [here](https://www.uva.edu/equitycenter/fellows) to learn more about the new class of Community Fellows as well as the achievements of the previous, and continuing 2020 class:

<http://at.virginia.edu/371XUcj>

Sit Downs Before Shootouts

[Friends launch hotline to give Black community members access to mediators during altercations.](https://www.wjla.com/story/news/2021/02/10/sit-downs-before-shootouts-va/7041146002/) The friends have created a network of well-known people living in the community that will essentially act as on-call mediators in key Black neighborhoods ready to enter potentially fatal situations and talk people down. The group's name is **Sit Downs Before Shootouts**, and the number is (434) 218-2387.

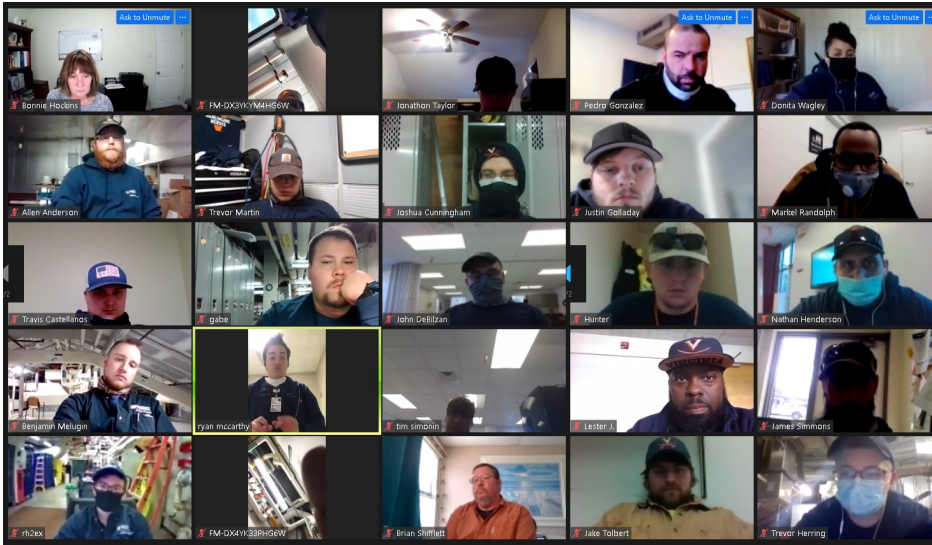
Read more: <http://bit.ly/3jE4Ykv>



Apprenticeship



RECAP: All-Apprentice Roundtable, February 9



Thank you to the more than 45 apprentices that joined the All Apprentice Roundtable on February 9th. Second Year Plumbing Apprentice Ryan McCarthy took the lead on behalf of FM's Inclusive Excellence Team to administer the [IE Survey](#) that everyone in FM will have the opportunity to complete in the coming weeks.

Program Manager Brian Shifflett also introduced Bonnie Hockins and gave brief updates on the program for 2021.

Upcoming Training

A virtual reality training opportunity has been identified for HVAC and Electrical apprentices. Apprentices may be tapped to test-drive this class in the coming weeks. Special thanks to Shawn Ragland for identifying this resource.

FEBRUARY IS Career and Technical Education Month

Each February Career and Technical Education (CTE) Month is celebrating what the UVA FM Apprenticeship Program does for apprentices every day: preparation for a high-demand career with specialized skills and knowledge for a fulfilling career in the skilled trades. **Special thanks to all of our [on-the-job trainers](#) who pass on their skills and experience to create a regenerative pipeline of skilled trades employees.**



CELEBRATE TODAY,
OWN TOMORROW!

Safety Committee

The Apprenticeship team is collaborating with FM Occupational Health and Safety to create an apprentice-specific safety committee. This committee will join the existing 5 FM Safety Committees and will be comprised of two apprentices from each trade working in different areas on Grounds. Email FM-OHS@virginia.edu to volunteer or find out more.

OCCUPATIONAL TRAINING

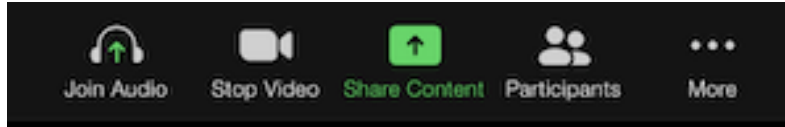
ZOOM Tip of the Week:

Finding Chat, Mute, Video on your iOS Device



Get the app: <http://apple.co/2Zktpu5>

Attendee controls are at the bottom of your screen. You may have to touch the bottom or swipe up to have them appear:



You activate/deactivate the control by touching the corresponding icon.

- **Mute / Unmute:** Mute or unmute your microphone or join or leave audio.
- **Video:** Start and stop your own video.
- **Share:** Start a screen share. You'll be able to select what you want to share. Learn more: <http://bit.ly/3a6DssK>
- **Participants:** See who's currently in the meeting and who has host controls. The participants list also allows you to tap your name if you want to raise your hand.

More:

- **Chat:** Access the chat window to see chat content.
- **Raise Hand**
- **Meeting Settings:** Access to some personal settings related to the meeting you are currently participating in.
- **Virtual Background:** Configure and enable the virtual background feature. More: <https://support.zoom.us/hc/en-us/articles/210707503>

Get your UVA Zoom Backgrounds here: <http://at.virginia.edu/2OsVMUB>



OCCUPATIONAL HEALTH & SAFETY

Wear your PPE

[Personal Protective Equipment]

Eye and Face Protection

- **Safety glasses or face shields** are worn any time work operations can cause foreign objects to get in the eye. Wear when exposed to any electrical hazards, including working on energized electrical systems. Select the right type based on anticipated hazards.
- **Face covers that protect from the coronavirus that causes COVID-19 should be worn whenever on grounds.** See [UVA Policy SEC-045](#).

Bernie says!



Foot Protection

- **Wear your correct work shoes or boots** with slip-resistant and puncture-resistant soles. Put in a request for shoes: <https://at.virginia.edu/2xVySMZ>
 - **Safety-toed footwear** is worn to prevent crushed toes when working around heavy equipment or falling objects.
 - **EH-rated footwear** significantly impedes the flow of electricity through the shoe and into the ground. This reduces the likelihood of electrocution for the wearer. These are required for employees who work around live wires and possible electricity.
 - **Slip resistant footwear** is most commonly used by our building and custodial services groups. These offer protection against slipping hazards.
 - **Winter boots** are available for designated employees that work snow duty.

Hand Protection

- **Gloves should fit snugly.**
- **Wear the right gloves for the job**

If you have questions about your PPE, email FM-OHS@virginia.edu.

Head Protection

- **Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.** Routinely inspect them for dents, cracks or deterioration. **Replace after five years or a heavy blow or electrical shock.** Contact the [Sign Shop](#) to get a replacement.

Hearing Protection

- **Use earplugs/earmuffs in high noise work areas.** Clean or replace earplugs regularly.
- **Standard earbuds or headphones are NOT approved hearing protection.**

TOOLBOX TALK



Safe Driving in Winter Conditions

On December 23, 2019, just outside of Williamsburg, VA, a **69-car pile-up** **closed down Interstate 64** for hours as first responders picked their way through mangled vehicles to extract the injured. The significant factors in the accident were fog and an icy roadway.



Each year:

13,000

people are **killed** and

116,800

are **injured** due to vehicle crashes on snowy, slushy, or icy pavement.*

17%

of all vehicle crashes

occur during winter conditions.†

Ready your vehicle.

Make sure:

- Your vehicle is serviced and up to date.
- Your tires:
 - are properly inflated.
 - have at least **6/32" tread depth** for winter driving.
- Your wiper blades are in good shape.
- The heater and defroster are working.
- Headlights, brake lights, and turn signals are working.
- To clear all windows of snow and ice. Remove snow from the roof, hood, and trunk

Ready yourself.

Know your vehicle:

- **Front-wheel drive vehicles** may push straight ahead.
- **Rear-wheel drive vehicles** may cause the car's back to slide around.
- **ABS brakes: apply firm, steady pressure to stop in wintry conditions.**
- **Non-ABS brakes:** pump the pedal to keep the tires from losing traction when stopping in wintry conditions.
- **Practice** starting, stopping, and turning in a safe and open area.

While driving:

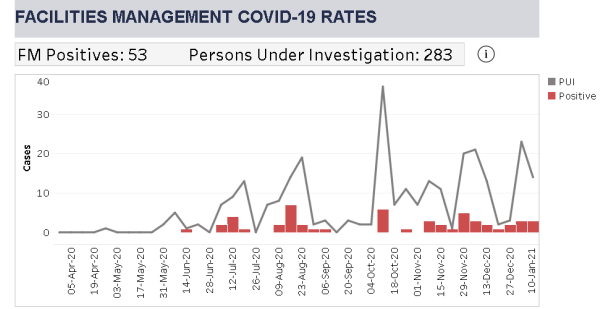
- **Slow down.**
- **Allow greater stopping distance** between you and the car ahead.
- **Smooth and steady driving.** No sudden movements.
- **Turn your headlights on.** Virginia law requires you to have your headlights on in low visibility conditions and when using your windshield wipers.

* Federal Highway Administration: https://ops.fhwa.dot.gov/weather/weather_events/snow_ice.htm

† National Highway Traffic Safety Administration: <https://www.nhtsa.gov/winter-driving-safety>

UVA FM's COVID-19 Dashboard

Working with FM Occupational Health & Safety team's data, UVA FM's Programs & Informatics team has created an FM-ONLY COVID-19 dashboard to keep employees informed. The dashboard shows the exposure and positive test case numbers for Facilities Management staff and contractors.



View it here: <https://www.fm.virginia.edu/employees/intranet/fm-covid-chart.html>

If it asks you to log in, your username and password are the same as your FM computer login.

FM MANAGERS & SUPERVISORS:

SUPPORT YOUR EMPLOYEES & ENFORCE COVID-19 GUIDELINES!

Managers, supervisors, and construction/renovation project managers must support and protect employees in their groups by reporting COVID-19 cases or suspected COVID-19 cases (symptomatic or exposure) using the **online reporting form**. By making a report, supervisors are activating the Public Health Emergency Leave for their affected employees.

COVID-19 On Grounds Guidelines are to be enforced by supervisors to ensure that the potential for exposure to any asymptomatic individual remains as low as possible. FM Occupational Programs is working with the University to help educate employees and prevent the spread of COVID-19.

Employees found to be a potential exposure will be asked by Facilities Management to quarantine for up to 10 days and seek testing at the UVA Asymptomatic Testing Clinic. This is to prevent possible asymptomatic spread of the virus that causes COVID-19.

More information can be found in the **OHS COVID-19 Resources:**

<https://www.fm.virginia.edu/depts/ohs/covid-resources.html>

Look for the *COVID-19 Reporting & Guidance* document for supervisors & managers.

FREE COVID-19 TESTING RESOURCES FOR UVA FM EMPLOYEES

If you are experiencing illness or symptoms: Stay home, inform your supervisor, and call Employee Health for testing and/or guidance at 434-924-2013.

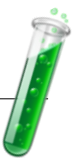
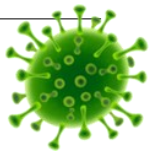
If you are not experiencing symptoms:

- **Let's Get Checked at-home kit:**

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

- **Saliva testing at the Central Grounds Parking Garage:** <https://besafe.virginia.edu/>

If you think you have been exposed, but aren't having any symptoms you can be tested by appointment at the UVA Asymptomatic Testing Clinic: 434-243-9534.



UVA ACADEMIC COVID-19 QUARANTINE & RESPONSE GUIDELINES:

A summary of the updated quarantine/testing guidelines implemented on February 3, 2021 for UVA FM employees potentially exposed to a COVID-19+ case:

- Potentially exposed employees are identified.
- UVA FM OP will reach out via email to the affected employees, cc'ing their supervisors and UVA's COVID-19 Case Management Operations Team (CMOT), with instructions for a mandatory **10-day (from date of exposure) quarantine and testing directions:**
 - The affected employee will be tested on day 5 (ideally at UVA Asymptomatic Testing Clinic with results returned day 6).
 - The affected employee will be tested again on day 9 (ideally at UVA Asymptomatic Testing Clinic with results returned day 10)
 - UVA's COVID-19 Case Management Team will reach out to the affected employee on day 9 to follow up & review their status.
 - With two negative tests, no symptoms, and no contact from the Virginia Department of Health, the affected employee can return to work on day 11.

For example:

An employee is exposed on **01/01/2021**. They would take a test on **01/06/2021** and **01/10/2021**. If these tests are negative, they do not have any symptoms, and they were not placed on a longer quarantine by VDH, they can return to work on **01/12/2021**. UVA's Case Management Team may also release the employee back to work early if they are determined to not be a close contact by the VDH.

- During quarantine, the Virginia Department of Health may reach out to the affected employee to determine their level of exposure. **Any instructions VDH gives the employee overrides previous instructions from UVA's COVID-19 Case Management Team or FM OP.**
- UVA's Case Management Team may release the employee back to work early if they are determined to not be a close contact by the VDH.
- Failure by the employee to follow testing and quarantine instructions can lead to a longer quarantine and/or disciplinary action.

DEFENSE AGAINST COVID-19:

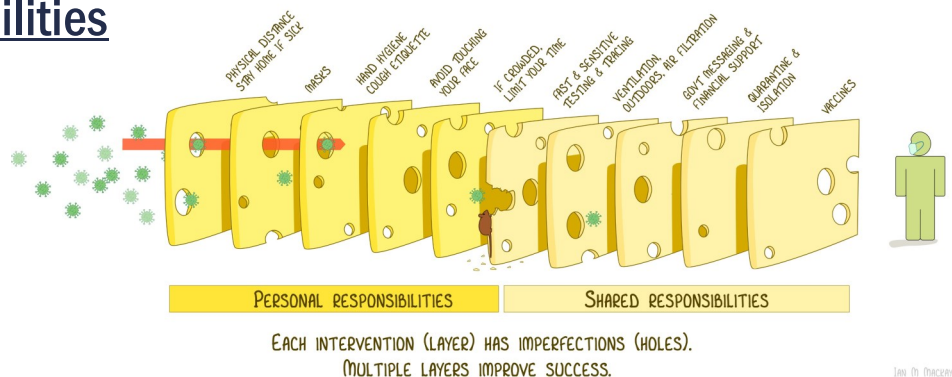
Personal & Shared Responsibilities

Thank you for your flexibility and patience as you work with your colleagues to defeat this virus!

Remember to:

- 1. Keep your distance (6 feet!)**
- 2. Wash your hands for 20 seconds.**
- 3. Wear your face cover.**

THE SWISS CHEESE RESPIRATORY VIRUS PANDEMIC DEFENCE RECOGNISING THAT NO SINGLE INTERVENTION IS PERFECT AT PREVENTING SPREAD



The vaccine is here!



Many FM employees who are frontline support of UVA Health have received the invitation to schedule their first does of the COVID-19 vaccine through UVA Health. This is the first step to protecting yourself from the coronavirus that causes COVID-19. You are considered protected 2-4 weeks after your **second dose** of the vaccine. However, you must still practice physical distancing, wear your face covering, check in with HOOS Health Check, and wash your hands in order to protect those who have not yet received a vaccine.

Next week, the Virginia Department of Health will rollout a central phone number and registration for all Virginians to register for vaccine.

About the Vaccine & More Resources:



FAQs, accurate information,
and about the national
vaccination program from the
CDC: <http://bit.ly/39vLLgi>



Vaccine FAQs from UVA
Health: <http://bit.ly/2N3Yjnw>



Virginia Department of
Health's Vaccination
Response page:
<http://bit.ly/3bR46Hx>

Employees who have already received their first dose are encouraged to join **v-safe**, a smartphone-based tool by the CDC that gives you personalized health check-ins after you receive a COVID-19 vaccine.

- Through v-safe, you can quickly tell CDC if you have any side effects after getting the COVID-19 vaccine.
- v-safe will also remind you to get your second COVID-19 vaccine dose if you need one.



Learn more: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/vsafe.html>

Be sure to respond to your invite and take advantage of the COVID-19 vaccine once it is made available to you. The state is currently in [phases 1a and 1b](#) of the vaccination process. It is expected the vaccine will be available to everyone by spring of this year.

COVID-19 CONTACT TRACING

UVA Facilities Management

Occupational Programs

NOTIFY YOUR CONTACTS

If you have COVID-19, it is important that you notify people you had close contact with while contagious.* This includes everyone who:

- Has been **within 6 feet of you for a total of 15 minutes or more** over a 24-hour period regardless of face cover use, or
- Has been **directly exposed to your respiratory droplets** (e.g., coughed or sneezed on, shared a glass/utensils, kissed, etc.), or
- **Lives with you, or**
- **You provide care for.**

**You are considered contagious starting 2 days before you became sick (or 2 days before your test if you never had symptoms) until you complete isolation.*

A sample message for your close contacts:

“Hi. I have been diagnosed with COVID-19 (or coronavirus). I’m reaching out because when we last met, you may have been exposed. Although most cases of COVID-19 will be mild, the Health Department recommends that you:

- **Stay home (quarantine) and monitor your health for 14 days** after we last interacted. Staying home for 14 days is the safest option. If you are not able to stay home for 14 days and you do not have symptoms, you may leave home after Day 10 without testing or after Day 7 if a PCR or antigen test performed on or after Day 5 is negative.†
- **Contact your healthcare provider to ask about getting tested.** The best time to get tested is 5 days or more after your last exposure. Even if you test negative, you should stay home until at least 7 days after your exposure. You should also monitor your symptoms and be safe (e.g., wear a mask, stay at least 6 feet from others, wash hands often) for 14 days after your exposure. UVA employees can seek free testing at the Asymptomatic Testing Clinic: 434-243-9534.
- **Seek medical attention immediately if you have a medical emergency.** Emergency warning signs of COVID-19 include trouble breathing, pain or pressure in the chest, confusion, or bluish lips or face.
- **Keep your distance from others** (at least 6 feet) including in your home if possible. Do not share items with others. Use a separate bedroom and bathroom, if possible.
- **Wear a cloth face covering** when around others.
- **Wash your hands often with soap and water** for at least 20 seconds or use an alcohol-based hand-sanitizer.
- **Clean and disinfect high-touch surfaces** at least daily (e.g., doorknobs, light switches, phones, remote controls, etc.).
- **Answer the call.** Your local health department will attempt to contact you with more recommendations. If the number of COVID-19 cases is high in your area, the health department may not be able to call you.
- **If you test positive for COVID-19, please notify your local health department and your close contacts.** Your close contacts will need to receive all the same guidance I am providing you today.

† These are **VDH guidelines**. Initial quarantine instructions for UVA FM employees will come from FM-OP and may be slightly different.

WHO ARE YOUR CONTACTS?

First day of symptoms (or if never had symptoms; day tested positive for COVID-19): _____

Subtract two days: _____
(This is the start of your contagious period.)

List your close contacts (defined above) during your contagious period:




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.

February 12: National Plum Pudding Day

February 13: Galentine's Day 

 **February 14: Valentine's Day**

February 15: Presidents Day 

 **February 16: Mardi Gras**

February 17: Ash Wednesday 

 **February 18: Pluto Day**

February 12: National Chocolate Mint Day

