

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

2.26.2021

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

**WAITING FOR COVID-19 TEST RESULTS? ANSWER THE CALL!**

**Occupational Programs or Employee Health will be calling all employees who receive a positive test result.**

#### **HERE'S HOW TO HELP THEM OUT:**

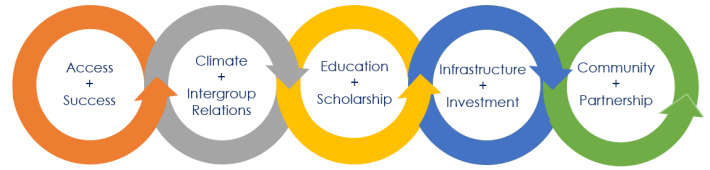
- ★ Answer your phone, even if the call is from an unlisted number.
- ★ Even if you're in a meeting, consider stepping out for the call.
- ★ Ensure your voicemail is set up and not full in case you miss a call.
- ★ Check your voicemail and return the call ASAP.

**THANK YOU! • OCCUPATIONAL PROGRAMS**

## DIVERSITY, EQUITY & INCLUSION

### INCLUSIVE EXCELLENCE SURVEY UPDATE

Thank you for your participation in the Inclusive Excellence survey this week! The survey closes at 5pm today and we have received over 600 responses so far - thank you!



If you or your team have not taken the survey, please call [Emily Douglas](#) immediately (434) 906-5810. The plan the Inclusive Excellence team will create is based on everyone's input via the survey, so we need your responses!

### UVA updates from the Racial Equity Taskforce Goals

In September, the University of Virginia's Board of Visitors endorsed several goals articulated by UVA's Racial Equity Task Force and requested that UVA leadership develop a plan for funding, implementing and measuring progress toward those goals. Faculty members, students and staff have made significant progress toward those goals even amid challenges posed by the pandemic. Special focus has been on efforts to increase the diversity of the student body and faculty, consistent with the University's 2030 Strategic Plan. Learn more about the progress being made:

<http://at.virginia.edu/2ZMTQc1>

### Diversity Speaker Series



This series features presentations by local leaders who are helping to shape a culture of anti-racism and inclusion in Charlottesville. The online event runs for six consecutive Wednesdays. The series is free and open to all, but registration is required. Examples of sessions include, 'What IS White Privilege?', 'The Origins of Racial Categories', and 'Getting Comfortable with

Being Uncomfortable." *Shoutout to Corey Hoffman for finding this & sharing.*

View topics & register: <https://thecentercville.org/pages/2021speakerseries>

### 'Modern Love' sees a trend toward kindness during the pandemic

"Modern Love" consists of essays that have been submitted by readers and are then edited [by UVA Alumnus Daniel Jones](#). They are "about relationships, feelings, betrayals and revelations."

Check out some of the essays [here](#) including, 'Lockdown Was Our Breaking Point', 'My Unlikely Pandemic Dream Partner', and 'We Need More Significant Others': <https://www.nytimes.com/column/modern-love>



More from FM Diversity, Equity & Inclusion >>>

## **DIVERSITY, EQUITY & INCLUSION (CONTINUED)**

### **On “Small Talk” & Conversation Starters**

Research has confirmed that superficial small talk **does not** build relationships. But most of us are guilty of asking questions that lead nowhere beyond the small talk, instead of the type of questions that will trigger deeper conversations. The best way to get conversations off to a great start is to put the focus on the other person. To make these interactions more interesting, we need to



be mindful of the fact that every person we encounter, like us, has a story to tell.

**Click here** to check out **10 conversation starters** to consider including, What gets you up in the morning?, What excites you right now?, and What's the most important thing I should know about you?: <http://bit.ly/37MBpbU>

## **OCCUPATIONAL TRAINING**

### **ZOOM Tip of the Week:**

#### **Using the In-Meeting Chat**



The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user, or you can send a message to an entire group. As a meeting host, you can choose who the participants can chat with or to disable chat entirely.

In-meeting chat can be saved manually or automatically. Auto-save chat will automatically save your in-meeting chat locally on your computer. You can also manually save your chat when you start a local cloud recording.

**Note: Private messages between participants are not viewable by the host.**

Learn More:

<https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat>

**More from Occupational Training >>>**

## **OCCUPATIONAL TRAINING (CONTINUED)**

### **Strategic Doing: Using Agile Leadership to Build Strong Collaborations**

March 5, 2021, 10:00 AM to 12:00 PM

Offered by Organizational Excellence:



In this session, you'll learn about an approach to collaborations - everything from a team meeting to a multi-million-dollar research project - that will get you past talking about the work to actually doing it together. This session will include hands-on participation. Come ready to learn and practice new skills.

To learn more and register: <https://organizacionalexcellence.virginia.edu/event/3061>

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### **MICROLEARNING: Teambuilding**

What is MicroLearning? Learning packaged in manageable 5-15 minute sessions.

#### **DAY 1: TEAM/ORGANIZATIONAL HEALTH**

<https://youtu.be/c5HDEYFLrG4>

#### **DAY 2: TEAM EFFECTIVENESS**

<https://youtu.be/XOitvJe-yLk>

#### **DAY 3: FIVE DYSFUNCTIONS OF A TEAM**

<https://youtu.be/IsTIHBNew-4>

#### **DAY 4: INCLUSIVE TEAMS**

<https://youtu.be/vMtlmp8fjQA>

#### **DAY 5: WRAP UP**

<https://youtu.be/895YFGiVxgg>

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## **Apprenticeship**

### **Virtual School Visit: Essex County**

Special thanks to Essex County High School for inviting the FM Apprenticeship Team to virtually present to Essex juniors and seniors on the benefits of seeking a career in the skilled trades. Thanks also to FM Apprentice Ryan McCarthy for making the time to answer questions about her experience in the program.



## OCCUPATIONAL HEALTH & SAFETY

### Wear Your Safety Glasses!

Did you know:

**~2,000** eye injuries  
occur each DAY?

**Most** objects causing  
injury are SMALLER  
than the head of a pin?

**70%** of  
injuries are caused  
by flying or falling  
objects?

**Bernie says!**



Most workplace eye injuries occur where safety eyewear is overlooked. Many of those injured on the job didn't think they needed to wear safety glasses, were wearing eyewear that didn't provide adequate protection, or lifted safety glasses just for a few seconds to get a closer look at something.



**Don't become an eye injury statistic!**  
**Wear your Safety Glasses!**

OSHA's standards for eye protection are intended to help prevent accidents that can lead to serious injuries, up to and including blindness, caused by a variety of hazards. These hazards include flying particles (such as those present when cutting, chipping, drilling, grinding, brushing, and blowing with compressed air), molten metal (torch cutting, welding, brazing), liquid chemicals (mixing, cleaning, measuring), acids or caustic liquids (applying cleaners, filling batteries), chemical gases or vapors (cleaning, mixing, spraying, heating), or potentially injurious light radiation (welding, cutting, brazing, lasers).

Learn more: <https://www.osha.gov/SLTC/etools/eyeandface/faqs.html>

*If you have questions about your PPE,  
email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).*

# **The vaccine is here!**



This is an important 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.

If you haven't made an appointment or started your vaccine through UVA, register at [vaccinate.virginia.gov](https://vaccinate.virginia.gov) or call 877-829-4682



**Learn More**  
about Vaccination in Virginia



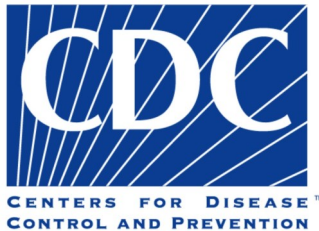
**Sign up**  
for free COVID-19 vaccine  
& check your pre-registration status.

Pre-Registration

**Talk to someone**  
**(877) VAX-IN-VA**  
(877) 829-4682



## 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 are receiving 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 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 late spring of this year.

## 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.**

\* Employees that have completed their vaccine more than 2 weeks prior to exposure will receive slightly different quarantine instructions.

## DEFENSE AGAINST COVID-19:

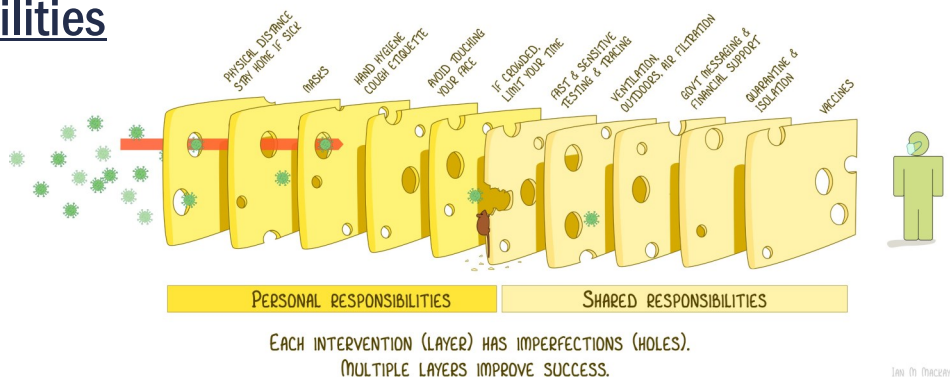
### Personal & Shared Responsibilities

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

### **Remember to:**

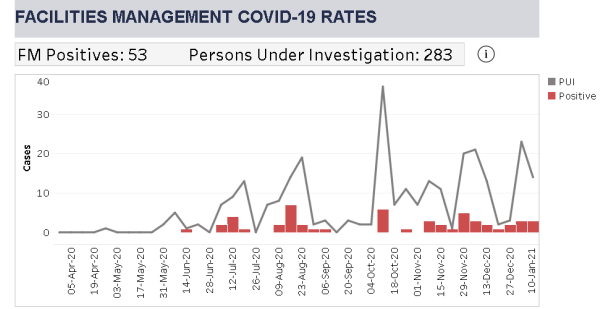
- 1. Keep your distance (6 feet!)**
- 2. Wash your hands for 20 seconds.**
- 3. Wear your face cover.**

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



## 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.

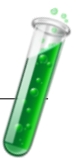
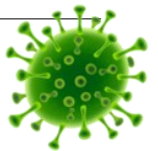
If you are not experiencing symptoms:

- **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.



# 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:

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# 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 26: National Pistachio Day**

**February 27: International Polar Bear Day**

**February 28: National Chocolate Souffle Day**

**March 1: World Compliment Day**

**March 2: National Read Across America Day**

**March 3: National “If Pets Had Thumbs” Day**

**March 4: National Grammar Day**

**March 5: National Day of Unplugging**