

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

04.23.2021

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

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 use of Public Health Emergency Leave for the affected FM 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 here to help educate employees and prevent the spread of COVID-19.

Employees found to be potentially exposed at work will receive guidance from Employee Health or the health department to prevent possible 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.



DIVERSITY, EQUITY & INCLUSION

Q&A: UVA EOCR's PADHR Training

The University's Preventing and Addressing Discrimination and Harassment (PADH) policy prohibits discrimination and harassment on the basis of age, color, race, disability, marital status, national and ethnic origin, political affiliation, religion, sexual orientation, gender identity or expression, veteran status, family medical or genetic information, as well as other forms of sex discrimination not covered by the Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence.



The Preventing and Addressing Retaliation (PAR) policy prohibits retaliation against individuals who complain of discrimination and harassment under the PADH policy or who participate in an investigation under the policy.

The UVA Office for Equal Opportunity and Civil Rights (EOCR) presents an online PADHR training every two years. To supplement the one we just received, **FM has scheduled sessions for FM employees to get answers to your questions like:**

- Where and how to report an incident,
- What happens after you report, and
- Whether you are obligated to report.

Participants will hear realistic FM scenarios and can interact with the Specialist in this area.

Please register for one of the sessions below and contact Emily Douglas, DEI Specialist with any questions or for any accommodations, em4hg@virginia.edu or 434-906-5810.

Supervisors and managers should register for one of these sessions:

Wednesday, May 12th, 2-3:15pm: <https://at.virginia.edu/atrF3W>

Tuesday, May 18th, 10am-11:15pm: <https://at.virginia.edu/CTes6m>

Non-supervisors should register for one of these sessions:

Monday, May 10th, 2-3:15pm: <https://at.virginia.edu/XnxnsH>

Wednesday, May 19th, 10-11:15am: <https://at.virginia.edu/HFzntw>

After registering, you will receive a confirmation email containing information about joining the virtual meeting.

Listen: UVA Initiative Looks at Our Relationship with Statues and Memorials

UVA has launched The Memory Project, an initiative to explore politics and inclusion in how public spaces are used to commemorate the past. Listen: <https://at.virginia.edu/cZvhyL>



More from FM Diversity, Equity & Inclusion >>>

DIVERSITY, EQUITY & INCLUSION (CONTINUED)

21+ Questions Every Manager Should Ask Their Employees

Managers, you have a lot on your plate. You're responsible for differing personalities, communication styles, preferences, and motivations. Getting to know your team and solidifying these bits of information can be time-consuming—and even a little awkward. But your teammates need to know each other to work well together. How do you get over the “icebreaker” cringe? **The key is to prepare ahead of time by doing things like**



setting up a list of questions to regularly ask your employees. Here are some examples:

- What's the best way to communicate with you?
- What motivates you to come to work?
- How do you spend your time unwinding?
- Am I doing a good job supporting you? Is anything missing? How can I improve?
- Does the team have your back?

See the full list with great descriptions here: <https://at.virginia.edu/HRBS98>

Get an Appointment for the Covid-19 Vaccine!

Appointments Available This Week at Seminole Square Community Vaccination Center for everyone who is age 16 and older. Due to an increase in vaccine supplies, the Seminole Square Community Vaccination Center has appointments available. **Please invite your family, friends, and neighbors to make an appointment today by contacting the UVA COVID Vaccine Call Center at 434-297-4829 (4VAX).** The call center is in operation Monday-Saturday, 8 a.m.-8 p.m.

If you need help scheduling an appointment for the vaccine, please visit one of the locations below. Laptops are available for you to use to schedule a vaccine appointment and FM DEI Specialist Emily Douglas (em4hg@virginia.edu, 434-906-5810) is present to assist and answer any questions.

Skipwith Lower-Level Conference Room 010:

April 23rd, 2-4pm

Newcomb Hall Room 389:

April 27th, 9:30-11:30am

Wilsdorf Hall Room 200:

April 29th, 9:30-11:30am

As a reminder: No sign-up is required to attend these registration events.

More from FM Diversity, Equity & Inclusion >>>

DIVERSITY, EQUITY & INCLUSION (CONTINUED)

UVA Affordable Housing Community Engagement Kickoff

Affordable housing is a pressing issue in the Charlottesville/Albemarle area, and UVA is committed to working on it with community partners. The University has established a goal to support the development of 1,000 to 1,500 affordable housing units in Charlottesville and Albemarle County over the next decade using land owned by UVA and/or the UVA Foundation.

Please join UVA President Jim Ryan and Executive Vice President and Chief Operating Officer J.J. Davis for a virtual kickoff of the University's Affordable Housing work on Thursday, April 29 at 7 p.m. Project consultant Gina Merritt of Northern Real Estate Urban Ventures (NREUV) will provide background, examples of past projects, and share an overview of the community engagement process. Ms. Merritt and University leaders will also address frequently asked questions. To register and submit questions, visit the Affordable Housing Community Engagement Kickoff [registration page](#). A captioned video of the meeting will be posted online following the event.

For more information about the Affordable Housing initiative and other work related to the President's Council on UVA-Community Partnerships, visit [prescouncil.president.virginia.edu](#).

**WE NEED YOUR VOICE &
VALUE YOUR OPINION!**

AFFORDABLE HOUSING COMMUNITY ENGAGEMENT KICKOFF

With Opening by UVA President Jim Ryan

April 29th | 7:00 PM

Register at:

<http://bit.ly/AffordableHousingUVA>



UVA has established a goal to support the development of 1,000 to 1,500 affordable housing units in Charlottesville and Albemarle County over the next decade on land owned by the University and the UVA Foundation. Share your thoughts on affordable housing by submitting your questions at registration and participating in the event's polls.

Questions? Write to us at affordablehousing@virginia.edu.

 **UNIVERSITY of VIRGINIA**

OCCUPATIONAL HEALTH & SAFETY

Use Smart Team Lifting Practices

Team lifting must be coordinated and all actions communicated among team members.

- **Size up the load** and check over-all conditions.
- **Ask for help** if the weight, shape, or size of an object makes the job too much for one person.
- **Do not try to handle the lift** on your own: A good rule of thumb is to **use one person for every 50 pounds of weight**.
- **Wear proper personal protective equipment (PPE)** to avoid finger injuries and contact stress.
- **Ensure that gloves fit properly** and provide adequate grip to reduce the chance of dropping the load.
- **Wear your safety shoes** to provide sure footing and to protect your feet.
- **Plan your path:**
 - **Make sure there is enough space** for movement and that the footing is good.
 - **Be sure there are no obstructions in the planned path** to prevent tripping.
 - **Keep an eye on where you place your feet** while in transit.
- **Workers should be approximately the same size for team lifting.** Same-size lifters will keep the item well-balanced.
- **One person should be responsible for control and communication of action** to ensure proper coordination. **Select this person before the lift begins.** *Remember, if one worker lifts too soon, shifts the load, or lowers it too soon, either worker may be injured.* **Coordinate and agree on voice signals.**

Bernie says!



- **Utilize proper handholds**, including handles, slots, or holes with enough room to accommodate gloved hands.
- **Workers must work together and communicate expected actions.** If you need more help to lift, ask for assistance.
- **Consider alternate methods:** Some items can be slid rather than lifted. Use mechanical assistance when available. Mobile transporters can also alleviate lengthy lifts.

Questions about safe lifting? Email FM-OHS@virginia.edu.

OCCUPATIONAL HEALTH & SAFETY

OHS TRAINING

Are you up to date on your safety training? FM Occupational Health and Safety has pivoted to offer many subjects over Zoom and continues to offer hands-on training when needed, following all COVID-19 prevention protocols in person.

Email FM-OHS@virginia.edu to request a class for your employees.

See your group's training records: <https://at.virginia.edu/38cjh1>

This Tableau report is accessible by anyone with Tableau access: FM management and management staff. Class info is added 5-7 days after a training is completed.

This link can also be found on the **OHS Training** page: <http://bit.ly/FMOHSTraining>



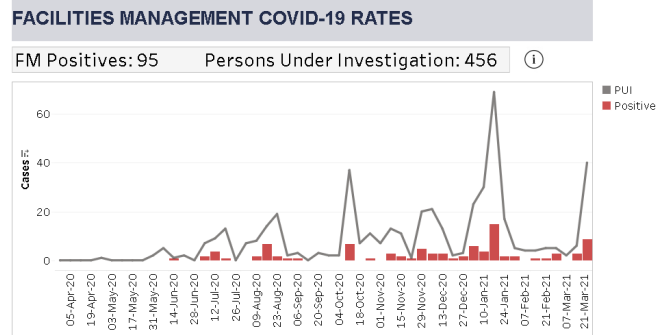
FALL PROTECTION REMINDER: Annual Inspections Due!

Log your annual inspection of your fall protection equipment by a competent person.

Reach out to OHS with any questions or concerns: FM-OHS@virginia.edu

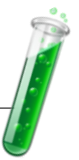
UVA FM's COVID-19 Dashboard

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.



FREE COVID-19 TESTING RESOURCES FOR UVA FM EMPLOYEES

Some FM groups are requiring weekly testing of employees to prevent the asymptomatic spread of the virus that causes COVID-19. If you are not part of these groups or would like additional testing:

If you have 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 several on-Grounds locations: <https://besafe.virginia.edu/testing-sites-and-hours>

If you think you have been exposed, but aren't having symptoms you should reach out to Employee Health for testing and/or guidance at 434-924-2013.

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 final 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 or call 877-829-4682



Employees can now use PHEL to receive their COVID-19 Vaccine.

UVA's Public Health Emergency Leave (PHEL) is now approved for use if employees have to take time away from work to receive a COVID-19 vaccine (either dose), in addition to being available for quarantine & recovery from COVID-19. PHEL can be accessed under *Occasional Time Off* in the Workday time off/absence request area. Contact UVA FM's HR Business Partners for more information: <https://www.fm.virginia.edu/employees/hrforms.html>

About the Vaccine & More Resources:



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



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

[BlueRidgeCOVID.org](https://www.blueridgecovid.org): This website serves as a portal for COVID-19 resources within the Blue Ridge Health District and includes information on vaccine appointments, Frequently Asked Questions, job opportunities, case counts and vaccine dashboards, and more. Easy-to-follow icons guide users to a number of resources from the Blue Ridge Health District, Virginia Department of Health, and community partners. *Launched by the Blue Ridge Health District in partnership with Red Light Management, this website is available in both English and Spanish.*



Anyone receiving their first dose of the COVID-19 vaccine is 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.

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 moved to phase 2 on April 18, meaning everyone 16 and older who lives or works in Virginia can now get the COVID-19 vaccine.

Make Your Vaccine Appointment



All UVA staff should have received an invitation by now to schedule a COVID-19 vaccine. If you have not had an opportunity to schedule an appointment call the UVA COVID Vaccine Call Center at 434-297-4829.

If you have already been vaccinated or have an appointment, consider helping your friends, family, and neighbors get registered using the resources below.

Search daily through:

- VaccineFinder: <https://vaccinefinder.org/> *
- BRHD's direct link to the VAMS appointment system: <https://register.vams.cdc.gov/?jurisdiction=BR> Appointments may not be available right away, but Virginia's goal is that everyone who wants a vaccine will be able to get at least one dose by the end of May.

Make an appointment through UVA:

Appointments are available at the Seminole Square Community Vaccination Center for **anyone** age 16 and older.

Please invite your family, friends, and neighbors to make an appointment today by contacting the UVA COVID Vaccine Call Center at 434.297.4829 (4VAX). The call center is in operation Monday-Saturday, 8 a.m.-8 p.m.

Register with Virginia Department of Health:

This only need to be done once.

Visit <https://vaccinate.virginia.gov/> OR call 877-829-4682

If you are eligible in Phase 1a, 1b, or 1c and you don't find an appointment through VaccineFinder that meets your needs, you may pre-register for a priority appointment. Your local health district will contact you within a week to schedule your appointment.



Reminders:

- **Retailers must follow state guidelines for vaccinations.** Most are more restrictive and are vaccinating only 1a, 1b, and 1c at this time. Restrictions are expected to lessen as vaccines become more widely available.
- **Plan to receive your second shot at the same place/retailer as you receive your first.** Vaccines are allocated assuming the individual will return for a second vaccine, so if you obtain the second vaccine at a different location you are in effect taking a "first dose" from someone that needs it.
- **Beware of Scams!** Vaccine providers will never call, email, or text asking for your social security number or payment. You may be asked to provide ID and/or insurance/medical coverage info, but this is optional and the vaccination should be no charge.

** Information here may be limited or incomplete as more providers and pharmacies are added in the coming days & weeks.*

Look Out for Your Appointment Invite

All UVA FM employees who are eligible should have received an email from UVA Health with information about how to schedule an appointment.

Community members who have already registered for vaccinations through the Blue Ridge Health District or Vaccinate Virginia website may receive invitations from both the Blue Ridge Health District and UVA Health. **Take advantage of either invitation to be vaccinated at the first available opportunity.**

Examples of emails inviting you to make an appointment look like this:



This is sent from CDC, or
no-reply@envelope.mail.vams.cdc.gov

You are now eligible to be vaccinated at the COVID Community Vaccination Center at Seminole Square, 393 Hillsdale Drive Charlottesville, VA. **An appointment is required.**

To schedule your first dose vaccination appointment, please click on the button below to begin.

[Schedule](#)

Please note: If your first dose was obtained elsewhere, UVA Health cannot provide a second dose. Please keep previously scheduled second dose appointments to ensure you receive your second dose within the recommended timeframe for the specific vaccine you received.

This is a personalized link and should not be shared with others. If you cannot immediately find an appointment that is convenient, you can check back later at the same link.

*Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

UVA Health System | 1215 Lee Street | Charlottesville, VA 22903

This is sent from UVAHealthVaccination-ClinicDoNotReply@hscmail.mcc.virginia.edu

Getting vaccinated as soon as you're eligible is the best way to stay safe from the virus and return us to the community of living, learning, and working together.

OCCUPATIONAL TRAINING

OPPORTUNITY: COACHING AS A LEADER: LESS WORK, MORE IMPACT

Wednesday, May 5: 9am to 5pm

There is urgency in the air and you want to be helpful. But at what cost? Based on the book, "The Coaching Habit Say Less, Ask More & Change the Way You Lead Forever" (Michael Bungay Stanier) you will learn strategies to build a coaching habit that mitigates over-dependence, lessens feelings of being overwhelmed, and increases connection.

2 lesson Workday Learning course:

- Lesson 1 – Webinar
- Lesson 2 – Optional class survey

REGISTER HERE

(Must log in with Netbadge)

<https://at.virginia.edu/egtzlZ>

Current FM Job Openings

Opportunities within UVA FM as of April 22, 2021:

- **R0022628** - Assistant Director for Regulatory Compliance
- **R0022676** - HVAC Mechanic Senior
- **R0022915** - Trades Utility Senior Worker
- **R0022940** – Plumber
- **R0023177** - Trades Utility Senior Worker
- **R0022572** - Trades Utility Senior Worker, Shift
- **R0022573** - Trades Utility Senior Worker
- **R0022674** - HVAC Mechanic
- **R0022691** - Elevator Assistant Mechanic
- **R0022696** - Construction Superintendent
- **R0023447** - HVAC Shift Mechanic, Central Grounds Zone
- **R0023493** - Utilities Supervisor
- **R0019932** – Licensed Tradespeople (HVAC, Electrical or Plumbing) Shift

To Review/Apply

Current UVA employees should search and apply for jobs using their existing [Workday account](#):

- Access Workday via Netbadge login: <https://bit.ly/2QhW1mt>
- Enter “Find Jobs” in the search bar to begin.
- Search the Find Jobs list by job title.

See UVA HR’s [How to Apply: for Internal Candidates](#): <http://bit.ly/3ePAQ5s>

External applicants (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>

Questions on job listings should be directed to AskHR@virginia.edu



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.

April 23: National Picnic Day 



April 24: National Skipping Day



April 25: National Appreciate a Plumber Day

No hugging, please!



April 26: Audubon Day 



April 27: National Tell A Story Day

April 28: Stop Food Waste Day 



April 29: International Dance Day



April 30: National Arbor Day 