The Occupational Programs Weekly Wrap Up

UVA Facilities Management

In this issue:

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

APPRENTICES HIP PROGRAM

Accepting applications April 24–May 16

APPLY NOW

APPRENTICESHIP

 \rightarrow Applications are open for 2021!

OCCUPATIONAL HEALTH & SAFETY

- → BERNIE SAYS: Use these Quick Tips for Lifting Safely
- → REMINDER: Proper Propane Tank Disposal
- → NIOSH Aerial Lift Hazard Recognition Simulator
- $\rightarrow\,$ National Work Zone Awareness Week
- $\rightarrow\,$ Red Wing Shoe Truck Returns June 8!
- \rightarrow COVID-19 Resources
 - ⇒ Managers & Supervisors, support your employees & enforce COVID-19 guidelines
 - ⇒ Using Leave for Vaccination Appointments
 - \Rightarrow UVA FM COVID-19 Dashboard
 - ⇒ FREE COVID-19 Testing Resources for FM Employees—including an update to saliva testing on Grounds
 - ⇒ Local & National Information & Resources on Vaccines
 - ⇒ Make Your Vaccine Appointment and Help Your Family Get Registered!
 - ⇒ Appointment Invitation Examples
 - \Rightarrow Updates to UVA Policy SEC-045

OCCUPATIONAL Training

- \rightarrow Webinar: Coaching as a Leader
- → REMINDER: COVID Prevention Course due by May 1
- $\rightarrow\,$ UVA FM Staff Excelling in UVA Edge

04.30.2021

 $\rightarrow\,$ Current FM Job Openings

DIVERSITY, EQUITY & INCLUSION

- → Apply to serve on the first-ever Virginia LGBTQ+ Advisory Board
- $\rightarrow\,$ UVA Chapter of the Virginia Network
- → Choosing Everyday Courage: Speaking Up and Standing Out Competently at Work
- $\rightarrow\,$ Engaging with Authenticity
- → Pop-Ups in the Parks: Community Read Launch and Book Pick-Up at Albemarle County Little Free Libraries
- → Q&A Sessions: UVA EOCR's PADHR Training



and as always, Reasons to Celebrate!



APPRENTICESHIP: THE 2021 APPLICATION PERIOD IS OPEN!

Application open until May 16. Two Trades Tracks Available:

- Licensed Trades: Plumbing Electrical HVAC
- Non-licensed Skilled Trades: Carpentry Masonry

No trades experience required. Information on the application process and links to the applications can be found at <u>https://apprenticeship.fm.virginia.edu/application.html</u>

Apprenticeshi

arning by doing

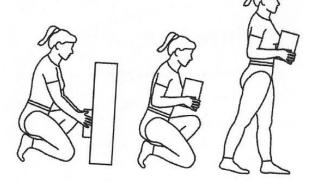
The class of Apprentices starting in summer 2021 will be the first cohort to start under a new 2+2 Program model. The 2+2 Program emphasizes basic skills training across multiple trades and workplace safety protocols during the first two years of apprenticeship. The Program will hire apprentices into a restricted two-year contract position for one of two trades tracks above. Apprentices will receive hands-on experience in the respective licensed or non-licensed track, learning on-the-job from journey-level mentors, supervisors, and other colleagues who ensure the highest-quality facilities management for the University and UVA Health. During this time, apprentices will meet regularly with the Apprenticeship Program Management Team to review training progress, as well as participate in quarterly assessments with their supervisor. Apprentices will specialize in a trade in their 3rd and 4th years.

OCCUPATIONAL HEALTH & SAFETY

<u>Use these Quick Tips for Lifting Safely</u>

Keep the following in mind when lifting a load:

- Avoid lifting directly from the floor, if possible
- For heavy or awkward objects, use a kneeling lift process. (Pictured below.)





15" 20" 25'

DANGER ZONE

21

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Safe

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20

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📰 Excellent

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40'

- When performing a team lift, select coworkers of similar height/build to ensure your load is not off balance.
- Work within your power zone. Avoid the Danger Zone:
- Break up loads to reduce weight.
- Wear grip gloves to improve your grip and protect your hands.
- Locate and use the **handles**, if available.
- Do not pull if you can push! Keep your back in proper alignment and use your leg muscles to do the work.

Questions about safe lifting? Email <u>FM-OHS@virginia.edu</u>.

OCCUPATIONAL HEALTH & SAFETY REMINDER: PROPANE TANK DISPOSAL



Propane tanks are never to be discarded or recycled through UVA Recycling.

If you have propane tanks or aerosol cans to be discarded or recycled, reach out to UVA Environmental Health and Safety (EHS) to schedule a waste pickup:

- **Online:** <u>https://researchcompliance.web.virginia.edu/wpr/</u> (Netbadge login required)
- By Phone: 434-982-4911

If you have questions about what can be recycled at UVA, contact Vic Martin, UVA FM Recycling Supervisor at <u>vem8n@virginia.edu</u> or 434-566-7020

NIOSH AERIAL LIFT HAZARD RECOGNITION SIMULATOR

This free downloadable simulator provides realistic workplaces with multiple dangerous hazard types that scissor and boom lift operators can navigate from the safety of a computer. Experienced operators can use the simulator to refresh their knowledge, and new operators can familiarize themselves with hazards they may encounter on the job. Using the simulator is not a substitute for required training to operate aerial and boom lifts.

Check it out and download: <u>https://www.cdc.gov/niosh/topics/falls/aeriallift.html</u>

NATIONAL WORK ZONE AWARENESS WEEK: APRIL 26-30

Drive carefully around construction and maintenance workers with these tips:

• Know Before You Go

With information on active work zones, you can change your trip, possibly avoiding work zones altogether.

Stay Alert and Obey the Roadway

Work zones change daily; pay attention so you can anticipate new traffic patterns.

• Watch for Workers

In 2019, 135 workers were killed in highway work zones in the United States and several were killed in Canada.

• Watch for Sudden Stops

Work zone activity often leads to congestion, delays, and stopped traffic. Be alert and watch for sudden stops.

Slow Down

Always obey posted work zone speed limits and keep a safe distance from the vehicle ahead of you. Special thanks to Sonny Beale, UVA FM Recycling Program Superintendent for sharing. Source: https://swana.informz.net/SWANA/data/images/4.25.2021_Safety%20Matters.pdf

RED WING SHOE TRUCK

After more than a year, the Red Wing Shoe Truck is returning to Grounds on June 8!

UPDATES to the Shoe Truck Process:

- FM employees can visit the shoe truck <u>by appointment</u> ONLY. A link to make an appointment will be shared in May.
- Only one FM employee at a time is allowed on the truck.
- Face covers are <u>required at all times</u> on the shoe truck and must cover your nose and mouth, regardless of vaccination status.

Routine Reminders:

- Employees needing safety shoes need to submit a request via the online portal: <u>http://bit.ly/FM-PPE</u>
- <u>Vouchers</u> will be released weekly via text and/or email. Emails will come from

no-reply@redwingbusinessadvantageaccount.com and include a link to download a PDF voucher. Texts will come from (651) 371-7971 and include a code that's scannable.

 If your shoe order is taking more than 10 days, email <u>FM-OHS@virginia.edu</u> to follow up.

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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 <u>online reporting form</u>. By making a report, supervisors are activating the use of Public Health Emergency Leave for the affected FM employees.

<u>COVID-19 On Grounds Guidelines</u> 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: <u>https://www.fm.virginia.edu/depts/ohs/covid-resources.html</u> Look for the <u>COVID-19 Reporting & Guidance</u> document for supervisors & managers.



The Occupational Programs Weekly Wrap Up | 04.30.2021 | Page 6 OCCUPATIONAL HEALTH & SAFETY USING LEAVE FOR VACCINATION APPOINTMENTS

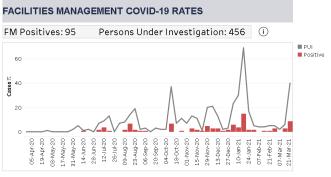
Virginia's Public Health Emergency Leave (PHEL) is the only paid leave type exclusively for COVID-related needs. After 80 hours have been exhausted, employees must use other leave types as appropriate (for example, UL or FMLA).

As of March 11, 2021, PHEL may be used to take time off from work to receive your COVID vaccinations. Access PHEL under Occasional Time Off in Workday.

For more information, visit UVA HR's Managing Leave During the Coronavirus: https://hr.virginia.edu/covid-19/financial-mitigation-steps/managing-leave-during-covid-19 (log in with Netbadge).

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: <u>https://www.fm.virginia.edu/employees/intranet/fm-covid-chart.html</u> 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: <u>https://www.letsgetchecked.com/us/en/order-form/</u> verification/
- Saliva testing at several on-Grounds locations, now by <u>appointment ONLY</u>.
 - Make an appointment: https://time2test.sites.virginia.edu/Appointment (log in with Netbadge.)
 - See sites & hours: <u>https://besafe.virginia.edu/testing-sites-and-hours</u>

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.



<u>'he vaccine is her</u>e.

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 guarantine & 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 FOR DISEASE CDC: <u>http://bit.ly/39vLLgi</u>



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

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: <u>https://vaccinefinder.org/</u> *
- 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:

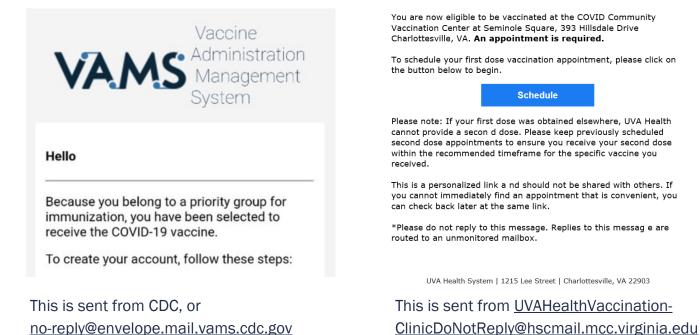
- Retailers must follow state guidelines for vaccinations. Restrictions are expected to lessen as vaccines become more widely available.
- You are no longer required to receive your second shot at the same place/retailer as you receive your first. If you are having difficulty obtaining a second dose appointment, please call 1-877-VAX-IN-VA (1-877-829-4682) and an agent will help you find an appointment. You can also email <u>2ndvaxdose@vdh.virginia.gov</u> for assistance. If you received a first dose, you should receive a second dose of the same vaccine brand. These should not be mixed.
- **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.

<u>Look Out for Your Appointment Invite</u>

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:



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.

UPDATES TO POLICY SEC-045: SEC-045: PREVALENCE TESTING, FACE COVERS, PHYSICAL DISTANCING, EVENTS AND GATHERINGS

Starting Monday, April 26, the following updates have been made to UVA Policy SEC-045: COVID-19 Health & Safety Requirement:

- → Individuals in the University community may gather with up to **25 people indoors**, raised from a previous limit of six, and up to **75 people outdoors**, raised from a previous limit of 25.
- → Outdoors, unvaccinated community members must wear a face cover <u>at all times</u>, even when they can maintain a physical distance of at least six feet. Based on <u>CDC guidance</u>, fully vaccinated people are required to wear a face cover outdoors <u>only where they cannot maintain a physical distance</u> of at least six feet. All indoor face covering requirements remain the same.

All gatherings, regardless of size, must adhere to UVA's public health protocols, including maskwearing and physical distancing.

View the full policy here: https://uvapolicy.virginia.edu/policy/SEC-045

OCCUPATIONAL TRAINING WEBINAR: 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:

REGISTER HERE

(Must log in with Netbadge)

- Lesson 1 Webinar
 - Lesson 2 Optional class survey <u>https://at.virginia.edu/egtzIZ</u>

REMINDER: COVID PREVENTION COURSE - COMPLETE BY MAY 1

The Virginia Department of Labor and Industry (DOLI) requires all members of the University community to complete the updated COVID prevention training course. Academic Division employees must complete the COVID Prevention Training Course in Workday Learning by May 1.

Access the Course:

https://www.myworkday.com/uva/learning/course/5665674fcd4e0141d04e0a3acb00f1f6

Questions should be directed to the HR Solution Center <u>AskHR@virginia.edu</u> or 434-243-3344.

UVA EDGE: FM STAFF EXCELLING!

Facilities Management employees are succeeding in a new UVA program designed for working adults to earn undergraduate college credits. Read a Q&A with four FM employees currently enrolled in UVA Edge to learn more. <u>https://uvafm.exposure.co/uva-edge</u>



Bonnie Hockins





John Jordan



The Occupational Programs Weekly Wrap Up | 04.30.2021 | Page 11 Current FM Job Openings

Opportunities within UVA FM as of April 29, 2021:

- R0023930 Apprentice Plumbing, Electrical or HVAC
- R0023928 Apprentice Carpentry or Masonry
- R0023447 HVAC Shift Mechanic, Central Grounds Zone
- R0023419 Fleet Service Analyst
- R0022674 HVAC Mechanic
- R0023177 Trades Utilities Senior Worker
- R0022915 Trades Utility Senior Worker
- R0022940 Plumber
- R0022884 Mechanical Engineering Associate
- R0022696 Construction Superintendent
- R0022691 Elevator Assistant Mechanics
- R0019932 Licensed Tradespeople (HVAC, Electrical or Plumbing), Shift
- R0020254 Space Project Manager
- R0022628 Assistant Director for Regulatory Compliance

To Review/Apply

Current UVA employees should search and apply for jobs using their existing Workday account:

- Access Workday via Netbadge login: <u>https://bit.ly/2QhW1mt</u>
- 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: <u>https://uva.wd1.myworkdayjobs.com/UVAJobs</u>

Questions on job listings should be directed to <u>AskHR@virginia.edu</u>

DIVERSITY, EQUITY & INCLUSION

<u>Apply to serve on the first-ever Virginia LGBTQ+ Advisory Board</u>

Governor Ralph Northam 🤣 @GovernorVA · 17h · · · · · · · Today, I signed legislation creating a new advisory board that will ensure the LGBTQ+ community has a permanent voice in Virginia's executive branch— no matter who is governor.

Apply to serve on the first-ever Virginia LGBTQ+ Advisory Board:

Learn more: <u>https://at.virginia.edu/crALxk</u>

Apply: <u>https://www.commonwealth.virginia.gov/va-government/boards-and-commissions/appointment-</u>openings/



UVA Chapter of the Virginia Network

The UVA Chapter of the Virginia Network of Women in Higher Education is a University-wide program that promotes leadership for women in Higher Education. The group is a sub-committee of the UVA Women's Leadership Council. This group supports the professional development of all women faculty, staff, and graduate students, from both the academic and Health System, with opportunities to network, learn from one another, and share common interests.

Join the UVA Chapter for <u>Forging Your Way: A Career Conversation</u> Friday, May 7th from 8:30am-10am

Featuring a panel of UVA women leaders as they share their career journeys — including our very own Blake Watson from FM Finance!

- How are they navigating their career?
- When did they know when it is time to make a move?
- How did they determine what that next move would be?
- How did they position themselves to make a move?

Register: https://at.virginia.edu/egJo8i

<u>Choosing Everyday Courage: Speaking Up and Standing Out Competently at</u> <u>Work</u>

May 17th 1:30pm-3pm. Presented by UVA Organizational Excellence.

We'll talk about how competently courageous people create the right conditions for action by establishing a strong internal reputation and by maximizing their financial and psychological independence; how they carefully choose their battles, discerning whether a given opportunity to act makes sense in light of their values, the timing, and whether it's likely to aid or hinder their broader objectives; how they maximize the odds of in-the-moment success by managing the messaging and emotions in the way great change agents do; and, how they follow up to preserve relationships, maximize others' commitment to next steps, and generate persistence and optimism.

Register: <u>https://site.organizationalexcellence.virginia.edu/event/3111</u>

More from FM Diversity, Equity & Inclusion >>>

The Occupational Programs Weekly Wrap Up | 04.30.2021 | Page 13 DIVERSITY, EQUITY & INCLUSION (CONTINUED)

Engaging with Authenticity May 5th at 1pm

Tan France, fashion designer and star of the Emmy award-winning Netflix reboot Queer Eye, explores how asking the right questions, and understanding the entirety of a person's experience, has helped to turn an entertainment show into a movement and an entertainer into an icon. Learn how the combination of Tan's authenticity and desire to challenge helps



him forge strong emotional connections with his customers, viewers, and fans.

What you'll learn:

- Keep an open mind your audience might not always be who you think they are
- Focus on a purpose by using insights to cut through the clutter
- Diversity has the potential to open up new markets and business opportunities

Register: https://www.qualtrics.com/events/webinar-xmtalks-tan-france/

<u>Pop-Ups in the Parks: Community Read Launch and Book Pick-Up</u> at Albemarle County Little Free Libraries

The Community Read is a book club for the entire community. Our Office of Equity and Inclusion (OEI) partnered with James Madison Regional Library (JMRL) to highlight books that focus on inclusive storytelling. Different books will be select-



ed throughout the year to read and discuss together to uplift the stories of groups within our population that often get left out of the main narrative we tell about this place. The books will be available to borrow through the County's Little Free Libraries (LFLs) as well as through the JMRL branches. You can find Albemarle County Little Free Libraries in the following parks: Chris Greene, Preddy Creek, Darden Towe, Mint Springs, Walnut Creek, Charlotte Humphris, and Simpson Park.

For the first Community Read book, we honor the Monacan Indian Nation who occupied this territory before European arrival. With their permission, together we will read *The Monacan In- dians: Our Story* – an indigenous history of the nation written by its citizens.

Community Read Event: What is An Indigenous History? Friday, May 14th at 3 pm

Join panelists Diane Shields (co-author), Kenneth Branham (Chief of the Monacan Nation), Teresa Pollak (Monacan citizen), Sue Elliott (Monacan citizen), Dr. Jeff Hantman (retired professor of Archaeology), and other citizens of the Monacan Nation for a reading and conversation about the Community Read book *The Monacan Indians: Our Story*.

Join Online: https://albemarle-org.zoom.us/j/97525936176#success or by phone: 646-558-8656 -or- 888-788-0099 (toll free).

More from FM Diversity, Equity & Inclusion >>>

DIVERSITY, EQUITY & INCLUSION (CONTINUED)

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 PA-DHR 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, <u>em4hg@virginia.edu</u> or 434 -906-5810.

Supervisors and managers should register for one of these sessions:

Wednesday, May 12th, 2-3:15pm: <u>https://at.virginia.edu/atrF3W</u> Tuesday, May 18th, 10am-11:15pm: <u>https://at.virginia.edu/CTes6m</u>

Non-supervisors should register for one of these sessions:

Monday, May 10th, 2-3:15pm: <u>https://at.virginia.edu/XnxnsH</u> Wednesday, May 19th, 10-11:15am: <u>https://at.virginia.edu/HFzntw</u>

After registering, you will receive a confirmation email containing information about joining the virtual meeting. More from FM Diversity, Equity & Inclusion >>>



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

April 30: National Adopt A Shelter Pet Day

May 1: National Fitness Day 🦄 🎘



May 2: National Brothers and Sisters Day

👻 May 3: National Paranormal Day

May 4: Star Wars Day

May 5: Cinco de Mayo ٠

May 6: National Nurses Day 🛛 🔶





May 7: National Space Day