The Occupational Programs Weekly Wrap Up

UVA Facilities Management

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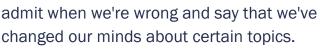
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We are <u>all</u> doing our best!

APPRENTICESHIP

IN-HOUSE INSTRUCTORS BEGIN NCCER TRAINING

All classroom training will be done in house for the 2021 incoming class of apprentices. This is a part of the new 2+2 Program model future apprentice classes will be using. Classes will be taught by UVA FM employees based on <u>National Center for Construction Education & Research</u> (NCCER) curriculum for the skilled trades.

UVA FM has received accreditation from NCCER and the first round of instructor training and orientation was on July 28, 2021. The next class for instructors will be on August 4, 2021.

Thank you to everyone who is taking part and supporting the future of skilled trades.

HIRING UPDATE

Second round interviews have concluded and final decisions have been made for the incoming class of apprentices. The Apprenticeship team is now waiting to hear back from those offered a position within the class.

Apprentices will begin onboarding on August 30 with 7 days of orientation and training. This will help them as they join their first rotation prepared for FM's systems and technologies. Apprenticeship "tearning by doing"

We look forward to welcoming our next class!

OCCUPATIONAL HEALTH & SAFETY TRAINING: OCCUPATIONAL HEALTH & SAFETY

UVA FM-OHS is continuing to train FM employees and others in person as needed.

- To request a training for your group, email <u>FM-OHS@virginia.edu</u>
- At in-person classes, it is the expectation that all employees who are not fully vaccinated (2 weeks after their final shot) will wear a face cover and will practice physical distancing to prevent the possibility of spreading illness.
- Employees must follow <u>UVA Facilities Management COVID-19 On-Grounds Work Guidelines</u> at all times: <u>https://at.virginia.edu/CDfsq0</u>
- If you are unable to make your assigned training date and time OR your work duties no longer require the assigned training, please reply to the calendar invite and OHS will have you rescheduled for a future class or removed from the training subject.

Thank you for your willingness and understanding as we all adjust to the new normal. These guidelines will be updated as needed.

The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 3 OCCUPATIONAL HEALTH & SAFETY (CONTINUED)

Bernie says!

Know the Importance of a Clean Construction Site

Construction sites aren't always synonymous with cleanliness with work happening and dust flying. However, in order to be a safe, a construction site should be well organized and free of trash and debris.

Good workplace housekeeping reduces injuries and accidents, improves morale, reduces fire potential and can even make operations more efficient.



- Know who is on site and when: Be aware and keep your employees and visitors safe.
- Keep tools organized and stored appropriately when not in use.
- Place waste and recycling in the proper receptacles.
- Be sure paints, chemicals, and solvents are properly labeled to prevent mix ups.
- Know where your first aid kit is and keep it up to date. Email <u>FM-OHS@virginia.edu</u> if you need first aid supplies.
- Keep walkways clear of debris and supplies. Be sure that power cords and cables do not cause trip hazards.
- Mark holes and other trip hazards so no one steps into them accidentally.
- **Report hazards** you cannot immediately correct either to your supervisor or via the <u>FM Near Miss Report.</u>
- **Know your exits.** Review the emergency plan with all groups on site. Have it posted so that it's easily accessible.
- Be sure wet floors are marked.

Email <u>FM-OHS@virginia.edu</u> if you have any questions.



The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 4 OCCUPATIONAL HEALTH & SAFETY (CONTINUED) DOWNLOAD GUARDIAN, THE UVA SAFETY APP

This week UVA announced a new mobile safety app <u>called Guardian</u> (<u>https://</u> <u>safetyandsecurity.virginia.edu/mobile-safety-app</u>), available to all UVA students, faculty, and staff. UVA will not support the LiveSafe app after July 30, 2021.

Students, faculty, and staff can use Guardian to:

- immediately locate and contact safety resources
- click on UVA's online reporting system, Just Report It: <u>https://justreportit.virginia.edu/</u>
- text concerns and tips to UVA Police, even anonymously
- receive urgent notifications based on their geographic location
- invite friends to join a virtual walk, and more

Members of the public can stay engaged with safety at UVA:

- Receive UVA Text Alerts. Anyone who wishes to <u>receive official UVA Alerts</u> via text may now opt in by texting "UVA" to 226787. This free service is available to anyone, anywhere.
- Submit Tips to UVA Police. <u>TipSubmit</u> is available to anyone who wants to send secure and anonymous tips to our police department. Tips can be sent either <u>via the web</u> or SMS texts. Send your text to 274637 (crimes). In the message type "UVATIPS" followed by the tip or information.
- Follow Twitter accounts for <u>UVA Police</u> and the Department of <u>Emergency Management</u>.



The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 5 DIVERSITY, EQUITY & INCLUSION Add and Display Your Personal Pronouns in Workday



Select and Display Your Pronouns in Workday to better foster a University community where the asking, sharing, and respecting of a person's chosen personal pronouns is common practice, all Workday users may now select and display their preferred pronouns through the "Change my Personal Information" task in Workday. After making their selection, users can opt whether to display their selection publicly or not.

For step-by-step instructions in selecting and displaying pronouns in your Workday profile, please see the Change Personal Information job aid: <u>https://at.virginia.edu/ZzSrMq</u>

For additional information about how this list of pronouns was selected, or about UVA's efforts to promote the asking, sharing, and respecting of a person's chosen pronouns, please see the Office for Equal Opportunity and Civil Rights Pronouns website: <u>https://eocr.virginia.edu/pronouns</u>

Changes to Academic Division Education Benefits

UVAHR is excited to announce changes to the Education Benefit program as of July 1, 2021 for Academic Division employees:

- Academic employees can now use up to \$5,250 for tuition toward a degree-seeking program
- Professional Development benefits criteria (which includes classes, certification training, or conferences), may be job-related, career growth-related, or a developmental opportunity
- Job Aids to walk you through the request in Workday
- Helpful prompts in Workday to upload documentation to substantiate your request
- Assistance for departments when offering bulk courses to benefits-eligible employees

More information and frequently asked questions can be viewed by visiting the Education Benefits webpage: <u>https://hr.virginia.edu/career-development/education-benefits-1</u>

For questions, please email AskHR@virginia.edu with subject line, "Ed Benefits."

Meet the Ed Benefits team at the upcoming Benefits Fair in October.

The UVA HR Website can now be translated!

¡El <u>sitio web de UVA HR</u> ahora se puede traducir! | <u>Le site Web de UVA HR</u> peut maintenant être traduit!

Look for this image at the bottom of any UVAHR page and choose your language to translate the entire page:

Busque esta imagen en la parte inferior de cualquier página de UVAHR y elija su idioma para traducir la página completa:

Recherchez cette image au bas de n'importe quelle page UVAHR et choisissez votre langue pour traduire la page entière :



More from FM DEI >>>



The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 6 **DIVERSITY, EQUITY & INCLUSION (CONTINUED) Discover CommonHelp**

A guide for navigating and applying for assistance.

CommonHelp lets you see if you are able to get help with:

- Cash Assistance (TANF)
- **Child Care Assistance**
- **Energy Assistance**
- Food Assistance (SNAP)
- **Health Care Coverage**

You can choose to apply only for health care coverage or multiple benefit programs. Visit their website (<u>https://commonhelp.virginia.gov/</u>) to learn more or use the links below.

Videos:

- How to apply for assistance
- Using CommonHelp after Applying

Guides:

- **CommonHelp Quick Guide**
- Learn More About CommonHelp

Mentors Needed: Volunteer Opportunity for Former Military Members

Albemarle County Public Schools (ACPS) is looking for former military members to be mentors to JROTC cadets at our county high schools for the 2021-22 school year.

Our goal with this program is to provide adult mentors to student-cadets in order to develop character, citizenship, and leadership attributes and skills. Each student registered for JROTC will be assigned a mentor from the local community. Each adult mentor will be a volunteer with prior or active military experience and will be selected by JROTC instructors for their ability and willingness to effectively serve as a mentor.

Mentors will provide a friendly and experienced resource to students, assisting with character development, problem solving, and post-high school goals. Each mentor will commit to meeting with their assigned student once in the first month of the school year and providing contact information to the mentee in order to be a resource to the student. Following this initial interaction, mentors will commit to meeting with mentees at least once a semester. All interactions will be held at the school or in a public space, generally during school hours, and JROTC instructors will assist with facilitating meetings.

When possible, mentors will be paired with mentees according to shared interests. For instance, a student interested in the United States Navy officer corps will be paired with a mentor who has experience in that field, if possible.

All mentors will be provided an orientation on the goals and guidelines of this program prior to meeting with students. This will ensure that all mentors understand program expectations and provide background information that will help guide initial discussions with students.

Prior to serving as a mentor, volunteers will comply with the ACPS volunteer requirements and guidelines found on our Volunteer & Partnership web page and commit to upholding the Cavalier Battalion values of respect, integrity, selfless service, dedication, courage, and teamwork.

To volunteer for the program, please contact Lieutenant Colonel (Retired) Christopher Wingate directly at cwingate@k12albemarle.org.

More from FM DFI >>>



DIVERSITY, EQUITY & INCLUSION (CONTINUED) Use your Volunteer Hours at the Habitat Store

Business is booming at the Charlottesville Habitat Store this summer and we can use all the help we can get! Our biggest needs right now are on the truck, behind the register and answering the phones, mostly from 10-5 Tuesday through Saturday.

- Volunteering on the truck means going around with our driver all through our community to pick up donations and it requires an ability to lift heavy objects and care for our donations.
- Helping out behind the register is a great opportunity if you like interacting with our customers and staff. It takes a little bit of training but you get to meet and help all kinds of people! Shopping days are from Wednesday through Saturday.
- Answering phones is a great help for us and takes only a little bit of training. As our Store's main customer service representative, you sort out the calls that come in and try to help them with the various questions that come in. The more you do it, the more you get to know!

If any of these volunteer opportunities speak to you, or if you have any questions, please do not hesitate to contact us! We also still have volunteer shifts open for our sales floor, workshop, warehouse and donations processing.

Contact Rick Hazenkamp, Store Volunteer Coordinator, at (434) 293-6331, or <u>storevolunteer@cvillehabitat.org</u> to learn more.

Learn more about the Charlottesville Habitat Store: <u>https://cvillehabitatstore.org/</u>

Team of FM employees will update department's mission statement

A diverse team of **11** Facilities Management employees is working to develop a new mission statement for the department.

Staff members have expressed a desire to update the existing mission statement in recent years through the Cultural Values survey and the Inclusive Excellence survey. The surveys also indicated that employees would appreciate more opportunities to be involved in the overall Facilities Management business.

The team is working to develop a mission statement that will, "represent why we are in business — our role and purpose — and how and for whom we conduct our business," according to an email from AVP/ CFO Donald Sundgren sent to all Facilities Management employees.

"We want a mission statement that encourages our people to think about how their work extends beyond their team while also engaging our customers in what we do," Sundgren wrote.

The team will share updates in the coming weeks in the weekly Occupational Programs newsletter as well as on the Facilities Management website. Staff members are encouraged to reach out to any of the team members below to ask questions and follow updates.

See who is on the team:

https://www.fm.virginia.edu/employees/employeenews/2021/mission-statement-update.html

Learn more about FM Diversity, Equity & Inclusion: <u>https://diversity.fm.virginia.edu/</u>

OCCUPATIONAL TRAINING

Enter Your Certifications Into Workday



Are you certified? Have you recently received a certificate from a training course? Be sure they are entered in Workday!

Human Resources manages most required certifications and licenses. Employees can upload nonrequired certificates or certification required by the department.

Here's how:

- 1. From the <u>Workday home page</u>, click on the employee photo icon or the generic profile avatar if no photo is present.
- 2. Click on View Profile under your name.
- 3. Click the Career menu item in the left, blue bar. You may need to click "More" at the bottom.
- 4. Click the Certifications sub-tab at the top, middle of the screen.
- 5. Click the Add button.

See the full Job Aid here: https://at.virginia.edu/rkhawm

HOW TO: View or Apply for UVA FM Job Postings

Current UVA Employees

Search for and apply to jobs using your existing Workday account:

See UVA HR's How to Apply: for Internal Candidates: https://at.virginia.edu/jgLuzS

External Applicants

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

Not all listings are available to external applicants.

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

Current FM Job Openings

Opportunities within UVA FM as of July 27, 2021:

- R0026558 Senior Trades Utility Worker
- R0026856 Senior Welder for Utility Systems
- R0025028 HVAC Senior Assistant
- R0026772 Senior Plumber Steamfitter
- R0026814 Senior Plumber
- R0026550 Mason-CC&R
- R0026554 Drywall/Plasterer—CC&R

- R0026545 Sheet Metal Technician
- R0026377 Custodial Services Worker, Day and Night Shift
- R0025387 Carpenter Construction & Renovation Services
- R0027483 HVAC Mechanic
- R0026402 Electrician

More Job Openings on next page >>>

OCCUPATIONAL TRAINING

<u>Current FM Job Openings</u> (continued from previous page)

- R0026399 Plumber Steamfitter
 Senior
- R0026400 Trades Utility Senior Worker
- R0026426 Project Coordinator— CC&R
- R0024455 Custodial Services
 Worker
- R0025051 Electrician Senior, Health System Physical Plant
- R0025953 Senior Plumber, Shift Worker
- R0022915 Trades Utility Senior Worker
- R0025776 Occupational Programs
 Coordinator
- R0025875 Landscape Plant Health
 Specialist
- R0026022 Senior Carpenter
- R0026239 Occupational Health and Safety (OHS) Manager
- R0026146 Electrician Senior, Central Grounds
- R0024978 Landscape & Grounds
 Worker
- R0025990 HVAC Mechanic, Central Grounds
- R0026018 High Voltage Electrician
- R0025366 Senior Trades Utility Worker
- R0025941 Fleet Ambassador (Staff Wage)
- R0025857 HVAC Operations Engineering Technician
- R0025758 Power and Light
 Supervisor

- R0025365 Electrician Senior, Shift Worker
- R0025382 **Plumber**
- R0020254 Space Project Manager
- R0025389 Environmental Inspector
- R0025441 Plumber
- R0025447 Carpenter Supervisor
- R0025468 Senior Plumber
- R0025318 Recycling Program Coordinator
- R0025551 Roofer
- R0025004 Carpenter
- R0025264 Senior HVAC Mechanic (Day or Night Shift)
- R0025260 Maintenance Electrician
- R0025087 Fire Systems Assistant Technician
- R0025407 Systems Control Center Operator
- R0025261 HVAC Assistant Mechanic
- R0023447 HVAC Shift Mechanic, Central Grounds Zone
- R0025247 Environmental Remediation Tech
- R0025075 Assistant Director for Engineering and HS Renovations
- R0025051 Electrician Senior, Health System
 Physical Plant
- R0025004 Carpenter
- R0024632 BAS Project Coordinator
- R0024403 Electrical Engineer
- R0024368 Computer Help Desk Tech (Student Wage)
- R0022628 Assistant Director for Regulatory Compliance
- R0022674 HVAC Mechanic
- R0022572 Trades Utility Senior Worker, Shift
- R0022573 Trades Utility Senior Worker
- R0000028 Temporary Trades Pool

The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 10 COVID-19 RESOURCES

COVID-19 RESOURCES New CDC Recommendations

Due to the increasing spread of the Delta variant of COVID-19, the CDC has released updated face cover guidelines for fully vaccinated individuals as of July 27. The Virginia Department of Health is currently reviewing these guidelines and will be issuing their own guidance in the coming weeks.

See the Interim Public Health Recommendations for Fully Vaccinated People from the CDC: <u>https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html</u>

Key updates include:

- Updated information for fully vaccinated people given new evidence on the B.1.617.2 (Delta) variant.
- Fully vaccinated people should wear a face cover in public indoor settings in areas of substantial or high transmission.
- Fully vaccinated people might choose to wear a face cover regardless of the level of transmission, particularly if they or someone in their household are immunocompromised or at increased risk for severe disease.
- Fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a face cover in public indoor settings for 14 days or until they receive a negative test result.
- CDC recommends universal indoor face covering for all teachers, staff, students, and visitors to schools, regardless of vaccination status.

LOCAL COMMUNITY TRANSMISSION LEVELS

"Community Transmission" is defined as spread of an illness for which the source of infection is unknown, or simply encountered in the local community, like grocery shopping or at the movie theater. The Delta variant of COVID-19 is especially contagious, making it a likely suspect for the recent increase in community transmission in Virginia. The United States has made tremendous progress in the fight against COVID-19. As of July 29, 57% of the U.S. population had received <u>at least one dose</u> of a COVID-19 vaccine. On June 23, 2021, the United States surpassed 600,000 total <u>deaths</u> from COVID-19. Continue to practice all COVID-19 protocols and wear face covers when needed.

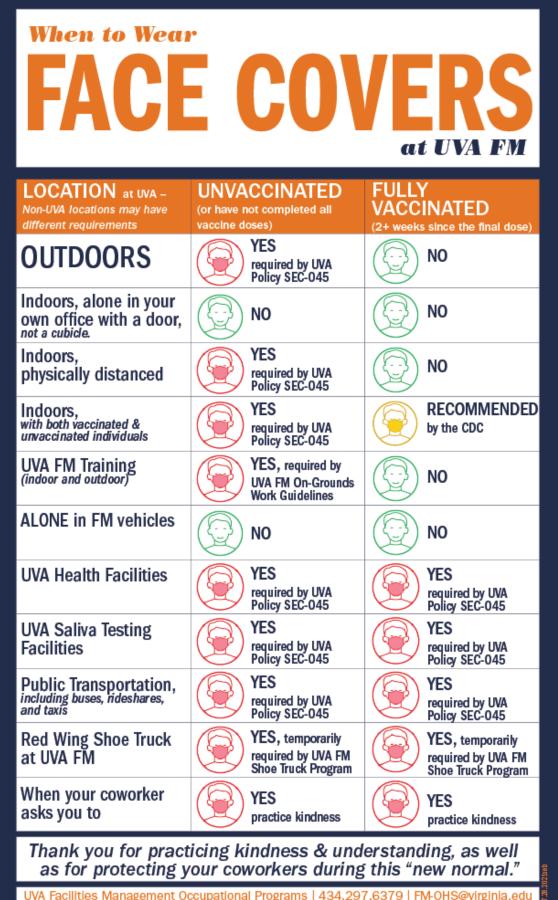
KEY: High Substantial Moderate Low		County/Locality	Community Transmission Rate
V V V V V V V V V V V V V V V V V V V	1	Albemarle/C'ville	<mark>Moderate</mark>
	2	Greene	High
	3	Madison	Substantial
	4	Orange	High
	5	Louisa	Substantial
	6	Fluvanna	Moderate
	7	Buckingham	Substantial
	8	Nelson	Low
	9	Amherst	High
	10	Augusta	Moderate
Current 7-days is Tue Jul 20 2021 - Mon Jul 26 2021 for case rate; Mon Jul 19 2021 - Sun Jul 25 2021 for percent positivity. The percent change in counties at each level of transmission is the absolute change compared to the previous 7-day period.	11	Rockingham	Moderate

Source: <u>https://covid.cdc.gov/covid-data-tracker/#county-view</u>

The Occupational Programs Weekly Wrap Up | 07.30.2021 | Page 11 FACE COVERS: STILL WORTH IT

Face covering requirements at UVA FM, per Policy SEC-045 and FM's On-Grounds Work Guidelines:

- Unvaccinated students, faculty, staff, contractors, and visitors must wear face covers in shared common spaces indoors.
- Unvaccinated students, faculty, staff, contractors, and visitors must wear a face cover outdoors even when they can maintain physical distance of at least six feet.
- Everyone must wear a face cover when:
 - In FM vehicles with a passenger
 - In <u>UVA Health</u> <u>facilities</u>
 - At saliva testing facilities
 - Engaged with K-12 students
 Using public transportation (UTS, other buses, taxis, rideshares, etc.)
 - In the Shoe Truck
- Consider wearing a face cover during activities with others who are not fully vaccinated.



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PREVALENCE TESTING FOR UVA FM EMPLOYEES

UVA will begin to require prevalence testing in August for employees who have not been vaccinated in order to prevent the asymptomatic spread of the virus that causes COVID-**19. Some FM departments are already requiring this.** *If you have already had COVID-19, you are exempt from testing for* **150 days** *after you have recovered.*

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/verification/</u>
- Saliva testing at the Student Activities Building, by appointment ONLY:
 - Make an appointment: https://time2test.sites.virginia.edu/ (log in with Netbadge.)
 - See sites & hours: https://besafe.virginia.edu/testing-sites-and-hours

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

SUBMIT YOUR VACCINATION INFO VIA WORKDAY

If you did not receive your COVID-19 vaccine via UVA Health, you should submit your vaccination information via Workday. **Proof of Vaccination Procedure:**

- Look in Workday to see if you have an announcement (on the upper left side) regarding proof of vaccination. If you did not receive an announcement that means your vaccine data was automatically populated in Workday because you received your vaccine from UVA Health. No action is needed on your part.
- If you did receive a notification, follow the directions to document your proof of vaccination.

If you don't have a notification AND you didn't get your vaccine through UVA, email <u>askHR@virginia.edu</u> for next steps.

ACCESSING/REPLACING YOUR COVID-19 VACCINATION RECORD

If you have misplaced your vaccination card, you can request a copy of your record. If you received your vaccine through:

- Virginia Department of Health or through a local Virginia health district: Go to https://vaccinate.virginia.gov and scroll down to click "Need a Copy of Your Vaccination Record?". Enter your information and submit your request.
- UVA Health: <u>https://forms.uvahealth.com/vaxcard/</u>
- A local pharmacy or your primary care physician: Contact the practice for your vaccine record. Most providers participate with Virginia Immunization Information System (VIIS), so records will eventually be available at https://www.vdh.virginia.gov/immunization/immunization-record-request-form/

It's EASIER THAN EVER TO GET YOUR COVID-19 VACCINE!

Make your plan today.

Schedule your free vaccine using any of the resources below:

- <u>Vaccines.gov</u>
- Blue Ridge Health District: <u>https://at.virginia.edu/MU5RI9</u>
- UVA Health: <u>https://at.virginia.edu/C0og39</u>

OR

Plan to visit a walk-in clinic: <u>https://at.virginia.edu/JhDgmD</u>

Remember to use your <u>PHEL</u> for any time away from work.

Learn more about the available vaccines in the US >>

Need Help?

Call 877-829-4682

to help you find available vaccination clinics near you, answer questions about vaccination and other COVID-19 topics, and more.

Open Monday-Friday from 8 a.m. to 6 p.m.

Learn more about variants of COVID-19: https://at.virginia.edu/xI3NZP



COVID-19 VACCINE CLINIC WALK-IN AVAILABILITY August 2021



Weekly Walk-ins

J.CREW LOCATION Fashion Square Mall in Charlottesville 1639 Rio Road East | 434-972-6261 (J&J, Moderna, & Pfizer)

- Monday: 3:30-6:30pm
- Tuesday: 10:30am-3:30pm
- Wednesday: 10:30am-3:30pm
- Thursday: 3:30-6:30pm

Pharmacy Options

All retail pharmacies listed below accept walk-ins. Contact these pharmacies directly for more information.

- Costco Pharmacy
 *no membership required for vaccination
- CVS Pharmacy
- Giant Food Pharmacy
- Harris Teeter Pharmacy
- Kroger Pharmacy
- Sam's Club Pharmacy
- Top Notch Pharmacy
- Walgreens Pharmacy
- Walmart Pharmacy

LOCALITY CLINIC WALK-INS

OFFERING J&J, MODERNA, & PFIZER

GREENE HEALTH DEPARTMENT MONDAYS

50 Stanard St. Stanardsville 9:30–11:30 a.m. 1:00–3:30 p.m.

LOUISA HEALTH DEPARTMENT

540 Industrial Dr. Louisa

9:30–11:30 a.m. 1:00–3:30 p.m.

FLUVANNA HEALTH DEPARTMENT

WEDNESDAYS

132 Main St. Rt. 15, Palmyra 9:30–11:30 a.m. 1:00–3:30 p.m.

NELSON HEALTH DEPARTMENT

THURSDAYS

 4038 Thomas Nelson
 9:30–11:30 a.m.

 Hwy., Arrington
 1:00–3:30 p.m.

CHARLOTTESVILLE/ALBEMARLE HEALTH DEPARTMENT

FRIDAYS 1138 Rose Hill Dr. Charlottesville

9:30–11:30 a.m. 1:00–3:30 p.m.

QUESTIONS?

434-972-6261

<u>BlueRidgeHD.org</u>



July 31: Harry Potter's Birthday

August 1: DOGust 1st, Universal Birthday for Shelter Dogs

August 2: National Coloring Book Day

August 3: National Watermelon Day



August 5: National Oyster Day

August 6: Cycle to Work Day