The Occupational Programs Weekly Wrap Up
UVA Facilities Management
07.22.2022

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The Lifeline & 998

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline

The new three-digit dialing code 988 has been designated to route callers to the National Suicide Prevention Lifeline. This dialing code is available to everyone across the United States. For more information, visit [https://988lifeline.org/](https://988lifeline.org/)

COVID-19 RESOURCES
→ Helpful Links
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→ What to do: Positive At-Home Test

Let Us Know: You can always email FM-OHS@virginia.edu if you have suggestions or story ideas. Now there's a new way to get in touch — Let us know by answering a few quick questions.

Requesting Your Feedback
Answer a quick survey & make your voice heard!
Open until August 1.
APPRENTICESHIP

Tom Castellanos Joins the Apprenticeship Team

Tom Castellanos has obtained NCCER Master Trainer Certification and officially joined the UVA FM Apprenticeship Program Team as a lead instructor. He will be working with the UVA FM Occupational Programs Team to implement the new 2+2 Program and create a regenerative pipeline of skilled trades workers through on the job training and classroom instruction. Tom was previously in UVA FM C&RS as a plumbing supervisor.

Meet the Apprenticeship team and read Tom’s bio: https://apprenticeship.fm.virginia.edu/meettheteam.html

Tom will be leading a team of on the job trainers and skilled trades classroom instructors. If you are interested in volunteering at work to instruct apprentices, email FM-Apprenticeship@virginia.edu with a quick note on what skills you are willing to share and why you’re passionate about skilled trades education.

Apprenticeship Onboarding Begins August 1!

UVA FM expects to onboard seven apprentices this year. Their first day will be August 1, with 8 days of intensive onboarding with the Occupational Programs team, UVA HR, and other subject matter experts to best prepare them for their careers at UVA.

Topics covered during onboarding will include Grounds for Success, “All Things Apprenticeship”, program expectations, workplace safety, mentoring, and Workday training. They will also be getting uniforms, safety shoes, and essential tools before being released to the zones to begin work.

On Tuesday, August 2, the shoe truck will be reserved from 7:30 AM to 10:00 AM to fit apprentices. Current employees can get shoes behind Skipwith Hall from 10:00 AM to Noon and at the HSPP Multistory Loading Dock from 1:00 to 3:00 PM.

This is the second year of the 2+2 Program, in which apprentices begin in a general trades assistant track and later specialize in HVAC, electrical, plumbing, masonry, or carpentry as they progress through the program. This will give apprentices a broad trades background with the knowledge to help out in a variety of areas.

Thank you to trainers, supervisors, managers, and everyone offering onboarding support and helping prepare the next generation of skilled tradespeople!
DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence Update:

→ **Access + Success Team** will build a working group from across the SVPO area to build a ‘Promotion Toolkit’ to assist in the understanding and implementation of the promotion process at FM, and across the SVPO area.

→ **Climate + Intergroup Relations Team** is continuing to plan with the FM Event Team for a fall appreciation event. In addition, deliveries of coffee and pastries to FM in appreciation of all your amazing efforts has been approved! Details will be sent to your area’s Point of Contact and shared with you. Questions? Email FM-DEI@virginia.edu

→ **Infrastructure + Investment Team** met with Rachel Parsley from UHR to learn more about ‘Grounds for Success’ the UVA Orientation that is optional for all new employees. The team will meet to define next steps in understanding the FM Onboarding process. Learn more about ‘Grounds for Success’ [here](#).

DEI Events & Resources:

MENTAL HEALTH TODAY

- Impact of pandemic, social and personal stressors
- Link between mental health and work

→ **FEAP can help with Mental Health, Wellness & Awareness**—

  → FEAP is a **FREE** service for you as a UVA Employee. Services also extend to direct family members who are 18 years of age and older.

  → You can access FEAP at anytime and their services cover a broad range of topics including— Financial Concerns, Legal Services, Depression, Addiction, Couples, and connections to community resources.

  → To learn more about FEAP and how they can help, please call (434) 243-2643 or fill out their **online form here**.
OHS TRAINING REMINDERS

EMPLOYEES

→ Try to arrive 5 minutes early to class.
→ Late arrivals will be turned away.
→ Come prepared with needed PPE, equipment, etc.
→ Bring any snacks, drinks, and food you may need during your training.
→ Sign-in and sign-out to receive credit for attending,
→ Dress appropriately for outdoor sessions (warm clothes, breathable clothes, sunscreen, hydration).
→ You will receive a calendar invitation for your assigned class. You must respond with your availability within 3 business days.
→ Work with others in your group to arrange for transportation, if needed.

SUPERVISORS

→ Be familiar with the Safety Training Tableau and look for your shop's and team's training records: Does everyone have what they need? Is everyone up to date?
→ Look for email notifications with training assignments for your employees. Supervisors are always copied. Be on the lookout for training assignments in Workday Learning.
→ Know what training is required for your employee's job responsibilities and know OHS is able to provide training at any time. Email FM-OHS@virginia.edu to request training.
→ Know that OHS is available to review and assess your training needs, answer questions, and provide guidance. Email FM-OHS@virginia.edu with any questions or requests.
→ Supervisors are responsible for their team's training responsibilities and commitment to training assignments. Please allow your employees time to complete the trainings at work.
→ Supervisors should be familiar with Zoom and Workday Learning access and should assist employees who may not be familiar with the technology, access, and navigation on these platforms.
→ Supervisors should always provide access and adequate time, space, and equipment so employees are able to participate in their assigned training sessions.
→ Make sure you or your employees are communicating their attendance well ahead of an in-person class by responding to the calendar invite; and make sure employees are attending their assigned sessions.
→ Make sure your team is completing digital assignments in Workday by the deadline noted.

Learn more about OHS training: https://www.fm.virginia.edu/depts/ohs/training.html
OCCUPATIONAL HEALTH & SAFETY

SAFETY SHOE UPDATES & REMINDERS

Updates for the Shoe Truck on Tuesday, August 2:
→ UPDATE: Open to New Employees & Apprentices ONLY from 7:00 AM to 10:00 AM on August 2.
→ Current employees can get shoes behind Skipwith Hall from 10:00 AM to Noon and at the HSPP Multistory Loading Dock from 1:00 PM to 3:00 PM.

Routine Reminders:
- Employees needing safety shoes need to submit a request via the online portal: [https://at.virginia.edu/FMShoeRequest](https://at.virginia.edu/FMShoeRequest)
- Vouchers will be released weekly via email and text (if available).
- If you find that your shoes are taking more than 2 weeks from your order date to arrive, please fill out our safety shoe comment form.

View the shoe program & truck schedule: [https://at.virginia.edu/UVAFMPPE](https://at.virginia.edu/UVAFMPPE)

NOMINATE A SAFETY CHAMPION OR A SAFETY STAR

Each month, UVA FM recognizes a Safety Champion that contributes to the FM Culture of Safety. Any UVA FM employee can be an FM Safety Champion, from entry-level to management. Although all of our Safety Champions have contributed something different to UVA FM or UVA as a whole, Safety Champions in general lead by example, speak up for safety and start conversations about safety, and are willing to learn and promote new ideas to keep themselves and their colleagues safe.

Safety Stars also contribute to the culture of safety, but in smaller ways that may not affect the whole organization.

Nominate a Safety Champion or Safety Star: [https://at.virginia.edu/myRbaj](https://at.virginia.edu/myRbaj)

DID YOU KNOW? FM PROVIDES PRESCRIPTION SAFETY GLASSES!

Protect your vision! The steps for requesting prescription safety glasses:
1. Make sure your eyeglasses prescription is less than 1 year old.
2. Have your supervisor or department purchaser email your prescription, cost center, and purchasing info to Jessie McGann in Procurement at jfm9n@virginia.edu
3. Jessie will respond with a voucher for Visionworks in Barrack’s Road Shopping Center.
4. Redeem your voucher! Keep your eyes safe.


**OCCUPATIONAL TRAINING**

**Leadership Connection: Attitude of Gratitude**

You may have heard the famous quote by famous motivational speaker Zig Ziglar, "It is your attitude, more than your aptitude, that will determine your altitude." These words are profoundly true and are becoming more and more evident as we learn the importance of skills like emotional intelligence and relationship building in leadership. A positive and empathetic attitude is vital to a thriving team culture and engaged employees. **Consider an attitude of gratitude as another take on this concept. Over the past several years we have all faced hardships and struggles, as well as growth and renewal. Sharing the attitude of gratefulness and thanks with our teams regularly will pay dividends and after-effects that spread like ripples in a pond.**


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**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](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](https://uva.wd1.myworkdayjobs.com/UVAJobs)

*Not all listings are available to external applicants.*

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**FM Job Listings as of 7/21/2022:**

- R0038423  Senior Administrative Coordinator, Facilities Management
- R0038332  Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0038330  Custodial Services Worker - Monday - Friday, 6am-2:30pm shift
- R0038263  Computer Help Desk Tech (Student Wage)
- R0035200  Quality Control Inspector
- R0035267  Senior Trades Utility Worker
- R0034425  Trades Utility Senior Worker
- R0034384  Plumber
- R0032242  Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038243  Director of Business Services
- R0038102  Senior Trades Utility Worker
- R0038050  Maintenance Electrician
- R0037973  Occupational Health and Safety Technician or Safety Specialist
- R0037791  Custodial Services Worker for Monday-Friday 3:00pm - 11:30pm shift
- R0038049  Custodial Services Worker for Monday-Friday 5:00am - 1:30pm shift
- R0037792  Custodial Services Worker - 6am-2:30pm shift
- R0038001  Special Projects Team Supervisor
- R0037877  Landscape & Grounds Worker
- R0038011  Assistant Multimedia Designer (Student Wage)
- R0038031  Plumbing Supervisor

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

**UVA FM Job Postings, Continued from previous page**

- R0038015  Assistant Web Developer (Student Wage)
- R0038013  Communications Assistant (Student Wage)
- R0037356  HVAC Mechanic or Senior Mechanic
- R0036433  Zone Maintenance Coordinator
- R0030474  Custodial Services Workers for Monday-Friday 4:00pm - 12:30am shift
- R0035437  Sign Shop Worker
- R0037659  Pipefitter/Steamfitter
- R0037334  Electrician Senior, Central Grounds
- R0037336  Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0037534  Project Coordinators
- R0036929  HVAC Assistant
- R0036931  HVAC Mechanic
- R0036990  Boiler Operator
- R0037339  Carpentry Supervisor
- R0037260  Grounds Maintenance Coordinator
- R0035630  Geospatial Space Technician
- R0033904  Electrician - CCR
- R0028140  Recycling Supervisor
- R0037116  Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0030560  Carpenter Senior
- R0034727  Mason - CC&R
- R0036157  Historic Mason - CC&R
- R0037019  Electrician, Night Shift, 6:00pm - 6:00am
- R0036614  Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036927  Carpenter
- R0036800  Zone Maintenance Coordinator
- R0035502  Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0036726  Senior Electrician
- R0033013  Electrical Engineer/Engineering Associate
- R0033696  Occupational Programs Coordinator
- R0036421  Senior Electrician
- R0035626  Geospatial Space Analyst
- R0035775  Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0035445  Custodial Services Worker
- R0032538  Zone Maintenance Supervisor, McCormick Zone
- R0036377  Pipefitter/Steamfitter Senior
- R0032413  Senior HVAC Mechanic - Health System Physical Plant
- R0030791  Instrumentation & Controls Technician
- R0032487  Fire Systems Technician
- R0034404  Plumber
- R0033786  Plumber
- R0032868  Custodial Services Worker - HSPP 5:00pm-1:30am
- R0033071  Electrician - CCR
- R0034508  Electrician
- R0035363  Recycling Worker
- R0030544  Carpenter - Construction & Renovation Services
- R0033097  Plumber Assistant
- R0025247  Environmental Remediation Tech
- R0026545  Sheet Metal Technician - CC&R
- R0035104  Electrical Engineering Technician or Associate
- R0031374  HVAC Mechanic
- R0032868  Custodial Services Worker - HSPP 5:00pm-1:30am
- R0035788  Arborist
- R0027977  IT Desk Support (Student Wage)
**OCCUPATIONAL TRAINING**

**HOW TO: Download your learning transcripts from Workday**

1. **Log in to UVA Workday:** [https://www.myworkday.com/uva/d/home.html](https://www.myworkday.com/uva/d/home.html)

2. **Type “Learning Transcript”** in the Workday search bar and hit “Enter”

3. **Select “Official Learning Transcript Report”**

   ![Search Results](image)

4. **Type your computing ID in the Worker field and hit enter.** Confirm the correct name loaded.

5. **Click OK** and your Official Learning Transcript Report will Load.

   ![Official Learning Transcript Report](image)

Is your record incomplete? Email **FM-training@virginia.edu** to address the issue.
COVID-19 RESOURCES

Helpful Links
- Community COVID-19 Guidance & Resources: COVID.gov
- UVA COVID-19 Updates: https://coronavirus.virginia.edu/
- What’s “Close Contact”? And What’s Next? https://at.virginia.edu/ZTR6cO
- OHS COVID-19 Resources: https://www.fm.virginia.edu/depts/ohs/covid-resources.html
- Weekly Updates from the Blue Ridge Health Department: https://www.vdh.virginia.gov/blue-ridge/newsletters/

Reminders:
- Long COVID: If you tested positive and recovered, but have been experiencing new or recurring symptoms for more than a couple weeks since your initial COVID-19 infection, talk to your doctor. This is a sign of “long COVID”. This occurs in about 1 in 5 COVID-19 cases.
- FREE At–Home Tests: If you have health insurance through UVA or Marketplace, your insurance will pay you back for 8 at-home tests each month for each person on your plan when purchased through a participating retailer.

UVA Employee Health offers walk-in testing for UVA employees only at their 400 Brandon Avenue location, Monday-Friday, 8 AM to Noon & 1 PM to 4 PM. Call 434-924-2013 for guidance and testing information.

What to do: Positive At-Home Test
- Report your positive test to BRHD. (Optional)
- Notify your supervisor. (Not optional!) Supervisors then complete an FM report.
- UVA employees who receive a positive at-home test are required to notify Employee Health. Based on your situation, Employee Health will provide quarantine and return-to-work guidance.
- Notify your close contacts. That is, anyone who has been within 6 feet for 15 minutes or more in the 2 days before you had symptoms OR received a positive result if no symptoms.
Reasons to celebrate are all around us!

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

July 22: Spoonerism Day

July 23: International Yada Yada Yada Day

July 24: National Tell An Old Joke Day

July 25: National Hire a Veteran Day

July 26: National Bagelfest Day

July 27: Bagpipe Appreciation Day

July 28: National Soccer Day

July 29: Hijri New Year's Day