

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

07.29.2022

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OCCUPATIONAL HEALTH & SAFETY

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- BEE Aware: Look Out for Dangerous Plants & Animals!
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APPRENTICESHIP

- Onboarding begins August 1!

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- Focus on Faculty & Employee Assistance Program (FEAP)



**Don't forget:
Reasons to Celebrate!**



COVID-19 RESOURCES

- Helpful Links
- Reminders
- Testing at Employee Health
- What to do: Positive At-Home Test

7 Tips For Staying Healthy At Work

- 1 Move!**
Do "deskercises," park in the farthest parking spot, use the stairs, and walk or bike to work (weather permitting).
- 2 Take breaks.**
Set break reminders on your phone or computer and truly detach by getting away from your desk/work area for a few minutes every hour or so.
- 3 Pack your own lunch.**
Restaurant food is notorious for hidden calories and vending machines are not your best resource. Bring healthy food from home.
- 4 Keep clean.**
Wash your hands often and keep your workplace sanitized as well - especially during cold and flu season.
- 5 Find a friend.**
Set health and fitness goals with coworkers. Hold each other accountable and celebrate accomplishments.
- 6 Hydrate.**
Invest in a reusable water bottle and refill it throughout the day.
- 7 Fix your ergonomics.**
Adjust your chair so your knees are level with your hips, make sure your monitor is at the right height, and use a wrist rest.

Requesting
Your
FEEDBACK



LAST CHANCE! Make your voice heard!

Open until August 1.

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.

OCCUPATIONAL TRAINING

Leadership Connection: Checking In

As a leader, there are a variety of tasks on your plate. From meetings, reporting, payroll, and status updates — it all adds up quickly to keep you busy. **One responsibility that should never be delegated or put off is checking in with your team.** Checking in with your team is a powerful way to understand what is going on at work without scheduling formal meetings. These check-ins can be a powerful way to get a temperature check of your team and understand each team member's challenges and frustrations. A simple question can be all that is needed to gauge where your team member is, and to show your interest and caring for them.



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Here are 3 examples that can easily be used in a conversation:

- **What are your favorite parts of your job?**
- **What excites you most about work lately?**
- **What is your greatest challenge now?**

Theodore Roosevelt once said, *“People don’t care how much you know until they know how much you care.”* Checking in with your team is an easy way to connect with your team and show them that you care.

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.

FM Job Listings as of 7/26/2022:

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

- R0038593 HVAC Mechanic/HVAC Senior Assistant
- R0038303 Custodial Services Worker -SUNDAY - THURSDAY 5:00 AM - 1:30 PM
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0038190 Supervisory Team Leader
- R0038117 Electrician
- R0038423 Senior Administrative Coordinator, Facilities Management
- R0038325 Custodial Services Worker - Monday - Friday, 6am-2:30pm shift
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- 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

See more UVA FM Job Listings (pg. 8) >>>

OCCUPATIONAL HEALTH & SAFETY

INTRODUCING RAMP: ROOF ASSET MANAGEMENT PROGRAM

Facilities Management is a large organization with a variety of responsibilities – You may not be aware of the ongoing Roof Asset Management Program (RAMP), led by CC&R Construction Administration Manager Zachary Brackett.

What is RAMP?

RAMP is an effort to manage the roof components of each UVA facility through an integrated visual platform that will allow FM to track conditions and costs through time. This will enable FM to better assess needs; plan, design, and manage projects and repairs; and develop extended spending plans. RAMP is the final goal of this process and a team of subject matter experts are in the stages of creating it by collecting data, creating standards, and developing plans for operation and maintenance.



Photo Credit: Ben Melugin, Feb. 2019.

So what is the pilot program?

The pilot program is the first step in creating an equal baseline assessment of all facilities. The assessment will utilize GIS to geo-locate and map all data points related to the roof; including existing information, materials, safety equipment, and current conditions.

Technical Assurance has completed the pilot phase of the Roof Asset Management Program.

The pilot represents a small amount of data, 11 properties from the Newcomb Zone, to evaluate. Follow-up workshops will be scheduled with various groups to determine the data's efficacy, and how this data will integrate into FM's various platforms. Once the workshops are complete, the team plans to move forward assessing the remaining E&G buildings, and hopefully expand the program to include the various auxiliary units and Medical Center.

If you have any questions related to this effort, reach out to Zachary Brackett:

zb5x@virginia.edu

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>

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.

REMINDER: Employees must be trained before using any power tools and equipment including chainsaws, lift trucks, forklifts, power washers, etc.
For more information, email FM-OHS@virginia.edu



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>

BEE AWARE:

LOOK OUT FOR DANGEROUS PLANTS & ANIMALS!

Plants:

→ **Poison ivy, poison oak, and poison sumac:**

- These plants can cause **skin irritation if handled** and **lung irritation if burned** and the smoke is inhaled due to the poisonous sap in their roots, leaves, and stems.
- **Around 85% of people** exposed to these plants will develop an allergic reaction.
- **Remember: “Leaves of three, let it be.”** Poison ivy and oak can be easily identified by their **three green leaves from one stem**. In some cases, poison oak can have up to five leaves. Meanwhile, **poison sumac is a woody shrub that has seven to 13 leaves, often arranged in pairs.**

→ **Stinging nettle:** Also known as wood nettle, this plant can irritate the skin with its stinging hairs. Its leaves have coarse edges.

Creatures:

→ **Snakes**

- ♦ **Cottonmouths/water moccasins, copperheads, and rattlesnakes** are the venomous snakes to look for in Virginia.
- ♦ **Wearing boots, long pants, and snake gaiters**—a product that offers leg protection from the top of the foot to just below the knee—are the best protection against snakes outdoors.
- ♦ **When you see a snake, give it lots of space.** Threatened animals may react in a way that might hurt you, whether or not it’s venomous.

→ **Spiders:** The **black widow spider** is active in Virginia.

- ♦ Black widows are identifiable by a **red hourglass pattern on the underside of their abdomen**
- ♦ Black widows **build webs between objects and in small spaces you may encounter.**

→ **Bees, wasps, and hornets:**

- ♦ Finding nests or hives are most common in **warmer months**. They are typically built in **trees, on equipment such as ladders, or under roof eaves.**
- ♦ **Stings cause pain, swelling, and the potential for severe allergic reactions.**
- ♦ **Be aware if you have an allergy.** Consider letting your supervisor and teammates know and **keep an epi pen on hand if you are prescribed one.**

When to Call 911:

→ **Any time you’re bitten by a snake.**

→ If you encounter a poisonous plant, insect or other animal and **experience a severe reaction like difficulty breathing or swallowing.**

Poison control centers are available 24/7 for questions on bites, stings, and more.

Put the national Poison Control number in your cellphone contacts for quick access: **800-222-1222**

If you run into one of these at work, alert the Service Desk: <https://customerportal.fm.virginia.edu/home/>



OCCUPATIONAL HEALTH & SAFETY SAFETY SHOE UPDATES & REMINDERS

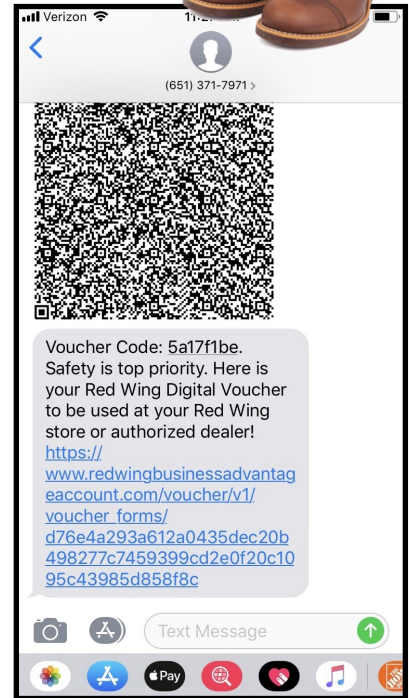


Updates for the Shoe Truck on Tuesday, August 2:

- **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 **HSPM 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>
- **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>

Apprenticeship Onboarding Begins August 1!

UVA FM will 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.



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 HSPM 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!

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.

DIVERSITY, EQUITY & INCLUSION

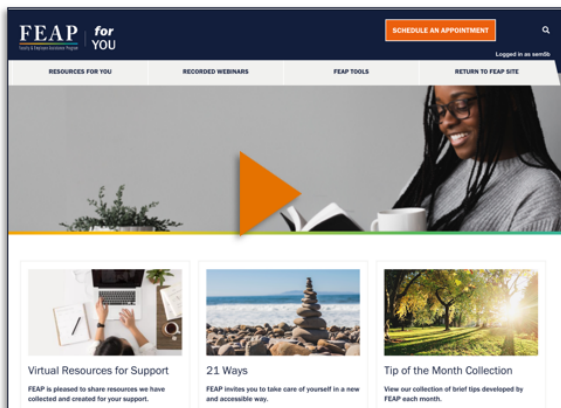
FOCUS ON FEAP

UVA's Faculty and Employee Assistance Program (**FEAP**) is **FREE & confidential** and offers the following services at no cost for UVA employees and their families:

- **Assessment**
- **Brief counseling**
- **Problem-solving**
- **Crisis intervention**
- **Resource identification**
- **Referral**
- For managers – **Consultation on concerning employee situations**

FEAP FOR YOU

A secure portal offering you easy access to all FEAP-developed resources



Watch an overview and login instructions

Faculty & Employee
**ASSISTANCE
PROGRAM**

BENEFITS:

- Exclusive access for customers and their family members
- Increased on-demand, self-guided resources & support
- Seamless transition with the FEAP website

WHAT'S INSIDE:

- Tip of the Month Collection
- Newsletter archive
- Virtual Resource Library
- 21 Ways in 21 Days Program
- Webinar recordings
- Monthly features and highlights

Take care of yourself—inside and out!

The construction industry has one of the highest suicide rates compared to other industries — 5 times greater than the rate for all fatal work-related injuries in the construction industry.

Source: <https://blogs.cdc.gov/niosh-science-blog/2020/09/09/suicide-in-construction/>

See the full introduction to FEAP: <https://at.virginia.edu/FMIntro2FEAP>

Request an appointment: <https://uvafeap.com/contact-us>

OCCUPATIONAL TRAINING

UVA FM Job Postings, Continued from page 2

- 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
- R0038102 Senior Trades Utility Worker
- 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
- R0038050 Maintenance Electrician
- 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
- 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
- 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
- R0036927 Carpenter
- R0036800 Zone Maintenance Coordinator
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0032149 Facilities Planner
- R0033013 Electrical Engineer/Engineering Associate
- R0033696 Occupational Programs Coordinator
- 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
- R0033637 Pipefitter/Steamfitter Senior
- R0032413 Senior HVAC Mechanic - Health System Physical Plant
- R0030791 Instrumentation & Controls Technician
- R0032487 Fire Systems Technician
- R0034404 Plumber
- R0033786 Plumber
- R0033071 Electrician - CCR
- R0034508 Electrician
- R0035363 Recycling Worker
- R0030544 Carpenter - Construction & Renovation Services
- R0030397 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
- R0027779 Arborist
- R0027977 IT Desk Support (Student Wage)

COVID-19 RESOURCES

Helpful Links

- Community COVID-19 Guidance & Resources: [COVID.gov](https://www.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>
- Visualize FM COVID-19 Case Rates (accessible only by FM employees): <https://www.fm.virginia.edu/employees/intranet/fm-covid-chart.html>
- Find medication for a COVID-19 positive: <https://covid-19-test-to-treat locator-dhhs.hub.arcgis.com/>
- 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.





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.

July 29: National Intern Day

**July 30: International Day of
Friendship**

July 31: Shredded Wheat Day

August 1: Homemade Pie Day

August 2: National CAD Day

August 3: FM Appreciation! 

August 4: Qixi Festival

Chinese festival celebrating romantic love.

August 5: National Dash Cam Day