

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

08.19.2022

In this issue:

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

OCCUPATIONAL HEALTH & SAFETY

- Welcome OHS Technician Sarah Reed!
- Who is on Your Safety Committee?
- Nominate a Safety Champion or Safety Star

OCCUPATIONAL TRAINING

- Leadership Connection: Can I Get Some feedback?
- Enter Your Certifications Into Workday
- View & Apply for FM Jobs

DIVERSITY, EQUITY & INCLUSION

- Read and Submit Thank Yous
- Employee Resource Groups: LGBT Committee & Events



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

UVA FM COVID-19 RESOURCES

<https://at.virginia.edu/FMC-19Resources>



BEE AWARE: STUDENTS ARE BACK!

School is back in session across the country, and that means drivers need to be on the lookout for students!

- **Reduce your speed and cover the brake** so you can be prepared to stop. A shortage of school bus drivers has led to the city expanding “walk zones” around schools. Be extra aware near city schools and be on the lookout for child and teen pedestrians. Learn more: <http://charlottesvilleschools.org/transportation/>
- **Be aware of pedestrians that may be distracted by electronics** and who may not be aware what is happening on the road. Drivers must also keep an eye on the sidewalks and road-sides.
- **Always observe school zone speed limits & be aware of crosswalk locations.**
- **Always “Look Before You Lock”** - The temperature inside a parked car can quickly become deadly, even when parked in the shade or with a window cracked. Take extra precautions to be sure you haven't left your child, pet, or elderly relative in a hot vehicle.

Special thanks to Sonny Beale with UVA FM Recycling for sharing SWANA's weekly safety tips!

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 HEALTH & SAFETY

WELCOME, SARAH REED, OHS TECHNICIAN

Sarah Reed moved to Albemarle County in 2020 from the greater Richmond area, where she spent 10 years working in telecommunications. She joined University of Virginia's Facilities Management as a landscaper in 2021 and has previously served as a member of the Landscaping and Recycling Safety Committee, the UVA FM Employee Council, and the UVA Staff Senate.

Sarah holds two associate degrees in arts and sciences and horticultural technology, as well as a certificate in sustainable agriculture. As an Occupational Health and Safety Technician, Sarah is excited to advocate for others across Facilities Management and assist in creating a safe and empowering work environment.

In her free time, Sarah enjoys spending time with family, gardening, and exploring in her kayak. She loves being outside and meeting people from all walks of life.

Sarah started with OHS on August 15—Reach out and say “Hi!”



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WHO IS ON YOUR SAFETY COMMITTEE?

In addition to being a very diverse group of individuals, UVA FM as an organization has a varied set of duties across the University as we maintain its facilities. Currently, **UVA FM has 6 Safety Committees dedicated to different areas in FM that may see similar hazards: HSPP, Landscape & Recycling, Energy & Utilities, Zone Maintenance, Construction & Renovation Services, and Project & Construction Management.** Quarterly, the chairs from each of these committees meet to review what their teams have been working on to maintain and improve workplace safety.

See who your Safety Committee representatives are on the OHS website:

<https://www.fm.virginia.edu/depts/ohs/safetycommittees.html>



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>

DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence Update:

- IE Teams continue to be active including working on promotion tools for FM, working with our great FM Event Team to plan a Fall Appreciation Event, and working with UVA and Occupational training to learn more about opportunities in the Onboarding Process.
- **Messages of Thanks are Ongoing!** Saying ‘thanks’ is a great way to help a supervisor, team member or colleague feel appreciated, valued and important—and it feels good! Try saying ‘thanks’ to someone today and use our QR code to share the gratitude!

thank you!



<https://at.virginia.edu/pzLH6i>

To Tiffany Morris “Thank you for all you do for Newcomb Zone! You are the best manager that I have ever worked with.” - GERALYN FINDLEY

“Thanks for all the effort put into coordinating pastries for all of FM and especially my North Grounds team!” -Jamie Joyner

To Liz Burnett: “Thank you for all of your help over the years. You’re always willing and able to assist and bring a smile to our team. You are a true team player and we’re lucky to have you around.” - Anonymous

To Mark Stanis: “You are an inspirational leader who models the way for all of the FM staff. You are respectful to all you encounter. You set an example that I strive to imitate. Thank you for all you do to make UVA so wonderful! “ - Mike Duffy

To Hunter Hodges “Hunter, you’ve been incredibly patient and helpful throughout UVA’s Financial Strategic Transformation. This daunting undertaking was made far less intimidating for our office because of your demeanor. THANK YOU!” - Anonymous

To Norman Hughes: “Thanks to Norman for always smiling & being positive! It’s a treat when he stops by to say hello to our team!” -Linda Resco

“Thanks for the pastries!” - Doug Rush

To Travis Castellanos, Armiss Ferguson, Pedro Gonzalez, Ryan McCarthy and Narges Sinaki: “Thank you for representing FM and the Apprenticeship Program at the Boys & Girls Club Career Chats! You are a great example of what is and can be possible with a career in the trades.” - Laura Duckworth & Emily Douglas

To Housekeeping and Custodial Teams: “Thank you for all you do to get UVA ready for move-in weekend. It is not an easy task. We are proud of you and appreciate you.” - Your Fellow FM Employees

More gratitude coming next week—stay tuned for more appreciation from our teams and be sure to add your own with the QR code!

DIVERSITY, EQUITY & INCLUSION

Employee Resource Groups: LGBT Committee



The traditional **LGBT Welcome Reception** for faculty, staff, and medical center team members will return in-person on **Monday, Sept 12, 4:00 – 6:00pm**, in the Colonnade Club (Pavilion VII) on the Lawn.

Invitations will be sent out soon. Registration will be required to provide a headcount. Space is limited and the event will be catered.

I hope to see you there.

Gary Nimax, LGBT Committee Chair

gsn6x@virginia.edu



Pride Celebration: Film & Discussion of Truman & Tennessee

Thursday, September 8th 6:00pm - 8:45pm

Celebrate Pride with us at the Northside Library! Join us for an in-person screening of the documentary [Truman & Tennessee](#) (Not Rated, 2020, 85min). Immediately following the screening, panelists Gary Nimax and Michael Joseph Smith (Thomas C. Sorensen Emeritus Professor of Political and Social Thought at UVA) will discuss the documentary and moderate a community discussion.

Registration is required as space is limited. Register online at [JMRL-Northside Library](#) or call 434-973-7893 extension 4.

Cville Pride will be celebrating in September with a series of events, although the large festival on the Downtown Mall will not be held this year. The two events hosted by Cville Pride will be:

- Thursday, September 15—[Cville Pride Trivia Night](#) at Firefly, starting at 7:30pm
- Sunday, September 18—[Cville Pride Street Fair & Fun Day](#) at IX Park, with booths staffed by resource groups, non-profits, and local businesses, 11am-3:30pm



To learn more about these events or share any additional events/updates, please contact Emily Douglas at em4hg@virginia.edu or FM-DEI@virginia.edu—thank you!

OCCUPATIONAL TRAINING

Leadership Connection: Can I Get Some feedback?

All employees want to receive feedback: “Am I on the right track?”, “Am I missing something?”, “How am I doing?” “What do you see as my strengths/ talents?”, “What skills do I need to develop?”

Mid-year feedback opportunities are the perfect time to check in with employees and share positive and corrective feedback. If things are going great, awesome! **Share how your team member has impacted the team.** If there are opportunities for improvement, share some corrective feedback and let them know how to correct any deficiencies. No one wants to hear about poor performance at the end of the year without an opportunity to correct the issue.

Providing timely, specific, and effective feedback is a great way to connect and share your expectations. There are a variety of resources available for giving effective feedback like the included article, training, and job aid. Consider attending the UVA HR Talent Development webinar on Giving and Receiving Feedback on Sept. 20th, 2022 from 3:00 pm-5:00 pm: <https://at.virginia.edu/YokMbr>

- Guide to Mid-Year Reviews (Indeed.com): <https://at.virginia.edu/fmnQZo>
- Giving and Receiving Feedback | Learning (Workday): <https://at.virginia.edu/eJAEte>
- Giving Feedback—Job Aid 1: <https://at.virginia.edu/bh6ii5>



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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 [Workday home page](#), 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>

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

See UVA FM Job Listings >>>

OCCUPATIONAL TRAINING

UVA FM Job Postings, continued from Occupational Training - as of 8/17/2022

- R0039192 Custodial Services Manager
- R0039025 Senior HVAC Assistant
- R0039223 HVAC Supervisor
- R0032487 Fire Systems Technician
- R0034727 Mason - CC&R
- R0039053 Quality Assurance Inspector
- R0038477 IT Help Desk Specialist
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekdy Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038102 Senior Trades Utility Worker
- R0038515 Sustainable Information Technology (IT) (Student Wage)
- R0038674 Senior Plumber
- R0038651 Custodial Services Workers for Monday-Friday 4:00pm - 12:30am shift
- R0038117 Electrician/Electrician Senior Assistant
- R0038663 Custodial Services Supervisor
- R0038599 HVAC Mechanic
- R0038619 Assistant Manager for Zone Operations
- R0038303 Custodial Services Worker -SUNDAY - THURSDAY 5:00 AM - 1:30 PM
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- 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
- R0038263 Computer Help Desk Tech (Student Wage)
- R0034425 Trades Utility Senior Worker
- R0034384 Plumber
- 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)
- R0038015 Assistant Web Developer (Student Wage)
- R0038013 Communications Assistant (Student Wage)
- R0037356 HVAC Mechanic or Senior Mechanic
- R0035437 Sign Shop Worker
- R0037659 Pipefitter/Steamfitter
- R0037334 Electrician Senior, Central Grounds
- R0036688 Laboratory Specialist, Senior (Staff Wage)
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0037534 Project Coordinators
- R0036931 HVAC Mechanic
- R0036990 Boiler Operator
- R0037339 Carpentry Supervisor
- R0035630 Geospatial Space Technician
- R0033904 Electrician - CCR
- R0037116 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0030560 Carpenter Senior
- R0036157 Historic Mason - CC&R
- R0037019 Electrician, Night Shift, 6:00pm - 6:00am
- R0036927 Carpenter
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- 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
- R0035846 Student Engagement Intern, School of Architecture (Student Wage)
- R0035445 Custodial Services Worker
- R0033637 Pipefitter/Steamfitter Senior
- R0032413 Senior HVAC Mechanic - Health System Physical Plant
- R0030791 Instrumentation & Controls Technician
- R0033786 Plumber
- R0033071 Electrician - CCR
- R0034508 Electrician
- R0035363 Recycling Worker
- R0030544 Carpenter - Construction & Renovation Services
- R0030397 Plumber Assistant
- R0025247 Environmental Remediation Tech
- R0031374 HVAC Mechanic
- R0032868 Custodial Services Worker - HSPP 5:00pm-1:30am
- R0027779 Arborist
- R0027977 IT Desk Support (Student Wage)



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.

August 19: World Humanitarian Day

August 20: World Honey Bee Day

August 21: National Spumoni Day

August 22: Folklore Day (Brazil)

**August 23: National Cuban
Sandwich Day**

August 24: National Waffle Day

**August 25: National Park Service
Founders Day**

August 26: National Dog Day

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. [Log into your Aetna account to learn more.](#)

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 the Blue Ridge Health Department.](#) (Optional.)
- Notify your supervisor. (*Not optional!*) Supervisors will 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.

