The Occupational Programs Weekly Wrap Up
UVA Facilities Management
09.16.2022

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

DIVERSITY, EQUITY & INCLUSION
→ Inclusive Excellence Update
→ Submit a Thank You to Anyone in FM!
→ Save the Date: Employee Appreciation Lunch Oct. 5
→ English Classes Available for FM Employees
→ Need Food or a Snack?

OCCUPATIONAL TRAINING
→ Last Chance: I-9 Documentation Sessions, Fall 2022
→ Workday’s New Look
→ Leadership Connection: Workforce Development Month
→ Fall Training Offerings
→ View & Apply for FM Jobs

OCCUPATIONAL HEALTH & SAFETY
→ Lockout/Tagout & Special Thanks to West Grounds and Central Grounds Zone Maintenance Teams!
→ BEE Aware: Seasonal Affective Disorder
→ Blood Drive: Monday, Sept. 19

Highlight: FM Presenting on Workplace Wellness at the COAA Fall Workshop
October 6, 2022 | Virginia Commonwealth University Richmond, VA

Session Spotlight: Improving Wellness On Your Project
Chris Hoy of University of Virginia, Matt Kidwell and Heidi Burkett of Skanska, and Tori Terrell of Design Electric will lead a discussion of strategies to combat the disproportionately high rates of suicide and addiction that affect our industry. The presenters will share their experiences, the tools that they use, and other ideas for transforming the way project teams can address and monitor wellness.

Learn more & register:
Note: There is a fee to register for this workshop.

Don’t forget: Reasons to Celebrate!

COVID-19 RESOURCES
https://at.virginia.edu/FMC-19Resources

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.
Inclusive Excellence Update:

→ The Climate + Intergroup Relations team has been working hard with the FM Event Team to finalize details for this year’s FM Appreciation Lunch—see updates below!

→ The Education + Training team (Terry Maynard, Ryan McCarthy, and Avery Wagner) kicks off this month and we’ll be updating you here on their progress.

→ So far, this is what we’re working on—

![Diagram showing Inclusive Excellence Update]

Click here to say ‘thanks’ to someone in FM, or scan the QR code to the right. We’ll share your kind words anonymously or with your name—you choose!

DIVERSITY, EQUITY & INCLUSION

YOU’RE INVITED!
UVA FM EMPLOYEE APPRECIATION LUNCH
WEDNESDAY, OCTOBER 5, 11 a.m.–2 p.m.
CORNER OF LEAKE DR. & ALDERMAN RD.

Save the Date! FM Appreciation Lunch Catered by Howie Brown and Wahoo BBQ—

→ Howie started at FM in Landscape in 2006
→ He joined the Apprenticeship Program as an Electrician
→ And worked as an Elevator Tech until 2019
→ We’re honored to have Howie back at FM to share Wahoo BBQ and catch up with friends—see you soon Howie!

→ English Classes: English classes are currently underway. If you would like to take classes, or have just hired a new employee who would like to be enrolled, please contact Emily Douglas (434) 906-5810, em4hg@virginia.edu

→ Need Food or a Snack? There are several food pantry locations around grounds that are free—stop by and pick up what you need—
   → Student Activities Center on the 1st floor of Newcomb Hall, room 144—click here for a map
      → Open Monday-Thursday, Saturday: 7am-Midnight, Friday 7am-9pm, and Sunday 8am-Midnight
   → UVA Women’s Center, Main Floor—Look for signs pointing out the second door on the right in the central hallway.
      → Open Monday–Friday 9am-5pm

Or donate to the UVA Community Food Pantry:
https://pantryatuva.org/donate/

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

Last Chance: I-9 Documentation Sessions, Fall 2022

If you were hired or rehired by UVA since March 2020, you were asked to submit 'Part II Documentation' for the I-9 requirements via Workday. You were also notified that there would be a requirement later for you to present these same documents to a UVA HR representative in person.

UVA HR representatives will be available 8:00 am to 5:00 pm at the following dates and locations:

- **2420 Old Ivy Road | Room 131**
  - Wednesday, Sept. 21
  - Wednesday, Sept. 28

- **Thornton Hall | Rodman Room A238**
  - Friday, Sept. 16
  - Friday, Sept. 23
  - Friday, Sept. 30

- **Pinn Hall | Room 2ABC**
  - Tuesday, Sept 20
  - Tuesday, Sept 27

There will be additional sessions announced in October. Failure to provide in-person documentation by October 31, 2022 will impact your continued employment at the University of Virginia.

What you need to know:

- You must present the same original documents in person that you uploaded to Workday. (i.e. If you presented a US Passport, you must present the same US Passport in person). View the Job Aid to learn how to log into Workday and review the documents you uploaded initially: [https://at.virginia.edu/73qp4U](https://at.virginia.edu/73qp4U)

- There is no need to sign up for a specific time to complete this requirement. Please plan on attending one of the above sessions. The process should take about 5 minutes.

- If the documents you presented are expired or no longer in your possession, please contact UVA HR by emailing AskHR@virginia.edu.

- If you have additional questions about meeting this requirement of your employment, please email AskHR@virginia.edu with subject line, “I-9 Requirements.”

Workday’s New Look

Now, you can tailor your Workday homepage to meet your unique needs. In addition, several current features have been improved:

- **Applications** are accessible through a 'View All Apps' button and through the new 'Menu' feature (located in the top left of your screen, in your Workday toolbar).

- **Search** is now returned in two sections: Saved Categories (which you can configure) and More Categories (all categories not listed in your Saved Categories section).

- **Inbox** is now searchable.

- **Global Navigation Menu** is available to you no matter where you are in Workday.

- **Cards** provide information to you, based on your role, in categories of: Timely Suggestions, My Team, and/or Recommended for You.

See the video on the changes: [https://vimeo.com/740942052/81b4936b97](https://vimeo.com/740942052/81b4936b97) (2 min. 34 sec.)
OCCUPATIONAL TRAINING

Leadership Connection: Workforce Development Month
In continued support of Workforce development month, I’m excited to continue our conversation about the topic. Last week we discussed what workforce development is. This week, I would like to discuss why we invest in workforce development. The answer to that question can be found in the benefits of developing your team, and there are a few! To begin, by investing in your employee’s training and development, they become:

- More Productive
- More Engaged
- Have Less Turnover
- Are More Proactive

All of these ideas are beneficial but also lead to an increase in the quality of work with better employee morale and an interest in growing with the organization. You can’t beat that!

Here are a few additional ideas on LinkedIn about why workforce development is so important:

https://at.virginia.edu/go0dOT

Contact:
Mark Orr
Senior Training & Development Specialist
pne4vf@virginia.edu
P 434-962-1020

Training Offerings: Fall 2022

Backflow Prevention Training: If you are interested, notify the Occupational Training team email fm-training@virginia.edu to be added to the class list.

UVA EDGE

UVA Edge is a part-time, online college credit program for working adults. Students earn 20 undergraduate credits while building career and digital skills. It is covered by the UVA education benefit for eligible employees and is ideal for students without college experience or those with less than 30 credits.

Learn more online at https://edge.virginia.edu/uva-employees

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 HEALTH & SAFETY

LOCKOUT/TAGOUT & KUDOS

OHS would like to give a huge shoutout to the West Grounds and Central Grounds Zone Maintenance teams for prioritizing and attending lockout/tagout refresher training as well as the related Brady LOTO software training sessions.

“Bottom line, LOTO saves lives. The goal is to remove any energy source to the equipment before starting the work or repair and eliminate the hazard. I have trust in my team to make the right call, and we take pride in how much we heavily emphasize safety. We prioritize providing resources for our team, including training for LOTO.”

– Kenneth Bower, Zone Manager, West Grounds Zone Maintenance

We appreciate their engagement, professionalism, and proactiveness in safety!

**LOTO is one of the top 5 most cited violations** of the more than 200 standards written for general industry, even after 25 years in effect. By implementing and utilizing FM’s LOTO Program, we can save lives, cut costs, and improve productivity.

Learn more & see how to buy UVA-specific LOTO equipment: [https://at.virginia.edu/AoDZ1j](https://at.virginia.edu/AoDZ1j)
Request training in LOTO & other health & safety subjects by emailing [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu).

BEE AWARE: SEASONAL AFFECTIVE DISORDER

Major Depressive Disorder with a Seasonal Pattern (formerly known as seasonal affective disorder, or SAD) is characterized by recurrent episodes of depression in late fall and winter, alternating with periods of normal mood the rest of the year.

Researchers at the National Institute of Mental Health were the first to suggest this condition was a response to decreased light and experimented with the use of bright light to address the symptoms. Scientists have identified that the neurotransmitter serotonin may not be working optimally in many people who experience this disorder.

The prevalence of this condition appears to vary with latitude, age and sex:

- Prevalence increases among people living in higher/northern latitudes.
- Younger persons are at higher risk.
- Women are more likely than men to experience this condition.

Planning Ahead:

If you know you have a seasonal pattern, ask yourself “How can I plan for this?” Because this disorder has a specific pattern, those who experience it can prepare for its arrival in the following ways:

→ **Exercise more** toward the end of summer

→ **Get into therapy or plan a FEAP appointment** around September

→ **Start your light therapy box** in October

→ **Plan a vacation to a sunny spot** in January
Blood Drive

John Paul Jones Arena
Main Lobby
295 Massie Road
Charlottesville, VA 22903

Monday, September 19, 2022
11:00 a.m. to 5:00 p.m.

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org to schedule an appointment.

Streamline your donation experience and save up to 15 minutes by visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history questions on the day of your appointment.

Download the Blood Donor App | RedCrossBlood.org | 1-800-RED CROSS | 1-800-733-2767

UVA Facilities Management Occupational Programs | 434.297.6379 | FM-OHS@virginia.edu | https://www.fm.virginia.edu/depts/occupationalprograms/index.html
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.

September 16: Collect Rocks Day
September 17: National Bobby Day
September 18: Locate An Old Friend Day
September 19: Recycle Now Week
September 20: National Queso Day
September 21: International Day of Peace
September 22: Hobbit Day
September 23: First Day of Autumn
OCCUPATIONAL TRAINING

UVA FM Job Postings, Continued from Occupational Training

- R0040355   Plumber/Steamfitter Assistant
- R0040339   Operator/Pipe Layer or Senior Operator/ Pipe Layer
- R0040173   Engineering and Energy Systems Manager
- R0040008   Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0040084   Landscape Turf Supervisor
- R0037336   Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0038423   Senior Administrative Coordinator, Facilities Management
- R0038651   Custodial Services Workers for Monday-Friday 4:00pm - 12:30am shift
- R0039957   HVAC Mechanic
- R0036157   Historic Mason - CC&R
- R0039947   Recycling Supervisor
- R0039951   Carpenter Senior
- R0039931   Finance Associate
- R0036003   Senior Sourcing Specialist
- R0039545   Senior Electrician
- R0035445   Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0033696   Occupational Programs Coordinator
- R0033904   Electrician - CCR
- R0034384   Plumber
- R0039192   Custodial Services Manager
- R0039025   Senior HVAC Assistant
- R0039223   HVAC Supervisor
- R0032487   Fire Systems Technician
- R0034727   Mason - CC&R
- R0038477   IT Help Desk Specialist
- R0032242   Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0038102   Senior Trades Utility Worker
- R0038674   Senior Plumber
- R0038117   Electrician/Electrician Senior Assistant
- R0038683   Maintenance Inventory Specialist
- 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
- R0036614   Licensed Tradespeople (HVAC, Electrical or Plumbing)
COVID-19 RESOURCES

Helpful Links

- Community COVID-19 Guidance & Resources: [COVID.gov](https://www.cdc.gov)
- UVA COVID-19 Updates: [https://coronavirus.virginia.edu/](https://coronavirus.virginia.edu/)
- What’s “Close Contact”? And What's Next? [https://at.virginia.edu/ZTR6cO](https://at.virginia.edu/ZTR6cO)
- OHS COVID-19 Resources: [https://www.fm.virginia.edu/depts/ohs/covid-resources.html](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/](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.](https://www.aetna.com)

---

Updated COVID-19 Boosters are now available that offer stronger protections against severe illness and death from Omicron sub-variants. Make your appointment: [https://vaccinate.virginia.gov/](https://vaccinate.virginia.gov/)

---

**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.](https://www.fm.virginia.edu/depts/ohs/fmReport.html)
- **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.