

# The Occupational Programs Weekly Wrap Up

UVA Facilities Management

09.16.2022

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



### 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:

<https://www.coaa.org/events/coaa-va-fall-2022-workshop>

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

## COVID-19 RESOURCES

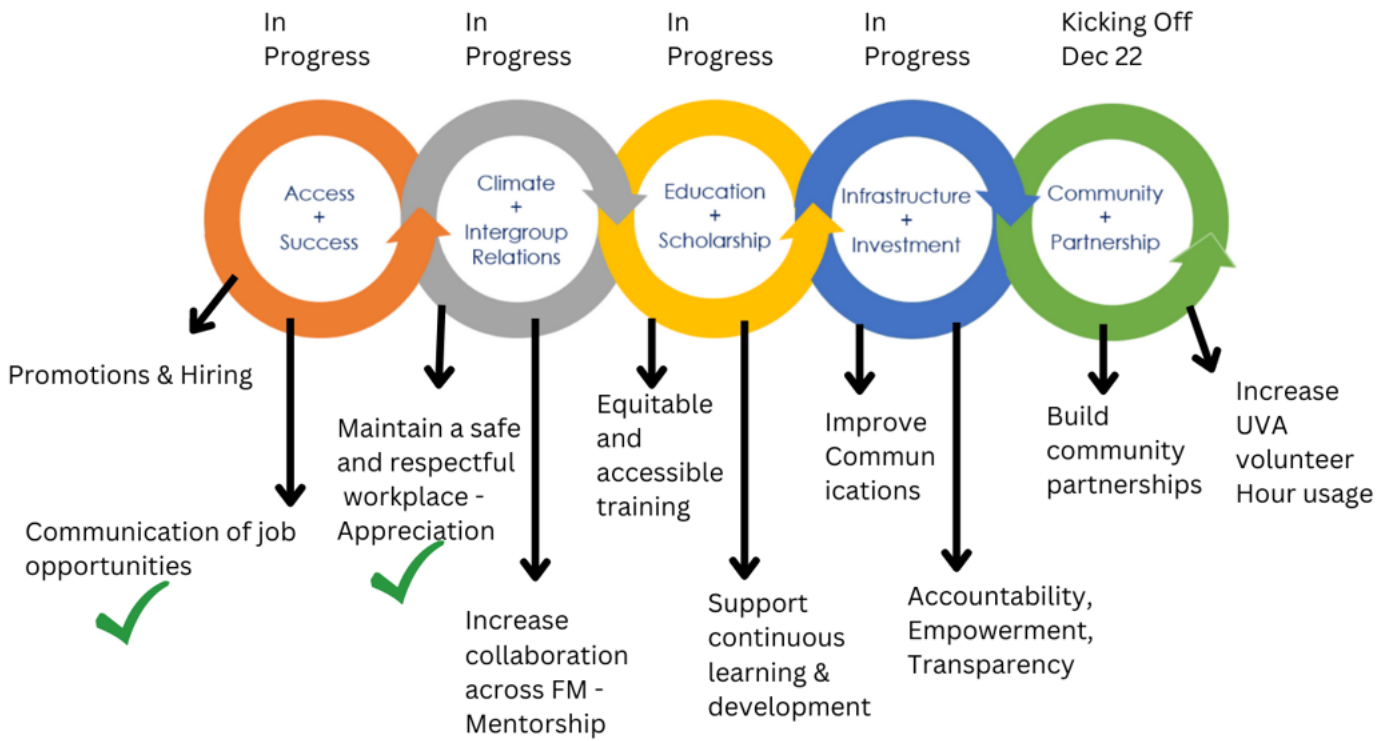
<https://at.virginia.edu/FMC-19Resources>

**Let Us Know:** You can always email [FM-OHS@virginia.edu](mailto: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.

# DIVERSITY, EQUITY & INCLUSION

## 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—



thank you!

[Click here to say 'thanks' to someone in FM,](https://www.qualtrics.com/jfe/form/SV_25FkIh6qgInQ4N8) or scan the QR code to the right. We'll share your kind words anonymously or with your name—you choose!



[https://virginia.az1.qualtrics.com/jfe/form/SV\\_25FkIh6qgInQ4N8](https://virginia.az1.qualtrics.com/jfe/form/SV_25FkIh6qgInQ4N8)

## DIVERSITY, EQUITY & INCLUSION



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](mailto: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](mailto:em4hg@virginia.edu) or [FM-DEI@virginia.edu](mailto: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.**

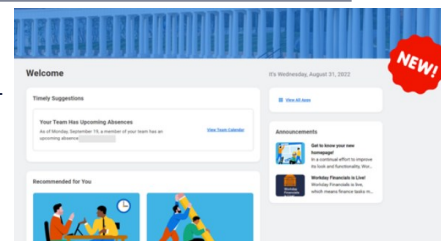
### What you need to know:

- **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>
- **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](mailto:AskHR@virginia.edu).
- **If you have additional questions** about meeting this requirement of your employment, please email [AskHR@virginia.edu](mailto: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> (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



**Contact:**  
**Mark Orr**  
Senior Training &  
Development Specialist  
[pne4yf@virginia.edu](mailto:pne4yf@virginia.edu)  
P 434-962-1020



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>

## Training Offerings: Fall 2022

**Backflow Prevention Training:** If you are interested, notify the Occupational Training team email [fm-training@virginia.edu](mailto: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](mailto: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>  
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](https://RedCrossBlood.org) to schedule an appointment.

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



**Race in to give! Come to donate Sept. 1-30 for a chance to win a VIP NASCAR experience, including two tickets to a 2023 race, plus get a coupon for a free haircut by email, all thanks to Sport Clips Haircuts! Terms apply: [rcblood.org/racetogive](https://rcblood.org/racetogive)**



**Download the Blood Donor App | [RedCrossBlood.org](https://RedCrossBlood.org) | 1-800-RED CROSS | 1-800-733-2767**



# 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**

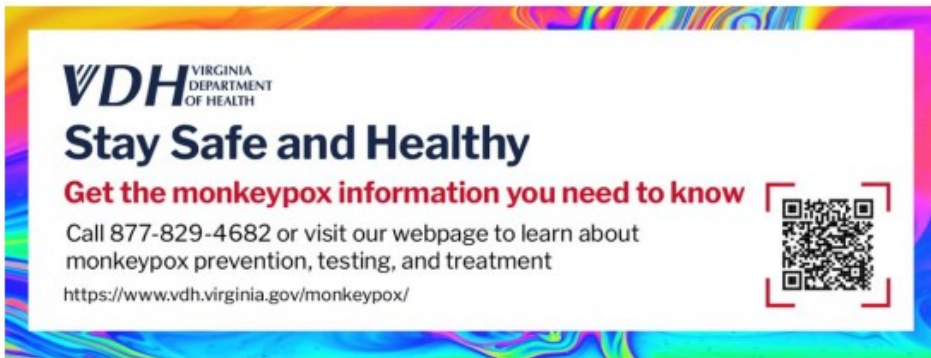
**September 23: First Day of Autumn**



# 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, Facili-  
ties 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
- R0039053 Quality Assurance Inspector
- R0039453 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)
- R0038263 Computer Help Desk Tech (Student Wage)
- R0034425 Trades Utility Senior Worker
- R0037791 Custodial Services Worker for Monday-  
Friday 3:00pm - 11:30pm 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
- R0037334 Electrician Senior, Central Grounds
- R0037534 Project Coordinators
- R0036931 HVAC Mechanic
- R0036990 Boiler Operator
- R0037339 Carpentry Supervisor
- R0035630 Geospatial Space Technician
- R0037116 Custodial Services Worker - M - F 5:00 AM  
- 1:30 PM
- R0030560 Carpenter Senior
- R0035502 Senior HVAC Mechanic, Night Shift,  
6:00pm - 6:00am
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical  
or Plumbing), Weekday Evening Shift Monday - Friday  
3:30pm to 11:30pm
- 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
- R0026545 Sheet Metal Technician - CC&R
- R0031374 HVAC Mechanic
- R0032868 Custodial Services Worker - HSPP 5:00pm  
-1:30am
- R0027779 Arborist
- R0027977 IT Desk Support (Student Wage)



**VDH** VIRGINIA DEPARTMENT OF HEALTH  
**Stay Safe and Healthy**  
Get the monkeypox information you need to know  
Call 877-829-4682 or visit our webpage to learn about monkeypox prevention, testing, and treatment  
<https://www.vdh.virginia.gov/monkeypox/>

If you are interested in getting a monkeypox vaccine, please fill out the state-wide interest form from the Virginia Department of Health:

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

All form responses are confidential.

## 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/ZTR6c0>
- 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/>

**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/>



### 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 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.

