

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

09.23.2022

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

HOOS SPEAKING: UVA TOASTMASTERS

Do you want to practice public speaking, improve your communication and build leadership skills in a supportive environment? Try out Hoos Speaking—Held each Wednesday at noon in person AND via Zoom for maximum accessibility!



[Email Narges Sinaki to learn more >>](#)

TAX REBATE: CHECK YOUR ELIGIBILITY

The 2022 Virginia General Assembly passed a law recently giving taxpayers a rebate of up to \$250 for individual filers and up to \$500 for joint filers.



Are you eligible?

Not every taxpayer is eligible. If you had a tax liability last year, you will receive up to \$250 if you filed individually, and up to \$500 if you filed jointly. Tax liability is the amount of tax you owe throughout the year minus any credits (like the credit for taxes you paid to another state or the credit for low income individuals), deductions, or subtractions.

You can check your eligibility using the rebate lookup tool: <https://www.tax.virginia.gov/>

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.

DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence Update:



Make sure your calendars are marked for Wednesday, October 5th!

- Please use the above map to locate parking and the event
- Note the main entrance on **Leake Drive**
- If you/your team needs transport assistance, please [email Mike Duffy](#) soon with your request
- If you have any questions about this event, please contact [Emily Douglas](#) (434) 906-5810

DIVERSITY, EQUITY & INCLUSION

DEI Resources:

- **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 locations around grounds that are **free**—stop by and pick up what you need—

ACCESS FOOD PANTRIES ON GROUNDS

For more information on hours of operation and additional resources visit: odds.virginia.edu/food-insecurity or food.virginia.edu/resources



EDUCATION SCHOOL PANTRY
This pantry is located in the Education school in Ridgely Hall in the lower cabinets of the kitchen on the 3rd floor lounge. Currently, this pantry only provides hygiene products.

UVA COMMUNITY FOOD PANTRY AT NEWCOMB HALL
A student-run initiative, the UVA Community Food Pantry is located in Room 142 of the Student Activities Center (SAC) on the first floor of Newcomb Hall. The pantry is open to all students and staff and operates during SAC hours.

MAXINE PLATZER LYNN WOMEN'S CENTER PANTRY
Located in the Women's Center across from The Corner, this food pantry provides grab-n-go bags with non-perishable items as well as hygiene items. The pantry is open to all UVA students, faculty, and staff and can be found on the main floor of the center through the second door on the right in the central hallway.

ENGINEERING SCHOOL PANTRY
This pantry is located in the Engineering school on the first floor of Thornton Hall A-Wing in room A121. The pantry offers non-perishable food items as well as hygiene products.

MCINTIRE SCHOOL PANTRY
Located in the McIntire School of Commerce building on the South Lawn, this pantry can be found near the graduate student mailboxes on the first floor of Robertson Hall. The pantry offers non-perishable items.

NURSING SCHOOL PANTRY
Currently located in the lobby of the Claude Moore nursing building for easy access, this pantry provides non-perishable items as well as requested hygiene products.



If you're looking for more than a few options or food, please make an appointment at [Loaves & Fishes](#). They have times to pick up groceries (for free) like milk, eggs, rice, pasta, frozen meats, bread and bakery items. Located at 2050 Lambs Road in Charlottesville.

Thank you to **Avery Wagner** for our great event map design and to **Ryan McCarthy** for sharing the Food Pantry map across Grounds. Have something you'd like to share to benefit FM employees? Let Emily Douglas know at (434) 906-5810, em4hg@virginia.edu or [FM-DEI@virginia.edu](mailto:DEI@virginia.edu)—thank you!

OCCUPATIONAL HEALTH & SAFETY

BEE AWARE: HOT WORK UPDATES



What is “Hot Work”?

Hot work activities are typically defined as those that create flames, heat and/or sparks. The most notable examples are welding, cutting, soldering, brazing and grinding. “Hot work,” however, also can include drilling, which creates heat due to friction, or the thawing of pipes. Hot work typically requires special work permits, especially when activities are being performed in areas where flammable atmospheres may exist, or combustible material is closer than 35 feet to the hot work being conducted.

Recent Changes:

NFPA standards were revised in recent years to require a 60-minute fire watch instead of the previously required 30 minutes. The permit-authorizing individual could require the fire watch to remain on site longer depending on the conditions of the work site. In addition to the PPE required for the specific hot work task, a fire extinguisher with an **ABC rating** must also be available on site.

The FM Hot Work Program and Hot Work Permit form have been updated on the OHS website.

Review the program and complete the form when necessary!

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



TOOLS FOR YOUR TOOLBOX: MENTAL HEALTH STRATEGIES

- **Get regular exercise.** Just 30 minutes of walking every day can help boost your mood and improve your health.
- **Eat healthy, regular meals and stay hydrated.** A balanced diet and plenty of water can improve your energy and focus throughout the day. Also, limit caffeinated beverages such as soft drinks or coffee.
- **Make sleep a priority.** Stick to a schedule for getting enough sleep. Withhold phone or computer use at least 1 hour before bedtime.
- **Try a relaxing activity.** Explore [wellness programs or apps](#), which may utilize meditation, muscle relaxation, or breathing exercises. Schedule regular times for other healthy activities you enjoy, like walking, hiking, gardening, fishing, or even the fire pit at home. Prioritize what grounds you!
- **Set goals and priorities.** Decide what must get done now and what can wait. Learn to say “no” to new tasks if you start to feel like you’re taking on too much.
- **Practice gratitude.** Remind yourself daily of things you are grateful for. Be specific. Write them down at night, or replay them in your mind.
- **Check your “self talk.”** Identify and challenge your negative and unhelpful thoughts. Ask yourself if you would use the same words to describe a friend.
- **Stay connected.** Reach out to your friends or family members who can provide emotional support and practical help.

Reach out to FEAP for more support: www.UVAFEAP.com

OCCUPATIONAL TRAINING

Training Offerings: Fall 2022

Backflow Prevention Training

If you are interested, notify the Occupational Training team by emailing 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>

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 Building | Room 131

→ Wednesday, Sept. 28

Pinn Hall | Room 2ABC

→ Tuesday, Sept 27

Thornton Hall | Rodman Room A238

→ Friday, Sept. 23

→ Friday, Sept. 30

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

OCCUPATIONAL TRAINING

Leadership Connection: The “How” of Workforce Development

Over the course of September, we have been understanding **workforce development**. In earlier posts, we discussed **WHAT workforce development is**, and **WHY we would want to implement workforce development tools and activities**. Let's add a valuable step: **HOW** do you implement a workforce development program?

As a leader, sometimes there is an expectation that you automatically know how to lead or provide tools to your employees. That is not always the case, but here are a few ways to start:

- First, be sure that all members of your team **understand their roles in the organization** and how their roles impact the larger group. No matter which job you have, you have an impact on our organization.
- Next, **provide training and tools to grow**. Take a survey of your team members and their skills and provide guidance and instruction to allow users to try new tasks and take on new responsibilities.
- Then, **allow them to do their jobs**. Often as leaders, we want to pick up the tool and get the job done quickly. This isn't serving the employee. By allowing them to stretch and grow, they become more confident. They learn lessons and grow. This does not mean you are kicking your employees into the deep end of the pool if they aren't able to swim but providing employees with guided practice and then letting them do the job allows them to stretch and grow. Meet with your team members, connect, and understand their goals and where they want to go, this act will inform the previous steps.
- **Create a plan**. Understanding where your team is and where you want to take them is an intentional effort that does not just happen overnight and should include intentional well thought consideration.
- Finally, the **Occupational Training team** is here with the goal of **cultivating staff success**. Don't hesitate to let us know how we can help at fm-training@virginia.edu.

These are a few thoughts, please **share any additional thoughts** you may have with how to develop your team!

Source: <https://theundercoverrecruiter.com/develop-your-team-steps/>



Contact:

Mark Orr

Senior Training &
Development Specialist
pne4yf@virginia.edu
P 434-962-1020

The FM Shuttle is back!

The shuttle is returning on **Monday, September 26**.

- Monday-Friday, 8:00 AM to 3:00 PM
- Call (434) 987-5012 to reserve/book. *The shuttle is intended for business use only, not for transportation for personal needs or to be dropped off at a personal vehicle.*

Please welcome Scott Dudzik, Transportation Operator to the Fleet team.

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 FM Job Listings >>>



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 23: First Day of Autumn

September 24: Fish Amnesty Day

**September 25: National Comic Book
Day**

September 26: Better Breakfast Day

September 27: No Excuses Day

September 28: Neighbor Day

September 29: World Heart Day

September 30: Save The Koala Day

OCCUPATIONAL TRAINING

UVA FM Job Postings, Continued from Occupational Training

- R0038326 Custodial Services Worker - TUESDAY - SATURDAY 5:00 AM - 1:30 PM
- R0040529 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0039931 Finance Associate
- R0032487 Fire Systems Technician
- R0039192 Custodial Services Manager
- R0038599 HVAC Mechanic
- R0040355 Plumber/Steamfitter Assistant
- R0040339 Operator/Pipe Layer or Senior Operator/ Pipe Layer
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0040084 Landscape Turf Supervisor
- R0037336 Senior HVAC Mechanic, Central Grounds Zone, Alternating Shift
- R0039957 HVAC Mechanic
- R0036157 Historic Mason - CC&R
- R0039947 Recycling Supervisor
- R0039951 Carpenter Senior
- 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
- R0039025 Senior HVAC Assistant
- R0039223 HVAC Supervisor
- 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
- R0038117 Electrician/Electrician Senior Assistant
- 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
- 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)

WELLNESS RESOURCES

COVID-19 Resources

UPDATE 9/23/2022: Facilities Management employees working within UVA Health facilities (required to comply with [UVA Health's policy OCH-002](#)) must report their positive COVID-19 test results to Employee Health at 434-924-2013 or employeehealth@virginia.edu. This requirement no longer applies to employees working strictly within UVA Academic facilities.



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/>

→ **Community COVID-19 Guidance and Testing & Treatment Resources:** [COVID.gov](https://www.covid.gov)

→ **UVA COVID-19 Updates:** <https://coronavirus.virginia.edu/>

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.](#)

What to do: Positive At-Home Test

- **Notify your supervisor.**
- **Plan to stay home for at least 5 days and isolate**, using VDH guidance: <https://www.vdh.virginia.gov/coronavirus/protect-yourself/infected/> – Day 0 is your first day of symptoms or date of your positive test if you have no symptoms.
- **Contact your doctor** to let them know of your COVID-19 positive. Be aware of [severe symptoms that may require further treatment](#).
- **If you work in UVA Health and must comply with [policy OCH-002](#)**, notify Employee Health: 434-924-2013 / employeehealth@virginia.edu.
- **[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.



Monkeypox

- As of 9/22/2022, there have been **452 cases** of monkeypox in Virginia, **21 hospitalizations**, & **0 deaths**.
- **Anyone can potentially get and spread monkeypox**, but the risk to the general public is considered low at this time. Prevention tips: <https://www.vdh.virginia.gov/monkeypox/prevention/>
- **Vaccines are available for those exposed or at risk**. Fill out the statewide interest form from the Virginia Department of Health: <https://at.virginia.edu/JqOnGO>



FEELING SICK?

COMPARING SYMPTOMS OF ALLERGIES, COMMON COLD, STREP THROAT, FLU, AND COVID-19



	ONSET OF SYMPTOMS	SEASONALITY	SYMPTOMS		
			Common 🟢🟢🟢	Sometimes 🟢🟢🟡	Rare 🟢🟡🟡
 SEASONAL ALLERGIES	Quick Onset	Differs depending on the allergen	<ul style="list-style-type: none"> ▶ Stuffy/runny nose ▶ Red, swollen eyes ▶ Itchy eyes or nose ▶ Sore throat 	<ul style="list-style-type: none"> ▶ Wheezing ▶ Fatigue ▶ Shortness of breath and cough (possible for those with asthma) 	<ul style="list-style-type: none"> ▶ Fever
 COLD	Gradual Onset	Most occur during fall and winter, but can be year-round	<ul style="list-style-type: none"> ▶ Runny nose ▶ Sneezing ▶ Mild headache ▶ Sore throat ▶ Aches and pains ▶ Mild cough 	<ul style="list-style-type: none"> ▶ Fatigue 	<ul style="list-style-type: none"> ▶ Fever
 STREP THROAT	Quick Onset	Can occur year-round with more cases in winter months	<ul style="list-style-type: none"> ▶ Sore throat ▶ Painful swallowing ▶ Fever ▶ Swollen lymph nodes 	<ul style="list-style-type: none"> ▶ Headache ▶ Rash ▶ Nausea/vomiting (more common in children) ▶ Aches 	
 FLU	Quick Onset	Most occur in October through May	<ul style="list-style-type: none"> ▶ Fever ▶ Dry cough ▶ Headache ▶ Fatigue ▶ Aches and pains (can be severe) 	<ul style="list-style-type: none"> ▶ Runny nose ▶ Sore throat ▶ Sneezing ▶ Chest discomfort 	<ul style="list-style-type: none"> ▶ Nausea/vomiting/diarrhea (more common in children)
 COVID-19 (Some people never develop symptoms)	Gradual Onset	Unknown	<ul style="list-style-type: none"> ▶ Fever ▶ Chills ▶ Cough ▶ Loss of taste or smell ▶ More severe fatigue ▶ Headache ▶ Aches 	<ul style="list-style-type: none"> ▶ Runny nose ▶ Sore throat ▶ Shortness of breath ▶ Congestion ▶ Nausea/vomiting/diarrhea 	<ul style="list-style-type: none"> ▶ Multisystem Inflammatory Syndrome in Children (MIS-C) or Adults (MIS-A)

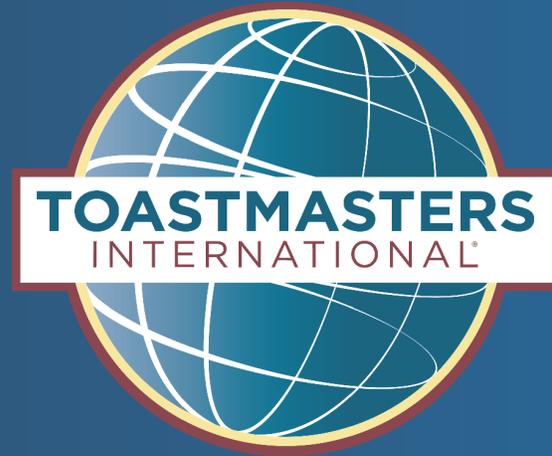
If you feel sick, **contact your healthcare provider** for evaluation, treatment, and possible testing. **Call 911** and get immediate medical attention if you have any medical emergency.

Updated: 4/28/22



Source: <https://twitter.com/HealthyBRHD/status/1566763575984603136/photo/2>

Find Your Voice



Build confidence for your next speech or presentation!

Toastmasters provides a fun, safe, and supportive environment for you to practice public speaking. Along the way, you'll build a better you!

Participating in Toastmasters will allow you to:

- Improve your public speaking and communication
- Gain confidence when speaking in front of others
- Sharpen your leadership skills
- Enjoy a competitive advantage in your workplace



Facilities Management

Take charge of your future and join our club today.

Hoos Speaking
Weekly meetings on Wednesdays, noon–1 p.m. in person and online.

Email Narges Sinaki at ns4xq@virginia.edu to attend.

If you would like, please feel free to bring your lunch.