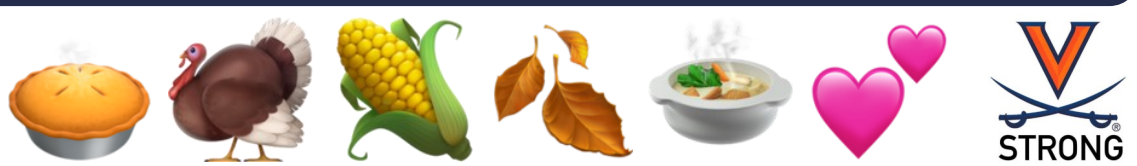


The Occupational Programs Weekly Wrap Up

UVA Facilities Management

11.22.2022



In this issue:

Click the item title to go to the corresponding page.

Downloading this document may be necessary.



Facilities Management
Occupational Training

OCCUPATIONAL HEALTH & SAFETY

→ Practice Thanksgiving Food Safety

DIVERSITY, EQUITY & INCLUSION

→ November Reminders

APPRENTICESHIP

→ POSTPONED: Class of 2022 Graduation & 40th Anniversary Celebration

OCCUPATIONAL TRAINING

- NEW Training Announced >>>>>>>>>
- Mental Health Awareness for Managers
- Don't Forget Your Education Benefits!
- New Employee Onboarding & Orientation
- New Employees: Updated I-9 Requirements
- Apply for UVA FM Jobs

WELLNESS RESOURCES

- COVID-19 Vaccine Updates
- What to Do: Symptoms or COVID-19+
- HoosWell: Rewards Deadline

JOIN PASSPORT TRAINING: EXTRAORDINARY WORKPLACE PRODUCTIVITY

Have you ever felt stressed by the number of emails in your inbox? Have you felt challenged managing your tasks? Excellent productivity may seem unobtainable superpower, but it is within your reach. This course will help you understand your own challenges to productivity and become more efficient at work.

*Registration & supervisor permission required.
Limited to 20 participants.*

When: December 13, 1:00-3:00 PM

Where: Skipwith Rm 112-Upper Level Large Conference Room

Questions? Email FM-training@virginia.edu.



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

REGISTER HERE

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

FOOD SAFETY TIPS FOR THANKSGIVING (& ALWAYS)



The Federal government estimates that there are about 48 million cases of foodborne illness annually – the equivalent of sickening **1 in 6 Americans each year**. And each year, these illnesses result in an estimated 128,000 hospitalizations and 3,000 deaths.

Know the Symptoms of Food Poisoning

Consuming dangerous bacteria will usually cause illness within 1 to 3 days. However, sickness can also occur within 20 minutes or up to 6 weeks later. Symptoms can include: **vomiting, diarrhea, and abdominal pain** – and flu-like symptoms, such as **fever, headache, and body ache**.

Handle Food Safely:

To keep your family safer from food poisoning, follow these steps!



- **CLEAN:** Wash hands and surfaces often.
- **SEPARATE:** Separate raw meats from other foods.
- **COOK:** Cook to the right temperature.
- **CHILL:** Refrigerate foods promptly.

Although most healthy people will recover from a food poisoning within a short period of time, some can develop chronic, severe, or even life-threatening health problems. Some people more at risk for developing foodborne illnesses including pregnant women, young children, older adults, and people with weakened immune systems (such as transplant patients and individuals with HIV/AIDS, cancer, or diabetes).

See more: <https://www.fda.gov/food/buy-store-serve-safe-food/safe-food-handling>

DIVERSITY, EQUITY & INCLUSION

Some Things to Keep in Mind for November:

- **2022 Toy Lift is here!** [Please click here for more information](#) (including store discounts!) and see below for drop-off points—please drop off toys by **12:30pm Friday, December 2nd**
 - Leake Building, Lower Level room 042
 - Operations Area (see Duska Burruss 042B)
 - HSPP, Service Desk Area
 - 1003 West Main St. (see Betty Bowman)
 - Heat Plant (see Gin Sanford)
- **November is Native American Heritage Month**, [click here to learn more](#)
 - Click here to learn more about the [Monacan Indian Nation](#)
 - Which Indigenous Lands are you on? [Click here to find out.](#)
- **November 13-19 was Trans Awareness Week.** Learn more about the work GLAAD focuses on [here](#).

Have any questions about these events/resources or have something you'd like to share to benefit FM employees? Reach out to Emily Douglas at (434) 906-5810, em4hg@virginia.edu or FM-DEI@virginia.edu—thank you!

APPRENTICESHIP

POSTPONED: Class of 2022 Graduation & 40th Anniversary Celebration

The following UVA FM Apprenticeship celebrations have been postponed to allow our UVA community the time and space to heal and reflect in response to recent local events:

- Graduation of the Apprenticeship Class of 2022
- UVA Apprenticeship 40th Anniversary Celebration & Open House

The Class of 2022 will continue to move forward in their trade licensure and skills assessments. A new date for both events will be announced in the near future.

We remain [#UVAStrong](#) and look forward to celebrating UVA FM Apprenticeship with you soon.



November is National Apprenticeship Month: Learn more: <https://at.virginia.edu/ZINTSc>

OCCUPATIONAL TRAINING

Mental Health Awareness for Managers

Mary Sherman from UVA FEAP will be hosting sessions for managers focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being of all employees. No registration is necessary.

The next session will be hosted on **Wednesday, December 7th at 9 – 10 a.m. Skipwith Hall, UL 112.**

Do You Have a New Employee Starting? Take Step 1!

Have you made a job offer to a potential new employee? Email FM-Training@virginia.edu as soon as you learn of their acceptance and the [Occupational Training team](#) will get their onboarding process started.

Don't Forget Your Education Benefits!

UVA offers an Education Benefit to employees who've been in a benefits-eligible position for at least one year. The benefit includes two components: Tuition and Professional Development.

Tuition, which is a maximum of \$5,250/year, can be used for a degree seeking program. Not seeking a degree? We've got you covered! Of that \$5,250 benefit, **\$2,000/year may be used for 'professional development,'** which includes classes, certification training and conferences.

To apply for the benefit, submit an **Employee Request in Workday**. The details and limitations as well as the [Request Education Benefits Job Aid](https://hr.virginia.edu/career-development/education-benefits-1): <https://hr.virginia.edu/career-development/education-benefits-1>

Please note that the deadline for education benefits requests for 2022 is December 9, 2022.

New Employees: Updated I-9 Requirements

New academic employees will now have up to a week from their start date to show their physical original I-9 documents at UVA HR (2420 Old Ivy Road). There is no longer be an allowance past the first week.

The rest of the process remains the same, and new hires should be given this information when they are hired and begin receiving onboarding communications.

Questions? AskHR@virginia.edu

Apply for UVA FM Jobs

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

WELLNESS



COVID-19 Vaccine Updates

Updated (also called “bivalent”) COVID-19 boosters are available as of October 11 for anyone over 5 years of age. The Virginia Department of Health is encouraging **everyone who is eligible** to get a COVID-19 vaccine or booster shot **before the winter holidays**. Locally, the Blue Ridge Health District is hosting a number of community vaccine clinics in November and December. Find the clinic schedule on [their vaccination webpage](#) or search in [VASE+](#) to schedule an appointment. **Now is a great time to build extra protection before the holidays!**

Please note: It is possible that COVID-19 vaccines will no longer be free after January 1, 2023, due to changes in federal funding. They will likely be billable through insurance, but the expected cost is not yet known.

Source: <https://myemail.constantcontact.com/BRHD-Newsletter-10-28-2022.html?soid=1134059434350&aid=0Nqfc81NHCg>

What to Do: Symptoms or COVID-19+

Any employee who is experiencing **symptoms of COVID-19 should isolate**, notify their supervisor, consult a healthcare provider or contact Employee Health, and get tested.

UVA team members who are required to follow UVA Health’s **policy OCH-002** should go to Employee Health at 400 Brandon Avenue (former Student Health location) for walk-in symptomatic testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday. **If UVA Health team members receive positive test results** outside of UVA Health or Employee Health, they are required to notify [Employee Health](#) at 434-924-2013 or employeehealth@virginia.edu. (This requirement does not apply to other Academic Division employees.)

HoosWell: Last Chance to Earn 2022 Rewards

Healthy Activity/Ways to Earn	Reward
Create an Account (for new participants only)	\$10
Complete the Health Assessment	\$100
Receive and Record Your Well Check (Eligible exam dates are 12/1/21 to 11/30/22)*	\$100
Complete the Hoos Well 1% Challenge: practice mindfulness 14 mins/day for 30 days	\$50
Complete Healthy Minds @Work 30-day Challenge and Follow-Up Self-Assessment	\$50
Complete a Next-Steps Consult Appointment	\$25
Complete a "Journey" (up to 10x)	\$25 each
Complete the "20-Day Triple Tracker" Challenge (up to 10x)	\$25 monthly
Receive and Record a Flu Vaccine (Eligible vaccination dates are 9/1/21 to 8/31/22)*	\$25
Record Participation in Eligible Webinars (Limit 1 reward per quarter)*	\$25 per quarter
Track Healthy Habits 20 Days in a Month (up to 10x)	\$5 monthly

Deadline to earn rewards is November 30, 2022

Learn more: <https://hr.virginia.edu/wellness/earn-rewards>



let's celebrate!

Reasons to celebrate are all around us!

Here are some upcoming holidays this week, both fun and serious.

**November 22: Humane Society
Anniversary Day**

November 23: Thankful for My Dog Day

November 24: Thanksgiving

November 25: Flossing Day

November 26: National Cake Day

November 27: Turtle Adoption Day

**November 28: National French Toast
Day**

November 29: Giving Tuesday

**November 30: National Computer
Security Day**