

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

12.09.2022

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

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

- Congrats to FM Employees Doing CAELC End of Semester Presentations
- Thank You: Lighting of the Lawn & Toy Lift
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WELLNESS RESOURCES

- It's Flu Vaccine Week!
- What to Do: Symptoms or Illness
- COVID-19 Vaccine Boosters
- Reminder for Employees with HSAs

SPECIAL SECTION

**HOLIDAY
GIVING**



If you're feeling overwhelmed—

FIND A QUIET SPACE FOR BREAKS

REMEMBER THIS IS TEMPORARY

SET YOUR BOUNDARIES

SET REALISTIC EXPECTATIONS

ASK FOR HELP IF YOU NEED IT

FIND ONE POSITIVE

OCCUPATIONAL TRAINING

Leadership Connection: Organization in Leadership

Organization in leadership is a critical skill. Powerful words, yet true nonetheless.

Everyone's time is valuable, and wasting the time of others for some is—well—let's just say, “*challenging*.” Understanding your tasks, due dates, and priorities is vital to effective decision-making and solid leadership. If timelines are crossed and important tasks are missed, people can lose faith in your decision-making capabilities.

Understanding that our ability to make and keep deadlines and deliverables is critical to our overall organizational success. As a leader, supporting your team to accomplish a job and motivating them into believing that a task can be achieved is really what it's all about. Having your “ducks in a row” or having a solid grip on your responsibilities and when they are due is critical.

But where can you find out more about the importance of productivity and time management?

The [FM Occupational Training team](#) is here to help!

On Tuesday, December 13th, from 1:00 pm-3:00 pm, the OT team will be facilitating a Workplace Productivity and Organization seminar!

REGISTER: <https://at.virginia.edu/5mvnfJ>

To learn more about the importance of Workplace Productivity and Organization, check out this article: “Why are Organizational Skills So Very Important in Leadership?": <https://ibuzzle.com/why-are-organizational-skills-important-in-leadership>

Additional time management tips can be found in the following Workday eLearning course: <https://at.virginia.edu/4StKVS>

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

See FM jobs >>

Mental Health Awareness: FEAP for Teams

Did you know that UVA FEAP can partner with your team to improve its collective health by developing a plan to address particular needs, or by developing training sessions focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being? Contact FEAP Consultant [Mary Sherman](#) to discuss your team's needs and interests:

434-243-2643 or mbs5n@uvahealth.org.

OCCUPATIONAL TRAINING

Upcoming Professional Development Opportunities

Coming in 2023!

The **FM Occupational Training team** is excited to announce the return of professional development training sessions in 2023. This training is intended for all FM members and will be offered at HSPP and FM Alderman to provide better access to these opportunities.

Topics:

January's focus will be on communication skills.

- The Art of Effective Communication
- Workplace Communication
- Communicating with Tact and Professionalism

In February, topics covered will include:

- Emotional Intelligence
- Dealing with Difficult Attitudes
- Conflict Management



More information & how to register for these sessions will be posted on the FM OT Professional Development page:

<https://www.fm.virginia.edu/employees/occupationaltraining/prof-development.html>

If you have questions, please email Occupational Training at FM-Training@virginia.edu

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!



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 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

OCCUPATIONAL TRAINING

FEATURED TRAINING: Workplace Productivity, Dec. 13

Have you ever been stressed by the number of emails in your inbox, or felt that productivity is an unobtainable superpower? Extraordinary productivity is within your reach! This course will help you understand your own challenges to productivity and become more efficient at work.

Course Details

When: December 13th, 1:00 pm-3:00 pm

Where: Skipwith Hall, Room 112 (Upstairs Large Conference Room)

Who should attend? All FM Employees with an interest in improving productivity and time management.

Registration required. Limited to 20 participants. Your supervisor will be contacted by the Occupational Training team to approve your enrollment this class.

REGISTER: <https://at.virginia.edu/5mvnfJ>

APPRENTICESHIP

School Visits



Thanks to FM Apprentice Evan Wagner for representing the program at Charlottesville High School's December 7 Launch and Earn event!

Know of a classroom that wants to talk to an apprentice? Email FM-Apprenticeship@virginia.edu!

Save the Dates: Celebration Events Rescheduled

Class of 2022 Graduation
January 26, 2023, 1:30 PM
Newcomb Hall Ballroom



40th Anniversary
Celebration & Job Fair
April 11, 2023
UVA Alumni Hall
Details TBA

HOLIDAY GIVING HIGHLIGHTS



Leading up to the holidays, FM Occupational Programs staff will be highlighting local nonprofits that they care deeply about. FM OP deeply values the ways we are able to give back to our community.

Submit a nonprofit you would like highlighted: <https://at.virginia.edu/FS4vge>

Charlottesville-Albemarle SPCA

caspca.org, highlighted by [Charlotte Endres](#)

This season, Charlotte wants to highlight the good work being done at the CASPCA. The Charlottesville-Albemarle SPCA's mission is to advance the compassionate treatment of animals by providing sheltering, medical care, and behavioral services for dogs and cats; promoting permanent, caring homes; and furthering education and outreach. This cause is near and dear to Charlotte's heart and is a valuable part of the Charlottesville community.



OCUPATIONAL HEALTH & SAFETY

BEE AWARE: SIGNS OF FROST BITE & HYPOTHERMIA

SPOT

FROSTBITE

A victim is often unaware of frostbite because frozen tissue is numb.



Signs & Symptoms

- Redness or pain in any skin area may be the first sign of frostbite.
- Other signs include:**
 - a white or grayish-yellow skin area
 - skin that feels unusually firm or waxy
 - numbness



HYPOTHERMIA

Hypothermia often occurs at very cold temperatures, but can occur at cool temperatures (above 40°F), if a person is wet (from rain, sweat or cold water) and becomes chilled.



Signs & Symptoms

- Adults:**
 - shivering
 - exhaustion
 - confusion
 - fumbling hands
 - memory loss
 - slurred speech
 - drowsiness
- Infants:**
 - bright red, cold skin
 - very low energy

If a person's temperature is below 95° get medical attention immediately.

HHS.gov

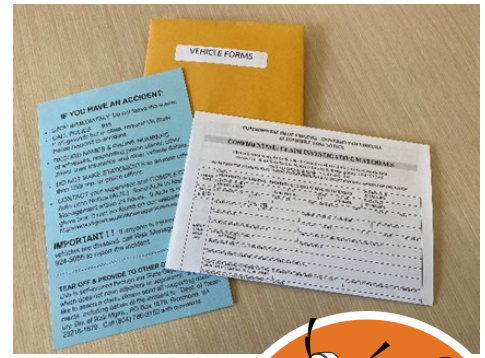
Learn More: <https://www.cdc.gov/disasters/winter/staysafe/hypothermia.html>

OCCUPATIONAL HEALTH & SAFETY

DID YOU KNOW?: VEHICLE INCIDENT REPORTING

While we all do our best to maintain safe practices, incidents can still happen. If an incident takes place with an FM vehicle (fender-bender, collision, etc.), there are steps the involved employee(s) & supervisor must take:

1. **Call 911 and check for injuries.** If off-Grounds but in-state, request for **Virginia State Police** to respond. **Remain on scene!**
2. **Alert your supervisor** of the incident.
3. **Record the names & phones numbers of the other driver** as well as their **insurance and vehicle details.** Also record the names of witnesses & officers.
4. **Do not make statements** to anyone other than the police or UVA representatives.
5. **Complete the Auto Loss Notice** and send to Risk Management at ORM-FRM@virginia.edu within **24 hours** of the incident.



These can also be found in the **“Vehicle Forms”** envelope (pictured above) found in the glovebox of each FM vehicle.

To access the Auto Loss Notice form or additional resources, visit the UVA Fleet webpage: <https://www.fm.virginia.edu/employees/fleet/index.html>.

For more information on the UVA Vehicle Policy, Driver Responsibilities, and more, check out UVA Policy PRM-014: <https://uvapolicy.virginia.edu/policy/PRM-014>.

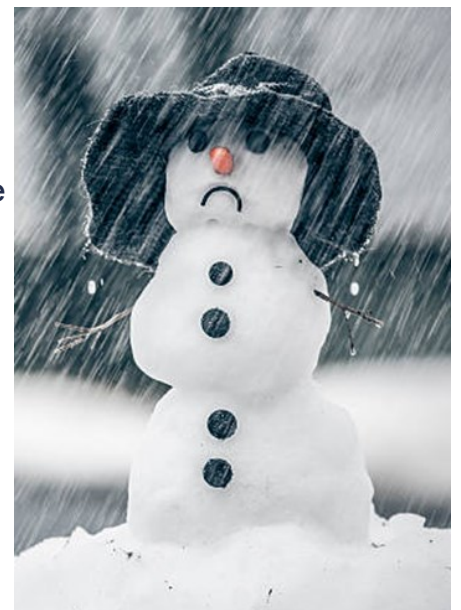
Remember to stay safe and mindful (not mind-FULL!) while driving!

TOOLS FOR YOUR TOOLBOX: STRESS DURING THE HOLIDAYS

While the holidays can be joy-filled for many, they can also be stressful and challenging for others. Some people experience the "Holiday Blues"-feelings of sadness that last throughout the holiday season. For those coping with mental health challenges, the holidays can be particularly lonely, depressing, or filled with anxiety. Here are some tips for maintaining good mental health during the holiday season:

- Accept your needs. Put your self-care first!
- Manage your time and don't try to do too much
- Set boundaries
- Exercise
- Maintain a healthy diet
- Prioritize sleep
- Spend time in nature

UVA FEAP can help you make a plan to start any (or all!) of these:
www.uvafeap.com



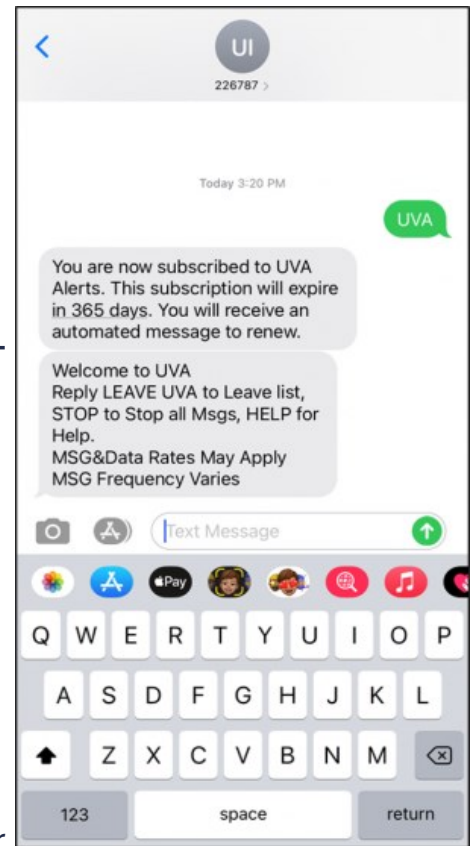
OCCUPATIONAL HEALTH & SAFETY

Stay In the Know: Sign Up for UVA Alerts

Remind your teams to consider subscribing to receive [UVA Alert notifications](#) via text.

All UVA email addresses are automatically set to receive alerts from UVA Alerts. However, users have to log-in and provide a phone number if they wish to receive text messages. Given the nature of our work at UVA FM, texts might be helpful for staff on Grounds conducting business away from workstations and email.

Instructions for subscribing to & confirming text message alerts:



Adding or Removing Mobile Phone Numbers and Additional Email Addresses:

- Go to the UVA Alerts login: <https://at.virginia.edu/SignUpUVAAlerts>
- On the front "My Account" page, you can add a mobile phone number and email addresses: *Remember that your mobile phone number may need to be confirmed with a 4-digit code. If you do not finish the confirmation process, you will not receive emergency texts. Email addresses do not require confirming.*

Confirming Your Mobile Phone(s): Once you have registered your mobile phone, you may need to confirm the information. **Here's how:**

- Go to the UVA Alerts login: <https://at.virginia.edu/SignUpUVAAlerts>
- On the front "My Account" page, you will see the status of the mobile phone numbers you have added: If the status says "Not Confirmed" or "N/A," follow the instructions to finish the confirmation process. *When you are confirming a mobile phone, a 4-digit code may be texted to that phone. You will need to enter that 4-digit confirmation number to complete the process.*

UVA Alerts for the Public (for contractors and family members): Because UVA Alerts requires a UVA computing ID, only students and employees may have a UVA Alert account. However, anyone who wishes to receive UVA Alerts via text can opt-in by texting **"UVA" to 226787.**

- Go to EM's UVA Alerts for the Public site for more information for non-UVA students, faculty and staff: <https://uvaemergency.virginia.edu/uva-alerts/uva-alerts-public>
- According to the site, the opt in feature is only good for 365 days, so it would be the individuals responsibility to re-new and/or unsubscribe if they no longer wish to receive notifications.

DIVERSITY, EQUITY & INCLUSION

Congratulations to FM employees in CAELC English Classes for their End of Semester Presentations!

Dolma Chozin
Cecilia Dogble
Phuntsok Dolkar
Tedy Ebunga
Mirna Flores
Khetsa Gachung
Viktor Golovanev
Mohammed Sayed Hashemi
Jean Kalenga
Idalia Linares
Nilba Mejia
Sebijeri Munyabirembo
Rindou Nagangstang
Jenny Nunez
Deysi Perez
Carolina Ramos
Jhoseline Perez Segovia
Judith Tangalou
Christi Torres
Chosang Wangmo
Tsering Yangzom
Huseyin Yetim
Cadeau Zabibu
Tresor Ziekief



Interested in taking English classes? Reach out to Emily Douglas at (434) 906-5810, em4hg@virginia.edu

DIVERSITY, EQUITY & INCLUSION

Lighting of the Lawn

THANKYOU!



*“Members of UVA’s Facilities Management team are **indispensable**, hanging lights beginning weeks in advance of the event. “*

“I don’t think this event would ever be possible without the incredible help of the Facilities Management folks.”

“Since 2001, FM staff have partnered with student organizers of Lighting of the Lawn each fall to prepare for this UVA community event that has become a cherished University tradition.”

- Thank you FM! -

FM Toy Lift

A HUGE THANK YOU to everyone that supported our Toy Lift this year! Because of your generosity, we were able to collect the following:

Checks - \$100
Cash - \$590
Online - \$25

Bikes – 2
Scooter – 1
Toys – 77
Books – 30



DIVERSITY, EQUITY & INCLUSION, CONT.

Thank you to everyone from our team who has played a part in responding to the tragic events of November 13. **Counseling resources** are available through the Faculty and Employee Assistance Program (FEAP). You can reach them by phone at 434-243-2643 or by emailing the office through the [FEAP website](#). More information about dealing with the tragedy is available in this [UVA Health Blog post](#).

Because many members of the UVA family asked **how they could support our community** during this difficult time, a special fund has been created through a University-wide effort. The UVA Alumni Association is administering the **UVA Strong Fund**, which will support victims, survivors, and their families; provide services for students in the wake of the tragedy; and honor the lives of those who died on November 13. [Read more about the fund here](#). The UVA Bookstore is selling [tee-shirts and sweatshirts](#) with all proceeds supporting the UVA Strong Fund.



At FM, please drop off cards/notes to the families of Lavel Davis Jr., Devin Chandler and D'Sean Perry, and injured students Mike Hollins and Marlee Morgan, at the following drop-off box locations:

- FM Lunchroom
- Hallway outside of HSPP's large conference room (G032 West Complex)



Please indicate the family to whom the note should be directed and UVA staff will ensure they are delivered. Items will be accepted until Thursday, Dec. 22.



DIVERSITY, EQUITY & INCLUSION, CONT.

A festive flyer for a holiday market. The background is a light beige color with decorative floral and leaf patterns in teal, red, and gold. The text is centered and uses a mix of red and teal colors. At the top, it says "MAXINE PLATZER LYNN WOMEN'S CENTER INVITES YOU". Below that, the title "HOLIDAY MARKET" is written in large, bold, red letters. The next section describes the event: "TAKE A BREAK FROM STUDYING, GET SOME COFFEE, SUPPORT LOCAL WOMEN-OWNED BUSINESSES, AND COMPLETE YOUR HOLIDAY SHOPPING." This is followed by "ALL ATTENDEES WILL BE ENTERED IN A RAFFLE!". The date and time are "DEC. 12 • 1-5 PM" and the location is "1400 UNIVERSITY AVENUE". Contact information is provided: "IF YOU HAVE ANY QUESTIONS PLEASE CONTACT: EAS9XS@VIRGINIA.EDU FOR DIRECTIONS SEE BELOW". A QR code is located at the bottom center. At the very bottom, the UVA logo and the Maxine Platzer Lynn Women's Center name are displayed.

MAXINE PLATZER LYNN WOMEN'S
CENTER INVITES YOU

HOLIDAY MARKET

TAKE A BREAK FROM STUDYING, GET SOME
COFFEE, SUPPORT LOCAL WOMEN-OWNED
BUSINESSES, AND COMPLETE YOUR HOLIDAY
SHOPPING.

ALL ATTENDEES WILL BE ENTERED IN A RAFFLE!

DEC. 12 • 1-5 PM
1400 UNIVERSITY AVENUE

IF YOU HAVE ANY QUESTIONS PLEASE
CONTACT: EAS9XS@VIRGINIA.EDU
FOR DIRECTIONS SEE BELOW



 UVA | Maxine Platzer Lynn Women's Center

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!



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.

December 9: National Llama Day

December 10: Nobel Prize Day

**December 11: Worldwide Candle
Lighting Day**

December 12: National Poinsettia Day

December 13: National Ice Cream Day

December 14: Roast Chestnuts Day

December 15: International Tea Day

**December 16: National Ugly Sweater
Day**

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0039974 Custodial Services Workers for Monday -Friday 4:00pm - 12:30am shift
- R0042856 Part-Time Custodial Services Worker: Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0041096 Custodial Services Worker, Housing: M -F 8:00am-4:30pm
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0042657 Carpenter - Construction & Renovation Services
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0034727 Mason - CC&R
- R0034508 Electrician
- R0034384 Plumber
- R0041719 Senior Trades Utility Worker
- R0041411 Budget Analyst
- R0041410 Utility Locator/Damage Prevention Technician
- R0040954 Senior Welder for Utility Systems
- R0037336 Senior HVAC Mechanic, Alternating Shift (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0042231 Electrician/Senior Electrician
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0037339 Carpentry Supervisor
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0042445 Custodial Services Worker: Monday - Friday 11:00pm - 7:30am shift
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0042336 Finance Associate
- R0030560 Carpenter Senior
- R0042307 Maintenance Zone Manager
- R0036931 HVAC Mechanic
- R0041953 Drywall/Plasterer
- R0042079 Associate Construction Project Manager
- R0042026 Project Coordinator
- R0033696 Occupational Programs Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0040747 Facilities Services Representative
- R0039053 Quality Assurance Inspector
- R0039192 Custodial Services Manager
- R0041672 Senior Trades Utility Worker
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0030791 Instrumentation & Controls Technician
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0032487 Fire Systems Technician
- R0040639 High Voltage Electrician
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0038599 HVAC Mechanic
- R0036157 Historic Mason - CC&R
- R0036003 Senior Sourcing Specialist
- R0039614 Help Desk Assistant
- R0038015 Assistant Web Developer (Student Wage)
- R0035437 Sign Shop Worker
- R0035630 Geospatial Space Technician
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0031374 HVAC Mechanic



WELLNESS

It's Flu Vaccine Week!

Vaccination is the best protection against the flu and is important for people who are pregnant as well as those who are at higher risk of developing serious flu complications, including young children and people with chronic illness.

Viruses like flu and COVID are constantly changing so your protection from vaccination lessens over time. Vaccines have been proven to reduce the risk of severe illness, hospitalization and death.

Complications of flu can include bacterial pneumonia, ear infections, sinus infections and dehydration. Chronic medical conditions such as asthma, congestive heart failure and diabetes could get worse.

In addition to a flu vaccine, don't forget that healthy habits such as covering a cough or sneeze, washing your hands and avoiding others who are sick can help keep you from getting the flu. If you are sick, stay home to help keep the virus from spreading.

Get vaccinated: <https://www.vaccines.gov/find-vaccines/>

Source: <https://www.vdh.virginia.gov/blog/2022/12/05/national-influenza-vaccination-week/>



What to Do: Symptoms or Illness

Any employee who is experiencing [symptoms of illness](#) (COVID-19, cold, or flu) should isolate, notify their supervisor, consult their 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 COVID-19 testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday. If UVA Health team members receive positive COVID-19 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.)

COVID-19 Vaccine Updates

Updated (also called "bivalent") COVID-19 boosters are available 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 we gather for 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!

Reminder for Employees with HSAs

Employees with a UVA-affiliated HSA account with Chard-Snyder must complete the [Electronic Consent Form](#) no later than [January 13, 2023](#) to transfer their funds to the new Fidelity HSAs.

Learn more: <https://hr.virginia.edu/benefits/benefit-savings-accounts/benefit-savings-account-transition>

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.