

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

01.13.2023



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



Source: <https://www.instagram.com/p/Cm9c32wp-bt/?hl=en>

Reminders to be kind to yourself:

<https://hbr.org/2022/10/be-kind-to-yourself-today>

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 TRAINING

Leadership Connection: Communicating Complex Ideas for Your Team

As the month of January rolls on, I am excited about some of the initiatives the Occupational Training team is bringing to the FM team. Included in these initiatives are the [Professional Development courses which have been scheduled for January and February](#). In January, we are focused on [Communication](#), and in February on [Workplace Conflict](#). These courses are intended for all users and range from 101-style, entry-level themes to more progressive themes.

This brings me to our theme for this week: **Communications for Leaders**. While “The Art of Communication” may not appeal to all users, more advanced topics like [“Workplace Communication,”](#) and [“Communicating with Tact,”](#) may provide more detailed information for some of our more informed leaders. With that said, some may ask, “What else ya got?”

After doing some preliminary research, I found a key article that I think fits the bill: In a recent article for *Forbes* magazine, Author Ester Choy wrote about sharing “Complex ideas with your team”. As leaders grow and take on more responsibilities, topics and themes become more nuanced and complex, especially in the trades. Sharing these messages with your team can be daunting and challenging, especially when the results count.

Choy shares 3 ideas:

1. Draw in your audience with what is motivating or relatable
2. Lead with the sensational
3. Ask good questions

The article shares some interesting and unique ways to capture attention and provide focus, especially when dealing with complex topics and themes.

Read more -

“How Do Leaders Communicate Complex Ideas? [3 Strategies To Engage Your Audience]”:

<https://at.virginia.edu/YsX3HA>

For additional learning on complex communication check out the topics below:

→ Mastering Communications as a Leader | Workday Learning:

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

→ 2-Minute Tips for Senior Leaders | Workday Learning: <https://at.virginia.edu/TXEt7v>

→ Advanced Business Development: Communication and Negotiation | Workday Learning:

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

Register for FM’s Professional Development series: <https://at.virginia.edu/UVAFMProfDev>

OCCUPATIONAL TRAINING

Cultivating Well-Being During Challenging Times

In this webinar, Dr. Richard Davidson, Founder and Director of the Center for Healthy Minds at the University of Wisconsin-Madison, will share his insights, wisdom, and strategies regarding ways to build connection and well-being by learning a measurable set of skills that includes awareness, connection, insight, and purpose. Research shows that by practicing these skills for just 5 minutes a day, we can improve our relationships and morale, feel more valued and supported, and reduce depression and stress.

January 26th, 2023, 1:00-2:00 PM via Zoom

Additional information & register here:

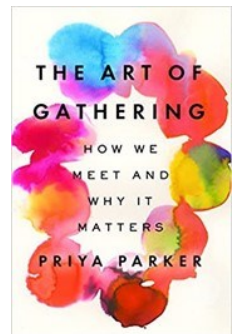
<https://uvafeap.com/events/cultivating-well-being-during-challenging-times>

Gather Well at Work: A Human-Centered Approach to Meetings and More from UVA Organizational Excellence

"The most sacred thing we have is our collective and shared time together. Gatherings are more than the sum of their parts. Done well they are meaningful, purposeful and even transformative."

- Priya Parker

Meetings, events and gatherings – virtual and in-person - are part of work every day. Based on key principles from "The Art of Gathering" by Priya Parker, this session will provide a framework to guide the effective design and delivery of any group gathering - regular meetings, committee meetings, retreats, planning sessions, celebrations, and more. Learn how to be more intentional and thoughtful in the way you bring people together to elicit connection, meaning, and creativity.



Presenter: Sarah Collie, Organizational Excellence

When: January 30, 2023, 1:00 p.m. to 2:15 p.m.

Details: Zoom access information will be provided to registrants prior to event.

Register: <https://at.virginia.edu/6oD09D>

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 >>

OCCUPATIONAL TRAINING

Professional Development Opportunities

Sessions are intended for all FM employees and will be offered at both HSPP West Complex and FM Alderman to provide better access to these opportunities. *Registration is required.*

Topics, Dates, & Registration Links:

- Workplace Communication: <https://at.virginia.edu/qhkljy>
 - January 17, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 18, 2023, 1:00-3:00 PM, in HSPP West Complex Level 'O' Conference Room
- Communicating with Tact and Professionalism: <https://at.virginia.edu/SiTwoj>
 - January 24, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 25, 2023, 8:00-10:00 AM, in HSPP West Complex Level 'O' Conference Room
- Emotional Intelligence: <https://at.virginia.edu/MpKj2S>
 - February 7, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
 - February 8, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room
- Conflict Management: <https://at.virginia.edu/uQcKhF>
 - February 14, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
 - February 15, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room
- Dealing with Difficult Behaviors: <https://at.virginia.edu/WAORbP>
 - February 21, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
 - February 22, 8:00-10:00 AM, in in HSPP West Complex Level 'O' Conference Room

Details & how to register are 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

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.



Mary Sherman

LCSW, CEAP
434.243.2643
mbs5n@uvahealth.org

DIVERSITY, EQUITY & INCLUSION



Cory Paradis, former FM employee, shares his experiences and expertise on disability and design on the TEDx stage:

“Creating spaces for people of all abilities, backgrounds, and challenges creates a world where...disability just becomes a different way of doing things, not an inability to do them.”

→ [Click here to watch the full video \(8:42mins\)](#)

- **FM & Americans with Disabilities Act (ADA)** - FM consistently works with the UVA ADA office to build and maintain accessible buildings and spaces on Grounds—[click here for just a few examples.](#)
- **UVA ADA Coordinator** -The University's ADA team helps to resolve disability-related issues, conducts disability-related training, and serves as the University's primary resource for questions and concerns about services and accommodations for individuals with disabilities.
 - To contact the ADA team directly, email adacoordinator@virginia.edu or call (434) 924-3295.
 - **How to request a workplace accommodation** - [Click here](#) to see the steps to request an accommodation. The first is to contact the FM Employee Relations Consultant who is Jennifer Harmon at jsh4n@virginia.edu or (434) 995-8212

If you have any questions about these events or would like to add others to the DEI section of the newsletter, please contact Emily Douglas at (434) 906-5810 or em4hg@virginia.edu.

Thank you!

DIVERSITY, EQUITY & INCLUSION



Division for Diversity,
Equity, and Inclusion

2023

COMMUNITY MLK CELEBRATION

Celebrating the Dream, Continuing the Journey

January 16 - 31

mlk.virginia.edu

#UVAMLK

Preparing for Martin Luther King Jr. Day, January 16th

- Martin Luther King Jr. Day falls on Monday, January 16th this year and is a US federal holiday celebrated the third Monday of January each year to mark the birthday of Reverend Martin Luther King, Jr. which was January, 15, 1929.
- The holiday was first observed in 1986 under President Reagan. Its mission was **expanded** by President Clinton in 1994 to include day of community service, interracial cooperation and youth anti-violence initiatives.
- UVA plans a series of extraordinary events each year for MLK day—please check the links below and the main website, mlk.virginia.edu, and if you are able, make time this year to try out one of the events with your team or colleagues.

- **Shining a Light on the Era of Integration:** Journalist Jill Lawrence and psychologist Pamela Gipson Banks discuss the recent culture wars over how race is taught in public schools.
- **The Jefferson School Open House and 10th Anniversary Celebration:** City Center at the Jefferson School welcomes you to our Open House on January 19, 2023.
- **The Poetic Justice's Thoughts on Dr. King's Struggle for Justice:** A conversation with Virginia Chief Justice John Charles Thomas '75. UVA Law School Dean Risa Goluboff will present the Gregory H. Swanson Award.
- **Keynote Event: Dr. Yaba Blay, "Celebrating the Dream, Continuing the Journey":** Scholar-activist Dr. Yaba Blay will deliver the 2023 Community MLK Celebration keynote address.
- **Behind the Scenes: Martin Luther King and Coretta Scott King's Commemorative Statue, "The Embrace":** A conversation with Jonathan Evans (ARCH '04) and Katie Swenson (ARCH '00) about the historic significance and the design process behind "The Embrace" sculpture in Boston, Massachusetts.

If you have any questions about these events or would like to add others to the DEI section of the newsletter, please contact Emily Douglas at (434) 906-5810 or em4hg@virginia.edu—thank you!

APPRENTICESHIP

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

OCCUPATIONAL HEALTH & SAFETY

DID YOU KNOW?: GOOD HOUSEKEEPING

One of the main causes of workplace injuries is poor housekeeping practices. It's also one of the biggest problems on a construction site.

But what does good workplace housekeeping look like?

Here are some tips for keeping your job site or workplace clean and safe:

- Keep designated trash bins on the worksite. Do not overload!
- Keep walking surfaces clear of debris.
- Never leave tools, equipment, and material laying around.
- Store equipment and tools not currently in use in a secure, safe area.
- Stack and store equipment and other materials away from walkways and emergency exits.
- Clean up as you go — Don't leave it for the end of the day or week.



Engage FM-OHS if you'd like help making a plan for your site: FM-OHS@virginia.edu

TOOLS FOR YOUR TOOLBOX: EXERCISE & MENTAL HEALTH

While exercise is great for staying in shape, its best benefit comes from its effect on our brain. For example, a Harvard study found that **15 mins of running or one hour of walking reduces the risk of major depression by 26%**. Exercise stimulates changes in the brain — Including reducing inflammation, releasing endorphins, and encouraging neural growth. Exercise has also been shown to ease anxiety, decrease stress, promote better sleep, and increase self-esteem and confidence. So how do you get started? Try these steps to begin your journey and stay motivated!

- Identify what physical activity you enjoy doing. *It doesn't have to be what everyone else does!*
- Set reasonable goals for yourself. It's unlikely you'll be able to begin by running a mile the first day. Ease into it and set gradual, realistic goals.
- Recognize your barriers. *Ex: If you're self-conscious, try exercising at home at first.*

Check out the next page for offerings from UVA Intramurals >>>

OCCUPATIONAL HEALTH & SAFETY

Try all things at UVA IM-Rec for 2 weeks FREE

Call their business office to get set up: (434) 924-3791.

(Open Monday to Friday 9a-5p.)



SPRING 2023 FITNESS OPPORTUNITIES:

- **Group Fitness:** UVA IM-Rec is kicking off the spring semester with **FREE** classes from January 18th-24th. After your free week, you can get an unlimited class pass for just \$20 per month. Learn more: <https://recsports.virginia.edu/group-fitness>
- **Small Group Training:** Classes include Beginner Weight Training, Power Strength, Cardio Bootcamp, WhatSUP, Aqua Yoga and more! Additionally, register for Personal Training: Email fitness@virginia.edu for more information.
- **Recreation:** Find your people and connect with them while enjoying shared interests! UVA IM Rec offers pickleball, tennis, karate, rock climbing and more: <https://at.virginia.edu/ZtXXzc>
- **Aquatics:** Lessons cover everything from beginner youth and adult all the way up to mastering the stroke mechanics for effective, safe swim workouts: <https://at.virginia.edu/uiCX20>
- **Outdoors:** Join IM-Rec to ski, hike, backpack, rock climb, and pick berries, as well as to kayak, hike with puppies and do sunset paddleboard yoga! **Email IM-Rec** to rent outdoor gear and arrange for curbside pick-up from Slaughter Rec Center. See event calendar: <https://at.virginia.edu/QPKRtg>
- **Intramural Sports:** Faculty and Staff who are IM-Rec Members can play Intramural Sports. Join the fun and win a champ shirt this spring! <https://www.go.recports.virginia.edu/DivisionRegistration>

Many classes are available for **FREE** from HoosWell: <https://at.virginia.edu/celNBH>



INTRAMURALS
SPORTS | RECREATION | FITNESS



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.

January 13: Poetry Break Day

January 14: Orthodox New Year

January 15: World Religion Day

January 16: Martin Luther King Jr. Day

January 17: Printing Ink Day

January 18: Museum Selfie Day

**January 19: Get to Know Your
Customers Day**

**January 20: National Cheese Lover's
Day**

OCCUPATIONAL TRAINING



FM JOB LISTINGS

- R0043779 Fire Systems Inspection Supervisor
- R0042542 Controls Engineering Technician/
Senior Controls Engineering Technician
- R0040639 High Voltage Electrician
- R0038599 HVAC Mechanic
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036157 Historic Mason - CC&R
- R0035437 Sign Shop Worker
- R0034508 Electrician
- R0034384 Plumber
- R0030791 Instrumentation & Controls Technician
- R0042856 Part-Time Custodial Services Worker:
Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0042339 Custodial Services Workers for Monday-Friday 3:00pm - 11:30am shift
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0041672 Senior Trades Utility Worker
- R0036931 HVAC Mechanic
- R0037336 Senior HVAC Mechanic, Alternating Shift (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0041086 Hazardous Materials Technician
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0043422 Building Automation System Service Supervisor
- R0043300 Trades Assistant
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0039053 Quality Assurance Inspector
- R0041953 Drywall/Plasterer
- R0040954 Senior Welder for Utility Systems
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0043054 Building Automation Systems (BAS) Manager - Construction and Retrofit
- R0042979 Waste and Recyclable Materials Manager
- R0042051 Recycling Worker
- R0042962 Senior Carpenter
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0042657 Carpenter - Construction & Renovation Services
- R0034727 Mason - CC&R
- R0041719 Senior Trades Utility Worker
- R0041411 Budget Analyst
- R0041410 Utility Locator/Damage Prevention Technician
- 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
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0042336 Finance Associate
- R0042026 Project Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0041476 IT Business Systems Analyst
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0041114 Swim Instructor (Student Wage)
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0036003 Senior Sourcing Specialist
- R0038015 Assistant Web Developer (Student Wage)
- 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

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>

What to Do: Symptoms or Illness

- Any employee who is experiencing [symptoms of illness](#) (COVID-19, cold, or flu) should isolate/stay home, 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.)

Is It Cold, Flu, COVID-19, or RSV?

There is overlap among the symptoms of [cold](#), [flu](#), [COVID-19](#) and [RSV](#). Stay home & see your doctor or self-test you have any symptoms of illness.

	Cough	Difficulty breathing	Fatigue	Fever	Headaches	Muscle pain or body aches	New loss of taste or smell	Runny or stuffy nose	Sneezing	Sore throat	Vomiting or diarrhea	Wheezing
Cold	Often	Rarely	Sometimes	Rarely	Sometimes	Sometimes	Rarely	Often	Often	Often	Rarely	Rarely
Flu	Often	Rarely	Often	Often	Often	Often	Rarely	Sometimes	Sometimes	Sometimes	Sometimes	Rarely
Covid-19	Often	Often	Often	Sometimes	Often	Sometimes	Sometimes	Sometimes	Sometimes	Often	Sometimes	Rarely
R.S.V.	Often	Sometimes	Rarely	Sometimes	Sometimes	Rarely	Rarely	Often	Sometimes	Rarely	Rarely	Often

At-Home COVID-19 Tests

- The USPS is once more sending 4 FREE COVID-19 tests to each household that requests them. Go to <https://www.covid.gov/tests> to request yours.
- [Your health insurance will also cover at-home over-the counter COVID-19 tests](#). Use your health insurance card at the pharmacy.
- Individuals without insurance can access COVID-19 vaccines & testing through local [community health centers](#) or a [community testing site](#).
- If you already have plenty of COVID-19 tests, check to see if their expiration dates have been updated by the FDA: <https://at.virginia.edu/bWV3TP>

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.