

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

01.06.2023



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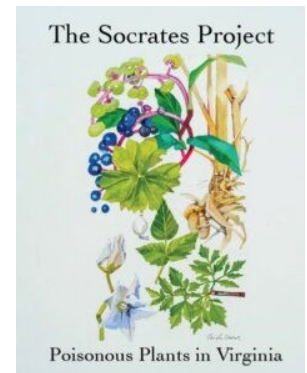
***Don't forget:
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BEE AWARE:

PLANT & ANIMAL HAZARDS



Virginia is home to a diverse number of plant and animal species. [“The Cleopatra Project: Poisonous and Venomous Animals in Virginia”](https://at.virginia.edu/QZBn7v) and [“The Socrates Project: Poisonous Plants in Virginia”](https://at.virginia.edu/6U0AoQ) are two publications filled with full-color photographs and written to be an easy to read reference for parents, educators, healthcare providers, and the general public.

These are the products of collaborations among Virginia Master Naturalists, the Blue Ridge Poison Center at UVA Health, and the UVA School of Medicine’s Division of Medical Toxicology.

Download:

The Cleopatra Project: <https://at.virginia.edu/QZBn7v>

The Socrates Project: <https://at.virginia.edu/6U0AoQ>

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



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.

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- **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!

OCCUPATIONAL TRAINING

Leadership Connection: New Years Resolutions

This week, I think there's an obvious theme for our first Leadership Connection of 2023: *The New Year!* Along with that theme: *New Year's resolutions* and a chance to look at new ways to lead your team. A recent article by the team at the Center for Creative Leadership mentioned using resolutions as a way for leadership to connect with your team and the organization.



The authors share that one way to approach the new year is to **readjust your leadership style to meet changes in the workforce and business**. We continue to drive success by **modeling positive behavior and keeping agility and alignment with organization goals in mind**. Leaders must plan for ways to **support your team's development through training and goal development**. This is also a great opportunity to look at your team's processes and goals and remind everyone of the "why and how" you operate within the larger organization. Finally, they suggest focusing on paying attention to **employee engagement and creating psychological safety on your team**. This can have dramatic effects on retention levels and developing creative solutions for challenging problems.

Resolutions can be more than getting back on the treadmill or eating less junk food. Effective leadership resolutions can drive valuable changes on your team and the organization.

To learn more, read the full article "10 Leadership Resolutions for a Successful New Year":

<https://at.virginia.edu/r3ShDE>

Additional resources from Workday Learning for developing and engaging your team:

- How Leaders Can Connect Empathy and Results: <https://at.virginia.edu/5OMS9a>
- Coaching and Developing Employees: <https://at.virginia.edu/5xY9QU>
- Creating Psychological Safety for Diverse Teams: <https://at.virginia.edu/rywqcq>

Taking a cue from these ideas, the [Occupational Training team](#) has developed a series of in-person classes listed below that are available as [professional development opportunities for all FM employees](#).

Register for a class at the links below:

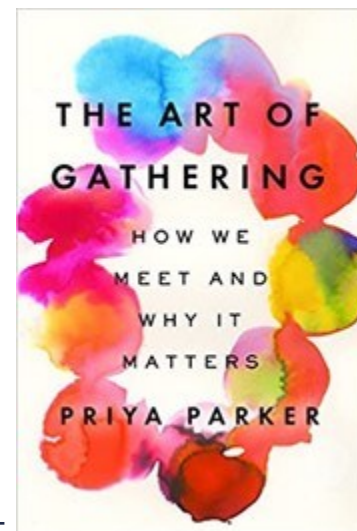
- The Art of Effective Communication: <https://at.virginia.edu/BBC9Ln>, held January 10 (FM Alderman) or 11 (HSPP W Complex).
- Workplace Communication: <https://at.virginia.edu/zg0oXJ>, held January 17 (FM Alderman) or 18 (HSPP W Complex).
- Communicating with Tact and Professionalism: <https://at.virginia.edu/hLvKbd>, held January 24 (FM Alderman) or 25 (HSPP W Complex).

OCCUPATIONAL TRAINING

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 >>](#)

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

January 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:

January's focus is on communication skills.

- **The Art of Effective Communication:** <https://at.virginia.edu/wHuy9v>
 - January 10, 2023, 1:00-3:00 PM, in Skipwith Hall 112 - Upper Level Large Conference Room
 - January 11, 2023, 1:00-3:00 PM, in HSPP West Complex Level 'O' Conference Room
- **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

More information & how to register is 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

APPRENTICESHIP

You're Invited: A Code Class for Eligible Plumbers

All UVA FM plumbers eligible to take the DPOR Journeyman/Master Plumbing exam are invited to take a code class starting on Thursday, January 12. Classes will be held over the course of 5 weeks on Thursday afternoons for an hour at Zehmer Hall.

For details and to sign up, email Tom Castellanos, Apprenticeship Instructor, at

tmc8n@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

OCCUPATIONAL HEALTH & SAFETY

DID YOU KNOW?: WINTER DRIVING SAFETY TIPS

If you have to drive in wintry conditions, make sure to do so safely! Here are some tips to keep you and others on the road safe:



- Make a plan—Notify your supervisor you are on the way or may be late.
- Increase your follow distance—Add 5-6 seconds between you and the person in front of you.
- Try not to brake hard, slow down progressively.
- Take your time!
- Keep your speed steady. This allows better control of the vehicle.
- Increase and decrease your speed slowly.
- Keep the vehicle's tank at least half full.
- Do not use your phone while driving.

If there are issues with your UVA FM vehicle, contact the Fleet office at FM-Fleet@virginia.edu



TOOLS FOR YOUR TOOLBOX: DRY JANUARY

Too much alcohol or the misuse of alcohol can have severe consequences on one's body and mental health. Increased injuries, high blood pressure, a weak immune system, depression and anxiety are just some of the risks with consuming even a moderate amount of alcohol. **Dry January** is a month-long challenge that kicks off in the new year for those who are sober-curious and would like to give their body a break from alcohol.

Some of the benefits of one month sober include:

- Weight loss
- Improved sleep
- More energy
- Enhanced mood
- Saving money



RECHARGE: VIRTUAL SELF-CARE WORKSHOPS

Recharge

Find the Energy you Need

Wellness Tips from
Kaiser Permanente and CommonHealth



Check out CommonHealth's FREE virtual workshops this month for starting your new year's mental health journey!

Check out their offerings:

<https://at.virginia.edu/BdtIT5>



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 6: Three Kings Day

January 7: Mahayana New Year

January 8: War on Poverty Day

**January 9: National Clean Your
Workspace Day**

January 10: Poetry at Work Day

**January 11: International Thank-You
Day**

January 12: National Hot Tea Day

January 13: National Sticker Day

OCCUPATIONAL TRAINING



FM JOB LISTINGS

- 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
- R0041802 Supervisor - RN Case Management
- 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!)
- R0038599 HVAC Mechanic
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036157 Historic Mason - CC&R
- 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
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0034727 Mason - CC&R
- R0042657 Carpenter - Construction & Renovation Services
- R0034508 Electrician
- R0034384 Plumber
- 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
- R0042307 Maintenance Zone Manager
- R0042026 Project Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0040747 Facilities Services Representative
- R0037877 Landscape & Grounds Worker
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0040760 Elevator Assistant Mechanic
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0040639 High Voltage Electrician
- R0036003 Senior Sourcing Specialist
- 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

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 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 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.