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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | WEEKLY RELAYS | **June 25, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **All access to iSpace will be removed on June 30:**Information Services reaches the culmination of a long project on June 30, when iSpace becomes completely unavailable to anyone. To review, iSpace web files were migrated to SharePoint in the Fall of 2019. Department and Collaboration folders followed in early 2020, and iSpace User folders were migrated this Spring. Public access to iSpace was removed on May 28, and migration of the last institutional workflow is imminent.* On June 30, the ability to log into iSpace will be removed.
* Read-only documents in iSpace will become unavailable.
* Xythos Drive client software will be unable to connect.
* There will be no way for users or processes like workflows to access iSpace.

It has taken some time and a lot of work to reach this point. The project team would like to thank you for your patience and cooperation. We look forward to assisting you within SharePoint.**Weekly Wellness Recap:**Shared by the UTMB RISE (Resilience in Stressful Events) Task Force, these tips are just one way we can all work to stay emotionally healthy during the COVID-19 pandemic. * **Focus on SPIRIT**—Get your feelings out. Stress and uncertainty can make us feel scattered and lose focus. Take time to write down or record your feelings to think clearly and move forward.
* **Focus on BODY**—Quality of sleep can be a measure of our stress and can impact immunity. Make sure your sleep area is cool and dark and try to refrain from phone, tablet or computer usage before bed.
* **Focus on MIND**—Think positively. View things in your life in a positive manner today. Eliminate negativity and re-frame how you think of certain things and situations. You’ll notice yourself being more relaxed.
* **Focus on SPIRIT**—Try yoga on YouTube. It is taught at all different levels and can help lower stress, boost the immune system and lower blood pressure as well as reduce anxiety, depression, fatigue and insomnia.
* **Focus on BODY**—Make your food gorgeous! Eating healthier starts with making healthy food more appetizing and worthy of display. We typically eat more of what we can see, but if it *looks* good, it can be one less barrier to making healthy happen.
* **Focus on MIND**—Consider a centering object. When you’re anxious or angry, energy is being spent on irrational thoughts. When you’re calm, find a “centering object” such as a polished rock or other item. Touch this object when you’re experiencing anxiety or frustration to center and calm your thoughts.
* **Focus on BODY**—Drop your shoulders. If your body is tense, there’s a good chance your posture will suffer. Sit up tall, take a deep breath and drop your shoulders. Focus on bringing your shoulder blades together and then down. Take a few deep breaths.
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| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **REMINDER****Mandatory training for timekeepers and managers—Kronos is changing in July:**Get more details and sign up now for training on the Kronos version 8 upgrade. Webinars are available from June 17 until July 14 for timekeepers, managers and employees. Please be advised that training is required for timekeepers and managers. Save your spot now at <https://innovation.utmb.edu/TrainingGateway/#/>. **COVID-19: Novel coronavirus updates****Steps to prevent the spread of COVID-19**:COVID-19 is increasing in the greater Houston/Galveston area. Every member of the UTMB community is responsible for taking steps to prevent its spread: * + Monitor your health every day before arriving to a UTMB campus or clinic.
	+ Stay home if you are ill.
	+ As required, wear a mask in public areas of UTMB, including non-clinical buildings. Public areas include lobbies, hallways, elevators, conference rooms, classrooms, restrooms, break rooms and work rooms.
	+ You should also wear a mask when out in public on your personal time.
* See the [the COVID-19 Task Force's June 18 information](https://www.utmb.edu/covid-19/all-utmb-staff/working-during-covid-19/masking-social-distancing#gatherings) regarding restrictions on non-essential gatherings.
* Maintain physical distance from others (minimum of 6 feet whenever possible).
* Wash your hands frequently and thoroughly.
* Avoid touching your eyes, nose or mouth with unwashed hands.
* Cover coughs and sneezes.

**Emergency Leave benefits reminder:**UTMB has **enhanced emergency leave benefits** to help meet the needs of our workforce during the COVID-19 pandemic. The benefits became effective April 1, 2020, and provide eligible employees up to 80 hours of paid leave for qualifying COVID-19-related reasons. See [Dr. Raimer’s April 10 message](https://utmb.us/401) for more details, including a [summary document](https://utmb.us/3zj) and [frequently asked questions](https://utmb.us/3zk). If you are **requesting or using emergency leave** due to Covid-19 symptoms or required self-isolation, be sure to notify Employee Health as appropriate for monitoring and return-to-work coordination. | **COVID testing program**:There is high demand for our COVID-19 testing program, which is also resulting in a much higher than normal volume of calls to our Access Center. Leadership is working to address the increased volumes and wait times.**COVID-19 website**:You can find the latest information regarding UTMB’s institution-wide response online at [www.utmb.edu/covid-19](http://www.utmb.edu/covid-19). **Patient Centeredness Tip of the Week**:Maya Angelou said, “People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Empathy can be a powerful technique to connect with others. When interacting with patients and their families, the use of empathy demonstrates that they matter and that you as the caregiver genuinely care about their wellness. Two ways to demonstrate empathy are: 1) Clarify information to have a clear understanding of the patient’s narrative and how they are feeling, and 2) Demonstrate and communicate your understanding back to them, showing support.  |
| **DID YOU KNOW?**It has been nearly two decades since the UT System approved plans for a BSL4 (biosafety level 4) laboratory on the UTMB campus. Named for scientist Dr. Robert E. Shope, the laboratory was completed in 2003 and commissioned in 2004. It furthered UTMB’s reputation as a leader in infectious disease research—a critical factor that helped UTMB win the bid for the Galveston National Lab, which opened on UTMB’s Galveston Campus in 2008. Devoted to the study of tropical and emerging infections, the maximum containment design for the 2,140-square-foot Shope Laboratory includes approximately 10,000 additional square feet to house equipment for sterilizing and decontaminating all material leaving the lab. For more information on this lab, visit <https://www.utmb.edu/cbeid/areas-of-interest/safety-biocontainment>. |