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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 | **March 3, 2022** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **COVID-19 UPDATE**Due to the continued declining rates of COVID-19 infections in our community, modifications have been made to various policies, **effective March 1, 2022**. Read the [Feb. 28 Clinical Task Force message](http://intranet.utmb.edu/iutmb/news-article/2022/02/28/from-the-covid-19-clinical-task-force-updated-safety-requirements-go-into-effect-march-1) for the latest information. **Updated Guidance & News*** **New Vaccine Guidance:** On Feb. 22, the [Centers for Disease Control and Prevention (CDC) updated their COVID-19 vaccination guidance](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html), adding considerations for an eight-week interval between the first and second doses of a primary mRNA vaccine series. Read UTMB’s [Feb. 28 Vaccination Task Force message](http://isfweb2.utmb.edu/iutmb/news-article/2022/02/28/from-the-covid-19-vaccine-task-force-updated-information-on-vaccine-intervals) for more details.
* **Hospital Visitation Policy:** A modified visitation policy for UTMB hospitals is in effect as of March 1, 2022. To see the latest information for hospitals, emergency departments, clinics and urgent cares, visit <https://www.utmbhealth.com/support-pages/visitation>.
* **Meetings, Social Distancing and Masking Requirements:**
	+ In-person meetings are encouraged, but a virtual meeting option should be offered whenever possible. Attendance should not exceed **100% of the normal maximum capacity** for the room.
	+ Face masks are **required** for all individuals 2 years of age and older in **all patient care areas and in hallways and common areas of hospitals and clinic buildings**. [Guidance on appropriate masks to be worn for specific situations remains unchanged](https://www.utmb.edu/covid-19/health-care-workers/instructions-and-signage-pdfs/standards-for-safe-practice).
	+ Face masks are **encouraged but not required** in non-clinical areas, such as administrative, classroom and research buildings.
	+ However, **personnel who are NOT fully vaccinated, including those who are partially vaccinated or have been provided an approved exemption from the CMS federal vaccine mandate,** must [continue to wear specific masks as instructed at all times](http://intranet.utmb.edu/iutmb/news-article/2022/02/18/from-the-covid-19-clinical-task-force-requirements-for-employee-not-fully-vaccinated-those-with-approved-exemption).
	+ Personnel with high-risk medical conditions should consider masking at all times for their own safety.
	+ UTMB personnel must wear UTMB supplied masks or respiratory protection. Personal cloth masks, half-face respirators, powered air-purifying respirators or personal reusable N95 respirators (Envo Masks) are not allowed.

**COVID-19 Quick Links*** [Travel requirements and guidelines](https://www.utmb.edu/covid-19/employees-students/travel) remain in place until further notice
* UPDATED [Safety Requirements](https://www.utmb.edu/covid-19/employees-students#info), including masking, social distancing/meeting room capacity, travel, visitation
* UPDATED [Visitation Policy](https://www.utmbhealth.com/support-pages/visitation)
* Requirements if you are [Sick or Exposed](https://www.utmb.edu/covid-19/employees-students/safety#sick)
* [Antigen Testing for Return-to-Work for COVID-infected employees](https://www.utmb.edu/covid-19/employees-students/safety#returning)
* [Schedule a vaccine or booster online](https://www.utmb.edu/covid-19/employees-students#vaccine) or get the vaccine through Employee Health clinics in Galveston and League City
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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) |
| **UTMB introduces new brand color palette**Color is a powerful communication tool and an integral part of brand recognition. After more than a decade since the launch of our identity system, [UTMB Health introduces a new color palette](http://intranet.utmb.edu/iutmbhttps%3A/www.utmb.edu/identity/visual-identity/brand-color-palette) designed to enhance ADA compliance by reducing visual barriers to accessibility. These color refinements are the first of several changes intended to modernize and refresh our identity system. Learn more about UTMB’s identity system and watch for new templates, updates about logo usage and licensing by visiting [https://www.utmb.edu/identity/](https://www.utmb.edu/identity/.%20). If you have any questions, please contact identity@utmb.edu.**Supply Chain adds purchasing courses to UTMB’s Training Gateway**The Purchasing Department recently added new training sessions to UTMB’s Training Gateway calendar. The following sessions are now available:* **Purchasing 101** – This basic course covers Purchasing Rules and Regulations, Asset Management Information, PPE Ordering, Gas Ordering, Manage Requisitions Screen, Receiving Items and Deleting Requisition Lines.
* **Departmental (DEP) Receiving** – This class provides in-depth training on how departments should “receive” items in the PeopleSoft system.
* **Change Orders** – This course reviews the change order process within PeopleSoft including, what to change; how to approve changes; what cannot be changed and more.

Employees may register for these courses at <https://innovation.utmb.edu/TrainingGateway/#/>.**Your input needed for UTMB Wayfinding Master Plan**UTMB is in the process of developing a Wayfinding Master Plan to ensure a clear, consistent and user-friendly experience for patients, faculty, staff, students and visitors as they navigate our campuses now and in the future. The first phase of the Wayfinding Master Plan is to understand the current state and develop the future-state vision. Input from all faculty, staff and students is important in this effort. Please take part in a brief, anonymous survey that will provide important information about your understanding of and insights into the wayfinding experience at our campuses and clinics. The survey will be open for two weeks, from **Feb. 28** through **March 14, 2022**, and it should take no longer than five minutes to complete. You can access the survey at this link: [UTMB Occupant Survey for Wayfinding](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.surveymonkey.com%2Fr%2FUTMBWayfinding&data=04%7C01%7Ccaguajar%40utmb.edu%7Cfb565e00bef84c84990808d9f6436f38%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C637811591771299495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=7IoUuQC0qQI5cti5azUGOnP1G399fJAmJpMEq9W9ZTk%3D&reserved=0) (Note: Please use one of the supported browsers for the survey: Chrome, Firefox, Safari or Microsoft Edge. Internet Explorer is NOT supported.)**Weekly Wellness Recap**Throughout the month of March, focus on being mindful. * Set an intention to live with awareness and kindness.
* Notice three things you find beautiful in the outside world.
* Start today by appreciating your body and that you're alive.
* Notice how you speak to yourself, and choose to use kind words.
* Bring to mind people you care about and send love to them.
* Have a "no plans" day and notice how that feels.
* Take three calm breaths at regular intervals during your day.

**IN CASE YOU MISSED IT****UTMB experts discuss “The State of Healthcare for Black America” during the Black Alliance Employee Resource Group’s Virtual Roundtable**Associate dean for Student Diversity, Health, Inclusion and Equity and professor in the Department of Internal Medicine, Dr. Lauree Thomas joined Dr. Angelica Robinson, associate professor of Radiology, vice chair of Clinical Operations in the Department of Radiology and director of Breast Imaging and the Breast Imaging Fellowship, for a recent roundtable hosted by UTMB’s Black Alliance Employee Resource Group. The virtual “State of Healthcare for Black America” discussion covered various topics from healthcare inequality to breast cancer awareness, risk factors and treatment. To hear the entire presentation, visit <https://utmb.us/6id>. For more information about the Black Alliance Employee Resource Group, please visit <https://www.utmb.edu/hr/diversity/black-alliance-resource-group>.**REMINDERRegister now for Kronos system training in preparation for the myPTO program implementation**All employees are encouraged to register for Kronos system training on recording and managing time under the myPTO program. The training will be available March 7–31, and those who attend will learn more about:* Viewing available accrual balances
* Submitting time-off requests
* Directly accessing EIB accruals
* Requesting holiday compensatory time instead of holiday pay
* Best practices when using the Kronos system

Visit [utmb.edu/mypto](http://www.utmb.edu/mypto) for registration instructions. | **Monthly Cybersecurity Update** **How Are We Doing:** During the month of February, 13.3% of recipients opened an attachment or revealed credentials in simulated phishing attacks that were initiated by the Office of Information Security. Our goal is less than 3%. A breakdown of department success/failure rates can be found at <https://utmb.us/66g>. Learn more about cybersecurity at  <https://www.utmb.edu/infosec>. Report potential phishing to cirt@utmb.edu.**Elevated Cyber Risks:** While there are no specific or credible threats to UTMB at this time, the conflict between Russia and Ukraine has involved cyberwarfare targeting Ukraine’s government and critical infrastructure. Because of this, UTMB has raised its cyber-threat level to Elevated. These Cyber-attacks involve malicious software (malware) that is designed to disable, disrupt or destroy computer systems and related data.  Once these attacks are launched, they cannot be contained within a geographical location, and will eventually propagate throughout the world, negatively impacting governments, businesses and organizations. UTMB’s cybersecurity team receives threat-intelligence feeds from a variety of sources. Appropriate steps are taken to assess these threats and apply the necessary controls to mitigate the risk. Technical controls are only a part of the solution. All users are reminded to scrutinize and report any suspicious activity associated with the information resources they use, including unusual activity associated with your “utmb-users-m” computer account, computer systems that are demonstrating uncharacteristic or erratic behavior and suspicious emails that are asking you to click on links, open attachments or requests to provide your UTMB credentials. If you experience any unusual or suspicious activity, report it immediately to cirt@utmb.edu, or contact the Office of Information Security at (409) 772-3838.**myPTO Program Updates: Top 5 myPTO questions**Here are the 5 most frequently asked questions from UTMB employees about the transition to the myPTO program. * What will happen to my existing vacation and sick leave balances?
* What will happen to my banked holiday time?
* How will the transition to the myPTO program affect the UTMB winter holiday break and CMC-specific holidays?
* How does Reduced Paid Leave work?
* Will I be paid for accrued PTO hours if I separate or retire from UTMB?

See [utmb.us/5](https://www.utmb.edu/hr/paid-time-off-program/take-5) for the answers to these questions and more! **PATIENT CARE****Spotlight on Joint Commission: Questions of the Week****Why is a patient’s preferred language stored in Epic?** We are required to request and store the patient’s preferred language in Epic. All patients and families have a right to receive all UTMB services in their preferred language, even if they are able to communicate in English. The preferred language is not necessarily the patient’s “native” language. We are not permitted to encourage patients to select English as their preferred language. UTMB staff and physicians are required to ensure effective communication by working with an approved interpreter when speaking to patients. The preferred language for most of UTMB’s Deaf patients is American Sign Language (ASL), not written English. It is not acceptable to pass written notes back and forth unless a patient specifically makes that request. Communication problems are the most frequent root cause of serious patient events that are reported to the Joint Commission’s Sentinel Data Base. **What interpreting resources do we have at UTMB?** UTMB offers the service of qualified interpreters 24/7 to all patients, families, staff and physicians. Interpreters are available on demand via any phone at (409) 747-2121, and via Video Remote Interpreting laptops, which are available at most clinics and by inquiring at nursing stations at all hospital campuses. In-person interpreters can be scheduled with at least an hour lead time, and in emergencies by calling Patient Services at (409) 772-4772. UTMB provides interpreting services at no cost to patients or families. If you do not have a bilingual fluency badge, you must work with a UTMB-approved interpreter to have healthcare-related conversations with Limited English Proficient patients and families. **What translation resources do we have at UTMB?** All general documents and messages created at UTMB intended for patients should also be created in Spanish. Also, any patient-specific documents that the patient requests in a language other than English should be translated. Documents for translation to or from all languages can be submitted to language.access@utmb.edu. UTMB provides translation services at no cost to patients or families. |
| **DID YOU KNOW?** Dr. Barbara Thompson, professor in the Department of Family Medicine, was the honoree at the San Luis Salute Mardi Gras event held Feb. 25. The Salute celebrates Mardi Gras! Galveston by providing a charitable aspect to the city’s annual celebration. Each year, the Salute recognizes the extraordinary work of doctors and scientists and helps fund UTMB programs. Dr. Thompson, who served as chair of Family Medicine until stepping down last year, has been a faculty member at UTMB since 1972. Congratulations, Dr. Thompson! |