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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 | | **December 29, 2022** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | **COVID-19 UPDATE**  Due to a continued increase in COVID-19 infections in the community and COVID-related hospitalizations, the **following changes went into effect 7 a.m., Thursday, Dec. 29**:   * **Face masks for clinical areas: Masks will be required** for all individuals 2 years of age and older in all patient care areas of UTMB hospitals and clinics. This includes direct patient-facing evaluation rooms, adjacent hallways and entries, and waiting rooms and meeting spaces or offices within clinics or inpatient units. It does NOT include hallways, elevators and offices away from patient care areas, and common areas such as cafeterias. [Guidance on appropriate masks to be worn for specific clinical situations remains unchanged](https://www.utmb.edu/covid-19/health-care-workers/instructions-and-signage-pdfs/standards-for-safe-practice). * UTMB personnel **must wear UTMB-supplied masks or respiratory protection** in clinical areas. Personal cloth masks, half-face respirators, powered air-purifying respirators or personal reusable N95 respirators (Envo Masks) are not allowed.   Read the [Dec. 28 Clinical Task Force message](http://intranet.utmb.edu/iutmb/news-article/2022/12/28/Masking-policy-update) for more information.  **Retail Dining Winter Holiday Hours**  The Holiday Hours for retail food service vendors are as follows:  **Dec. 20–Jan. 2**  **Galveston Campus**  Health Education Center   * HEC Café will be closed.   **Dec. 24–Jan. 2**  Health Education Center   * The HEC Grill will be closed.   John Sealy Hospital   * Sub Connection will be open from 10:30 a.m. to 8 p.m. * Café on the Court, Chick-fil-A, and Starbucks will be closed.   Jennie Sealy Hospital   * Bistro 712 will be open from 6:30 a.m. to 2 p.m. * Hospital Lobby vending machines will remain open 24/7.   Clinical Services Wing (CSW)   * Sixth Floor Staff Lounge Micro Market will remain open 24/7 with healthy options.   League City Campus   * Bayside Bistro grill will be open from 7 a.m. to 2 p.m. * Vending machines will remain open 24/7.   Angleton Danbury Campus   * Bayou Café will be closed.   Clear Lake Campus   * The Grill will be open from 8 a.m. to 1 p.m. * Starbucks will be closed. * Vending machines will remain open 24/7. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **REMINDERS**  **Important Notice – 2022 Tax Forms**  In preparation for your year-end tax forms, please complete the following actions:   * Review and update your home and mailing addresses in [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) by Dec. 31. * Submit your consent through Employee Self Service to receive an electronic copy of your W-2 tax form for 2022 if you have not already done so. The consent link is located under the Payroll and Compensation section. Any employee who does not sign up for the digital delivery of the form by Jan. 13 will be sent a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about your W-2, email [payroll.services@utmb.edu](mailto:payroll.services@utmb.edu). * Sign up at [www.MyTaxForm.com](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mytaxform.com%2F&data=05%7C01%7Ctrallyn%40utmb.edu%7C5f929655106742833f0108dad867b69a%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638060237212813312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2YKbcUg7EmOYDp%2F6owYefcdv3YD9oc301ZI6KPEaeag%3D&reserved=0) to receive an electronic copy of your 1095-C tax form for 2022. This form contains information about your health care coverage that will be needed to complete your tax return. Any employee who does not consent to the digital delivery of the form by Jan. 9 will receive a paper copy through the U.S. mail after Jan. 21. See [https://utmb.us/4ju](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F4ju&data=05%7C01%7Ctrallyn%40utmb.edu%7C5f929655106742833f0108dad867b69a%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638060237212813312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=w8vfkpONtaaoB89wSua7LJbNXhUwF2Oy5S%2B6AEhFvs0%3D&reserved=0) for more 1095-C information or email [hrservic@utmb.edu](mailto:hrservic@utmb.edu).   *Note*: If you previously signed up to receive your W-2 and 1095-C forms electronically, you do not have to complete the consent processes again.  **Galveston Emergency Department, UTMB Health Clinics patient drop-off and walkway renovations update**  On Dec. 23, temporary pedestrian detours began for patients, employees and visitors using Garage 2. The work will temporarily relocate one waiting area and only one garage elevator will be in service. The work is expected to take about five months to complete. Get details at <https://www.utmb.edu/construction/>. | | | **IN CASE YOU MISSED IT**  **Dec. 22 episode of Health Care Unmasked**  The Dec. 22 Health Care Unmasked featured a candid conversation with Dr. Charles P. Mouton, president *ad interim.* Dr. Mouton discussed UTMB’s 2022 achievements and shared his vision for 2023. To view the episode, visit <https://utmb.us/7go>.    **PATIENT CARE**  **REMINDER: Latest edition of Health System Heartbeat newsletter now available**  If you haven't seen the latest edition of the Health System Heartbeat newsletter, you can check it out at <https://www.utmb.edu/heartbeat>. Have story ideas or thoughts to share? Email [mmbattis@utmb.edu](mailto:mmbattis@utmb.edu). | |
| **DID YOU KNOW?**  The Galveston National Laboratory (GNL) started Infectious Science, an infectious disease podcast about new and emerging diseases and the One Health research to understand and prevent their spread. Since the COVID-19 pandemic, public interest in this infectious disease has grown. The podcast is developed and produced by researchers, educators and community members who believe public health can be improved through knowledge. The latest episode features Dr. Irma (Lisa) Cisneros, Ph.D. talking about her research on the mechanisms dictating interactions between the immune system and nervous system during substance-use disorders and neuroinfectious diseases. To hear the podcast, visit <https://utmb.us/7gh>. | |