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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 19, 2020** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Office of Student Affairs & Admissions**  https://i.ytimg.com/vi/C3YxDtzj5Q0/hqdefault.jpg  Congratulations to Joshua “Archie” Archibald as he transitions to his new position: Coordinator II for the Office of Student Affairs. He will continue to be responsible for supporting the Faculty Advisory Program and ASCC as he adds the responsibility of the MSPEs and ERAS. He will also aid OSAA as they transition to the cloud.  **Office of Educational Affairs**  **The 2020 Curriculum Education Conference, originally scheduled for May 14, 2020,**  **has been postponed until further notice,**  **due to COVID-19 concerns.**  **Office of Student Affairs & Admissions**    “OED would like to thank the 41 faculty PBL facilitators and course directors who participated in focus groups training this week to be ready to take the curriculum online on Monday. You are our front line heroes for education!” - Dr. Buck | | | **Monthly Financial Update—Results as of Feb. 29, 2020**:  For the month of February, UTMB’s adjusted margin was a loss of $4.9 million, which was $200,000 better than planned. Year-to-date was worse than planned by $2.5 million with an adjusted margin loss of $46.9 million. Please ensure you continue to manage expenses to allow us to meet our overall budget target for the fiscal year. Although the next few months will be challenging, your efforts are essential to the continued long-term success of UTMB’s mission.  **COVID-19: Novel coronavirus updates**  **Employee screening policy at UTMB hospitals:**  Based on direction from Texas Health and Human Services, all hospitals are required to screen employees and faculty members who work in an inpatient hospital location, a process that is similar to the screening UTMB has already implemented for patient visitors. Beginning March 19, UTMB began screening employees at our designated hospital entrances. Employees should use the entrances designated in the plan. Find more information at <https://utmb.us/3wi>.  **Telecommuting and information security**:  Robert Shaffer, UTMB's Information Security Officer, warns of elevated risks and challenges associated with a large increase of telecommuters and remote access to UTMB information resources. Read Shaffer’s tips and guidelines to safeguard data and reduce risks at <https://utmb.us/3wk>.  **New updates to the COVID-19 website**:  Given the rapidly evolving nature of the COVID-19 spread, 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). Some of the latest updates include:   * The latest Guidelines for Mangers from UTMB’s Human Resources: <https://utmb.us/3wl> * Numerous updates for students and UTMB teaching faculty: <https://www.utmb.edu/covid-19/students-parents/article/student-updates/2020/03/18/march-18-2020> * New and updated information for patient care teams: <https://www.utmb.edu/covid-19/health-care-workers> | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
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| **DID YOU KNOW?** Hand washing is a vital defense against the spread of germs and disease, including this latest novel coronavirus. But did you know there are 10 steps to properly washing your hands? Those steps include:   1. Wet hands with water. 2. Use soap and lather for at least 20 seconds. 3. Lather the soap from palm to palm. 4. Then lather palm-to-palm with fingers interlaced. 5. Wash the back of your hands. 6. Wash the base of your thumbs. 7. Wash your fingernails. 8. Next, rotationally rub your wrists with the soapy lather. 9. Rinse your hands with water. 10. Finally, dry your hands thoroughly with a paper towel.    To see the instructions on hand-washing in a video format that you can share with your teams and co-workers, visit <https://utmb.us/3wj>. | |