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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 23, 2021** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **Weekly Relay Notes taking a break for the holidays:** Weekly Relay Notes will not be published on Dec. 30, due to the Winter Break. The next issue will be published on Thursday, Jan. 6. The Relay Notes team wishes everyone healthy, safe and happy holidays.**COVID-19 UPDATE**Due to the omicron variant, COVID-19 cases continue to rise. All faculty, staff and students throughout the state must continue to remain vigilant and practice safety protocols to protect self and others. To read the latest Incident Command Update, visit <https://utmb.us/6br>.UPDATED GUIDANCE & NEWS:* **Hospital visitation policy modified:** Due to the rapid spread of the highly-transmissible omicron variant in our region, a modified visitation policy will be in effect as of Dec. 24, 2021. To see the latest, visit[**https://www.utmbhealth.com/support-pages/visitation**](https://www.utmbhealth.com/support-pages/visitation)
* **Masking is now required for ALL UTMB facilities**, including hospitals, clinics and non-clinical buildings
* **Employee testing**: See the [**Dec. 22 message from the COVID-19 Clinical Task Force**](https://intranet.utmb.edu/iutmb/news-article/2021/12/22/dec.-22-covid-task-force-covid-testing-for-employees) for guidance on when to request a rapid molecular test vs. PCR test, as well as locations for rapid testing for employees.
* **Enhanced Emergency Paid Leave to Continue:** UTMB’s enhanced emergency paid leave benefit will not expire on Dec. 31, 2021, as previously communicated. The university will continue to provide up to 80 hours of emergency paid leave to full-time, part-time and casual employees who are unable to work or telework due to a qualifying COVID-19 reason. Employees who exhaust the 80 hours of emergency paid leave and need more time off may use their accrued sick, vacation, holiday and compensatory time or request a leave of absence without pay. For more details about the emergency paid leave benefit, please see <https://www.utmb.edu/hr/home>.
* **Vaccines and boosters** are strongly recommended for all eligible groups.
* Pay attention to updates from Incident Command, the COVID Clinical Task Force and/or your area’s leadership as this surge evolves.

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)
* [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
* [Information on monoclonal antibody treatment](https://www.utmb.edu/covid-19/patients/covid-treatment)
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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) |
| **Daily Announcements will not be sent on UTMB Holidays:** Beginning with the upcoming Winter Break, the Daily Announcements will no longer be emailed to the university community on official UTMB holidays. The messages will otherwise continue to be distributed on weekday mornings. To learn more about the Daily Announcements and review the guidelines, visit <https://www.utmb.edu/announcements/guidelines.asp>.**REMINDERS** **Jan. 4 deadline for Dr. Martin Luther King, Jr. Community Service Award nominations:** Nominations are now being accepted for the 2022 Dr. Martin Luther King Jr. Community Service Award. Please consider nominating a UTMB employee or student who has a demonstrated record of promoting diversity, inclusion and civic engagement and has made a profound difference to the university and the greater community. **The deadline for nominations is 5 p.m., Jan. 4**. The award recipient(s) will be formally recognized at the annual MLK award ceremony and luncheon in January. See <https://utmb.us/691> for more information or to submit a nomination.**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****Galveston Campus**John Sealy Hospital * Starbucks will be closed

**Galveston** **Campus*** Café on the Court will be closed Dec. 24–25 and Dec. 31–Jan. 1
* Sub Connection and Bistro 712 will remain open at regular business hours
* Vending machines and the MicroMarket (CSW, 6th Floor) will remain open 24/7

**League City Campus** * Cafeteria will be closed Dec. 24 and Dec. 31
* Vending machines will remain open 24/7

**Angleton Danbury Campus** * Bayou Café closed Dec. Dec. 24–25 and Dec. 31–Jan. 1
* Vending machines will remain open 24/7

**Clear Lake Campus** * Starbucks will be closed Dec. 24–Jan. 2
* closed Dec. 24–25 and Dec. 31–Jan. 1

Vending machines will remain open 24/7**Weekly Wellness Recap:** This month's focus is “Do Good December”* Congratulate someone for an achievement that may go unnoticed.
* Choose to give or receive the gift of forgiveness.
* Bring joy to others. Share something that made you laugh.
* Treat everyone with kindness today, including yourself!
* Get outside. Do something kind for nature.
* Call a relative or friend who is far away to say hello and have a chat.
* Be kind to the planet. Consider a meatless day, recycle, bike to use less energy.
 | **2021 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 2021 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. 17 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.
* Sign up at [www.MyTaxForm.com](http://www.MyTaxForm.com) to receive an electronic copy of your 1095-C tax form for 2021. 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> for more 1095-C information or email 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.**myPTO Employee Information Sessions to Begin Jan. 3:** UTMB will begin offering myPTO information sessions for employees in January. All faculty and staff are encouraged to attend one of the sessions to learn more about the university’s new paid time off program and its benefits. The sessions will be available Jan. 3–Feb. 18, 2022, through Microsoft Teams. For instructions on how to register for an upcoming session, please see [utmb.us/5](https://www.utmb.edu/hr/paid-time-off-program/take-5). The site also features additional tools and resources to help you prepare for the transition to the myPTO program, including fact sheets, FAQs, a PTO accrual calculator and more.**Check out the latest UTMB Data Reference Card:**The FY21 Data Reference Card is now available online at <https://www.utmb.edu/facts>. Want a printed copy? Contact the Office of the Chief Financial Officer at (409) 266-2000 or email Business.Finance@utmb.edu. Speaking of data… |
| **DID YOU KNOW?** In FY21, the UTMB Health System conducted 152,460 telemedicine encounters, delivered 6,183 babies and saw a total of 115,125 Emergency Department visits, all while continuing efforts to respond to the COVID-19 pandemic. **Provost’s Lecture Series set for Jan. 14:** The Provost’s Lecture Series will welcome its next speaker, Dr. Marc A. Nivet, Executive Vice President for Institutional Advancement at University of Texas Southwestern Medical Center, on Jan. 14 at noon via Zoom. Dr. Nivet will present “Diversity, Equity, Inclusion: From Fairness to Excellence.” UTMB faculty, staff, and students are invited to participate; registration is required by Jan. 10. Visit the [Provost’s Lecture Series web page](https://www.utmb.edu/provost/home/provost-lecture-series) to learn more and register for the event.  **Replay of Town Hall School of Public and Population Health now online:** The School of Public and Population Health hosted a Town Hall Meeting and Visioning Sessions via Zoom on Thursday, Dec. 9, with faculty from all schools and members of UTMB leadership participating in the discussion. Following the town hall discussion, attendees joined workgroups via breakout rooms on the following topics: Mission and Vision; Research Focus; Educational Philosophy and Approach; and Programmatic Themes. Learn about opportunities to get involved and view the recording of the town hall portion of the event [here](http://intranet.utmb.edu/iutmb/news-article/2021/12/17/school-of-public-and-population-health-town-hall-recap). |