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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 22, 2022** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **WEATHER ALERT** **Arctic air expected to impact regions where UTMB has operations beginning today**Weather forecasters expect a strong system of artic air to affect areas where UTMB has operations beginning today (Dec. 22) and continuing on Saturday (Dec. 24). At this time, all employees should continue to work as scheduled throughout the upcoming period. We encourage everyone to monitor local conditions in your area and be prepared at home, school and work to keep you and your family safe. Stay in touch with your supervisor for instructions should hazardous weather conditions occur in your area. We will update the online weather alert website at <https://www.utmb.edu/alert/> as necessary during this winter weather event.**COVID-19 UPDATE****Holiday Season precautions against winter viruses**As we approach the end of the year, UTMB’s Clinical Task Force would like you to observe extra precautions in order to safely enjoy the holidays. Currently, while the flu and RSV cases are trending down, COVID-19 cases are increasing. The good news is that the severity of COVID-19 infection remains low.To increase safety in our workplace, please observe the following precautions:* **If you are ill, stay home and get tested for COVID-19 and flu**. Follow the return-to-work policy for COVID-19. For other respiratory illnesses, return to work when afebrile and improved, but stay masked until all respiratory symptoms are resolved.
* **Masking is strongly encouraged in patient care areas** or if your colleagues or household members are ill with respiratory infection.
* **Get vaccinated against COVID-19 (bivalent booster) and flu** to increase your personal safety**.**

Read the [Dec. 21 Clinical Task Force message](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fintranet.utmb.edu%2Fiutmb%2Fnews-article%2F2022%2F12%2F21%2FHoliday-Season-Precautions&data=05%7C01%7Ctrallyn%40utmb.edu%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7jWWczCejHcU%2B%2Bfz5vqJBh4pnG33jxqhYfdiKuLavhc%3D&reserved=0) for the full details.   **Monthly Financial Update — Results as of November 30, 2022**For the month of November, UTMB’s Adjusted Margin loss was $6.1 million, which was $5.6 million unfavorable to planned results. Year-to-date, UTMB’s Adjusted Margin loss was $20 million, which was $14.3 million unfavorable to planned results. UTMB, like all academic health systems, continues to face higher-than-anticipated costs due to inflation and a competitive labor market. Your continued diligent efforts are needed to manage expenses as UTMB grows operations and revenues for long-term success.**Holiday video message from UTMB executive leadership**In a recent video message, UTMB President ad interim Dr. Charles Mouton and executive leadership reflected on 2022 and wished employees well during this holiday season. To view the video and electronic greeting card, visit <https://utmb.us/7ge>.  |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **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 (HEC)* 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.

 **University of Texas Employee Assistance Program**All UTMB employees and their eligible family members have access to free and confidential counseling and referral services through the University of Texas Employee Assistance Program (UTEAP). Experienced UTEAP counselors are available 24 hours a day, 7 days a week at (844) 872-5986 to discuss your personal or work-related issues and explore appropriate service options. If a referral is made for specialized or extended services outside of the program, providers and other vendors will be selected based on your needs, geographic location and insurance provider. For information about the UTEAP, please see <https://www.utmb.edu/hr/employees/health-and-wellness>.**SAVE THE DATE****RESCHEDULED: Dec. 21 episode of Health Care Unmasked rescheduled to Dec. 22** Due to technical difficulties, the Wednesday, Dec. 21 Health Care Unmasked is rescheduled for noon Thursday, Dec. 22. This episode features UTMB’s Dr. Charles P. Mouton, president *ad interim* as he looks back at UTMB’s 2022 achievements and shares his vision for 2023. To view the episode, visit [https://www.facebook.com/i45NOW](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Fi45NOW&data=05%7C01%7Ctrallyn%40utmb.edu%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lei19GhdI7kxCXZta4E%2FHfDS2L3SeNAxxhkDTuIXJpg%3D&reserved=0). **IN CASE YOU MISSED IT** **Dec. 15 Clear Lake Connections Podcast covered the Center for Violence Prevention**UTMB’s Dr. Jeff Temple, Vice Dean of Research and Scholarship for the UTMB School of Nursing, professor, licensed psychologist, and founder and director of the UTMB Center for Violence Prevention spoke on the Thursday, Dec. 15 Clear Lake Area Chamber of Commerce’s Clear Lake Connections Podcast. Temple discussed the Center for Violence Prevention and its goals, the aftermath of COVID-19 on mental health and how to identify the holiday blues. To hear the full discussion, visit [https://utmb.us/7g5](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F7g5&data=05%7C01%7Ctrallyn%40utmb.edu%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cDMN9ShYeLXWcy2W5fKbRzJMkkENqZpsHXMzcoXpbcc%3D&reserved=0).  **PATIENT CARE****Latest edition of Health System Heartbeat newsletter now available**If you haven't seen the latest edition of the Health System Heartbeat newsletter, check it out at <https://www.utmb.edu/heartbeat> to read lots of holiday-related stories. Have story ideas or thoughts to share? Email mmbattis@utmb.edu.  **Samara Adams from the Neuro/Neurosurgery team received DAISY Award**Congratulations to Samara Adams on the Neuro/Neurosurgery team at UTMB Health in Galveston. Adams, who has been a nurse on the unit since 2015, recently received a DAISY Award. To learn more, visit <https://utmb/us/7gg>.  | **Employee Holiday Meals**A complimentary holiday meal will be offered to those who work on Sunday, Dec. 25, at all campuses. All you need to do is show your UTMB identification badge to receive your meal.The holiday hours for retail food service venues are as follows:* **Galveston Campus:** Café on the Court
	+ Day Shift: 11 a.m. to 1 p.m.
	+ Night Shift: 7 to 9 p.m.
* **League City Campus:** Bay Side Bistro
	+ Day Shift: 11 a.m. to 1 p.m.
	+ Night Shift: Boxed dinners delivered to units
* **Clear Lake Campus:** Café
	+ Day Shift: 11 a.m. to 1 p.m.
	+ Night Shift: 7 to 9 p.m.
* **Angleton Danbury Campus:** Café Bayou
	+ Day Shift: 11 a.m. to 1 p.m.
	+ Night Shift: Boxed dinners delivered to units

**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 Saturday, 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 Friday, Jan. 13 will be sent a paper copy through the U.S. mail no later than Friday, Jan. 31. For questions or more information about your W-2, email 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%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=O3HJSFuTrsMpHN9wmj%2FMKxNgBVA0f8pP%2BaNNaJYrv5g%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 Monday, Jan. 9 will receive a paper copy through the U.S. mail after Saturday, 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%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RRVTJFHPYc7on9l5zWu9k3hVYgo8iJE%2B9%2FWgdgClZ0o%3D&reserved=0) 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. **Galveston Emergency Department, UTMB Health Clinics patient drop-off area and walkway renovation update**On Friday, Dec. 23, temporary pedestrian detours will begin 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/>. **CORRECTIONAL MANAGED CARE (CMC)****New COVID-19 protocols at Hospital Galveston (HG)**Hospital Galveston (HG) is experiencing an uptick in COVID-19 cases. In collaboration with Dr. Janak Patel and the department of epidemiology, the following protocols are **effective immediately**.1. **Masking is mandatory** when entering Hospital Galveston and in **ALL clinical** and **non-clinical areas.**
2. Maintain social distancing.
3. Employees who are ill should stay home and get tested for COVID-19.
4. Use virtual meeting options.
5. Avoid serving food and drinks during meetings.
6. Continue to follow all other guidelines from UTMB’s COVID-19 clinical task force. Read the [Dec. 21 Clinical Task Force message](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fintranet.utmb.edu%2Fiutmb%2Fnews-article%2F2022%2F12%2F21%2FHoliday-Season-Precautions&data=05%7C01%7Ctrallyn%40utmb.edu%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7jWWczCejHcU%2B%2Bfz5vqJBh4pnG33jxqhYfdiKuLavhc%3D&reserved=0) for more details.
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| **DID YOU KNOW?** Over the last few weeks, the UTMB Police Department along with the UTMB Department of Pediatrics collaborated to collect books and toys for children receiving care in pediatric units on the UTMB Clear Lake and Galveston Campuses during the holidays. “Blue Santa,” the toy and book drive, called for unwrapped items suitable for a variety of ages – from infants all the way through young adults. UTMB faculty, staff, students and visitors showed their generosity as collection bins overflowed with goodies donated from the end of November through Friday, Dec. 16. The efforts were capped off with a 200-book donation from the SMART Family Literacy Foundation, a non-profit organization based in Galveston that works to deliver active, innovative and inclusive educational programs so that learners of all ages can achieve and thrive. To help easily transport the books throughout the hospitals, employees decorated and donated a rolling cart to each pediatric inpatient unit. To learn more about the program and the donation from SMART Family Literacy, please watch [this video](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Fi45NOW%2Fvideos%2F1602900630205609&data=05%7C01%7Ctrallyn%40utmb.edu%7C5a16ae288a0149a1f83208dae434bebe%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638073212431351253%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4GdnSJk0EHM9VNiEeJtTdXG1yEa8vmlCE0iVy8uqAJY%3D&reserved=0) on the i45Now Facebook page. |