

**Be Hokie Ready wherever you are:
COVID-19 travel guidance and tips**

With the holiday season quickly approaching, and with more Hokies traveling, help reduce the spread of COVID-19 and illness by staying prepared.

To reduce the spread of COVID-19, avoid all unnecessary travel and large gatherings whenever possible. Wherever you find yourself, wear a face covering, practice physical distancing, wash your hands frequently, and get a flu shot.

There are currently no Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), or Virginia Tech quarantine requirements following domestic or international travel. If you do need to travel, current public health guidance recommends that regardless of your destination, take the necessary precautions to minimize your risk of exposure to COVID-19, before, during, and after travel. This includes wearing a face covering, frequent handwashing, and practicing physical distancing.

Here are examples of the types of travel, activities, and situations that can increase your risk of exposure to COVID-19.

- Being in, or traveling to, an area that is experiencing high levels of COVID-19 spread.
- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds, such as in restaurants, bars, airports, bus or train stations, or movie theaters.
- Traveling on a cruise ship or riverboat.

If you participated in activities like those above, or think that you may have been exposed before or during your trip, take extra precautions to protect others for 14 days after arrival at your destination or your return home:

- Stay home as much as possible.
- Practice physical distancing (greater than 6 feet) around people not in your household or “pod” which may include family you have not been around recently.
- Always wear a face covering when outside your home.
- Wash your hands often or use hand sanitizer.
- Monitor yourself for symptoms.
- Avoid interactions with people at higher risk for severe illness from COVID-19.
- If you start to feel sick, isolate yourself at home and consult with a medical provider.
- Consider getting tested for COVID-19.

For more information and current guidance surrounding domestic and international travel, visit the VDH website at <https://www.vdh.virginia.gov/coronavirus/coronavirus/travel-to-areas-with-widespread-ongoing-community-spread/>.

For tips on holiday travel and safe gatherings, check out the CDC resources at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>.

**Review and update your employee
personal information**

In Hokie Spa (<https://hokiespa.vt.edu/>), located under the Hokie Plus tab, employees should review their personal information such as address, phone number, email, and emergency contact. Under the Hokie Team tab, employment information should be reviewed to ensure accuracy for hire dates and other associated dates. The “other” hire dates are important for salaried employees with prior eligible service at Virginia Tech or another Commonwealth of Virginia employer.

Employees can update their address, phone number, and emergency contact information by selecting the update option. Updates for other information should be communicated to the department administrator or the HR Service Center at hrservicecenter@vt.edu.

Employees with questions about any of their hire or service dates should contact the HR Service Center at hrservicecenter@vt.edu or 540-231-9331. If leave accrual dates do not reflect prior eligible service at Virginia Tech or another Commonwealth of Virginia employer, please contact the leave team at hrleave@vt.edu.

**Give thanks by donating to a charity
of need through the Commonwealth
of Virginia Campaign**

Dear Colleagues,

I would like to express my gratitude to everyone who has donated to the Commonwealth of Virginia Campaign (CVC) so far. We are off to a great start, raising over \$130,000 of our \$370,000 goal.

This year’s campaign runs until Friday, Dec. 11. If you haven’t had a chance to donate, there is still plenty of time. Every dollar counts and makes a difference toward reaching our goal!

As the season of giving approaches us, it’s not about how much you give, it’s the act of giving.

Our local communities and charities need us. With the pandemic, many individuals and families are experiencing unprecedented need. In some cases, charities are seeing families asking for help for the first time. As a Hokie, now is the time to rise up in the spirit of our motto, *Ut Prosim* (That I May Serve). Together, we can make a big difference in the lives of those who live in our communities.

There are many options to donate (<https://www.cvc.hr.vt.edu/donate.html>) including payroll deduction through a one-time gift or monthly payments, cash or check, credit card payment through cvcgives.org (using the agency code 208 – Virginia Polytechnic Institute and State University), or using a monetary direct give payment through the direct give form to receive credit for donating to a CVC-approved charity and Virginia Tech's direct giving.

I encourage each of you, as a Virginia Tech employee, to visit the CVC website at <https://www.cvc.hr.vt.edu/>, look through the approximately 1,000 participating charities, and find one that is important to your values. There is a charity for everyone. Every donation, collectively, will make an impact.

Thank you for your support to the community. Go Hokies!

Sincerely,

Laura P. Sands, Ph.D.
Honorary Chair, 2020 Commonwealth of Virginia Campaign

PageUp Learning Management System sends emails to employees to complete training

The PageUp Learning Management System (LMS) launched Sept. 29. In its first phase, the PageUp LMS is facilitating the automated delivery of compliance training and completion tracking.

On Oct. 5, emails were sent to benefited employees regarding compliance training assignments in the PageUp LMS and the need to complete the required training.

Beginning Nov. 16, an additional set of emails will be sent to non-benefited employees and adjunct teaching faculty regarding compliance training assignments in the PageUp LMS and the need to complete the required training. Employees will receive the email from VT Training <info-968@mail.pageuppeople.com>.

Required compliance training includes:

- Compliance: Title IX/Policy 1025/VAWA: This course discusses the university's anti-discrimination policies and applicable state and federal civil rights laws. Visit the Office for Equity and Accessibility's website at <https://oea.vt.edu/title-ix-vawa.html> or contact Henry

Yampolsky at hyampols@vt.edu for more information. This course is required every two years.

- In January 2020, the Commonwealth of Virginia required the following two safety trainings be completed by all employees.
- State of Virginia: Civilian Response to Active Shooter: This course is designed to improve the safety and survivability of victims of active attack and mass shooting events through the introduction of the Avoid, Deny, Defend (ADD) strategy. Employees must complete this training one time. For new Virginia Tech employees, this course is required at the start of state service.
- State of Virginia: Employee Safety and Disaster Awareness: This course is designed to improve employee preparedness for potential disasters. Employees will watch Virginia Department of Emergency Management's General All-Hazards Emergency Preparedness training videos. This course is required annually.
- For more information or questions about these safety trainings, contact Virginia Tech Emergency Management at oem@vt.edu or 540-231-4873.

Employees can log into PageUp LMS at <https://viriniatech.pageuppeople.com/dock.aspx> to check their transcript or complete the training. Instructions can be found at <https://training.vt.edu/pageup-lms-training.html> on how to navigate through the system.

For more information or questions, contact the HR Service Center at 540-231-9331 or hrrservicecenter@vt.edu.

Virginia Tech Veterans Day ceremony to include rifle salute

The Virginia Tech Corps of Cadets will honor Veterans Day with a short outdoor ceremony at 10:45 a.m. Wednesday, Nov. 11, at the Pylons.

Maj. Gen. Randal Fullhart, the commandant of cadets, will speak. A memorial wreath will be placed in front of the cenotaph. The Gregory Guard, the corps' precision rifle drill team, will fire a rifle salute, and a bugler will play taps.

Those in attendance are asked to wear masks and practice physical distancing.

Contact Shay Barnhart at shaybar@vt.edu for more information.