Personal and Professional Resources for Employees

December 2020
PERSONAL RESOURCES

Childcare itself is a challenge, but with ever-changing information, closures, and other uncertainty related to COVID-19, parents and caregivers may be stressed by the unknown. In partnership with the Employee Assistance Program, East Child Care Resource and Referral Center, and Be Well, Human Resources has compiled childcare and wellness resources for your convenience. Review the information below to find something for you and your family!

Flu Shots

Flu Vaccination Verification Forms are now available on the [IRISWeb](#) portal.

In order to verify you have received your flu vaccine or submit an exemption based upon approved criteria, please visit the [IRISWeb](#) portal and [follow these directions](#).

A brief training module on how to complete the form is also available via [K@TE](#) (0.5 hours of training credit). More information about vaccination requirements is available via the [UTK COVID-19 site](#).

Flu Shot Clinics

Employees are welcome to visit any provider of their choice. Local options include grocery stores and pharmacy chains like CVS and Publix and physicians’ offices. The [Knox County Health Department](#) also provides free flu vaccination opportunities. For employees who have [insurance through the University](#), free flu shots are available by using their Caremark card at a participating network pharmacy or their health insurance card (BCBS or Cigna) at their in-network doctor’s office. A list of participating retail pharmacies is available at [info.caremark.com/stateoftn](#).

Childcare

East Child Care Resource and Referral

East Child Care Resource and Referral (CCR&R) is part of a statewide network of Resource and Referral agencies located across Tennessee. The network, which is funded by TN Department of Human Services, TN Department of Health – Division of Family Health and Wellness, and Signal Centers Inc., includes six sites across the state and a network office. East CCR&R provides services to child care agencies, parents/caregivers, and community partners focused on families in 21 counties in Eastern Tennessee. For complete information about East Child Resources and Referral (CCR&R), please visit UTK [CCR&R](#) page.

For the latest information on available childcare follow this link: [Child Care Resources](#). Here you’ll find interactive resources with QR codes:

- to locate open child care facilities
- to connect with childcare support for COVID-19 essential workers (payment assistance)
- to learn more about CDC guidance for child care programs that remain open
- to learn what to look for when selecting a daycare (on site visit checklist; before, during and after a visit)
Eldercare

Many of us help provide care for older relatives. Balancing elder care and our professional lives may sometime require us to seek additional help. Our Employee Assistance Program provides resources related to elder care giving. Please visit Here4TN Eldercare to find:

- Local Elder Care
- Community Resources
- Nursing Home Checklist
- Home Health Agency Checklist

For additional articles and resources guides visit Here4TN Care giving.

Family Resources

**Smokey's Pantry** is the first food pantry at the University of Tennessee, Knoxville and we focus our services on the students, faculty, and staff of our university. We take absolutely no qualifying information (such as financial information, identification, etc.) for you to receive food! Check out the FAQ's about Smokey's Pantry here to learn about what to expect when getting food.

Smokey’s Pantry is located at Tyson House, 824 Melrose Place. The entrance to Smokey’s Pantry is the door furthest to the right and at the end of Lake Avenue. Smokey’s Pantry is open every Tuesday during fall and spring semesters from 4pm to 6pm

**Big Orange Pantry** is a new on-campus pantry at the University of Tennessee, Knoxville, has a new on-campus pantry called the Big Orange Pantry. With a mission of providing emergency food assistance and other essentials for members of the university community, the Big Orange Pantry is accessible to students, faculty, and staff.

Big Orange Pantry is located on the ground floor of Greve Hall, Hours this fall will be from 2 to 5 p.m. on Wednesdays and Fridays, with online ordering and in-store pickup to maintain social distancing. Users of the pantry can receive food by filling out an online form and providing general demographic information and dietary restrictions. In the spring, the pantry will expand to operating four days a week and by private appointment.

Wellness

Keeping our body and minds healthy, especially during these uncertain times is of the utmost importance! As University employees we have so many resources available to us and our families, both on and off campus. On campus we have areas such as our Center for Health Education and Wellness (Be Well) and 946-CARE line for distressed faculty and staff. Off campus we have Employee Assistance Program resources through Here4TN (OPTUM).

Center for Health, Education, and Wellness: Be Well Program

“The Be Well employee wellness program is a resource for all UTK faculty and staff that encourages holistic wellbeing. Be Well offers a variety of free wellness opportunities which include cooking classes, gardening classes, lunch and learns, fitness classes, and much more! To stay up to date on the latest offerings, subscribe to the monthly newsletter that highlights events, wellness tips, and ways to get involved.”
Be Well Employee Wellness Virtual Offerings:

**December**

Employee Fitness Classes: Zumba, December 09 @ 6pm

**946-CARE for Distressed Faculty and Staff**

UT’s top priority is the safety and well-being of faculty, staff, and students. The 946-CARE (865-946-2273) program is available twenty-four hours a day to help faculty and staff maintain a secure and healthy working environment. For more information, visit [https://hr.utk.edu/care/](https://hr.utk.edu/care/).

**Employee Assistance Program (EAP)**

EAP/Optum offers resources for keeping you educated, healthy and engaged during COVID-19. These resources include Health and Wellbeing, Relationships, Work and Financial. There is also a section for managers to help them deal with situations such as death in the workplace, and leading and managing a virtual team. These are all FREE to you as a regular University employee. The [Sanvello](https://www.sanvello.com/) and [Talkspace](https://www.talkspace.com/) apps are two virtual options that may be helpful during this time. [EAP](https://www.utk.edu/hr/eap/)

**Sanvello**

On-demand help with stress, anxiety and depression: Sanvello is a mobile app that offers clinical techniques to help dial down the symptoms of stress, anxiety and depression — anytime. Connect with powerful tools that are there for you right as symptoms emerge. Stay engaged each day for benefits you can feel. More information go to [Sanvello.com](https://www.sanvello.com/).

The premium Sanvello app is available to you at no extra cost as part of your plan's behavioral health benefits. Click [here](https://www.sanvello.com/) to get the app.

**Talkspace**

With Talkspace online therapy, you can regularly communicate with a therapist safely and securely from your phone or desktop. Make continual progress at your pace. No in-person office visit required *

Talkspace is convenient, safe and secure. Simply register (first visit only) and choose a provider at [talkspace.com/connect](https://www.talkspace.com/connect). Call 855-Here4TN (855-437-3486) for more information.

*Copayment may apply and will be charged weekly via credit card.
Learning and Networking Opportunities

The Employee Assistance Program (Here4TN - OPTUM) as well as the UTK Learning & Organizational Development (L&OD) office provides learning and networking opportunities for faculty and staff. We have listed some recommended L&OD sessions and OPTUM webinars below.

Access [K@TE](#) for detailed descriptions and to register for sessions.

### OPTUM
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OPTUM also has webinars that employees can watch online at their own convenience.

Visit [www.here4tn.com](http://www.here4tn.com) at any time to view these courses and more!
# Learning and Organizational Development

## December Leadership and Professional Development Calendar

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### (MM) Mindset Monday

The goal of each week is to begin with a positive quote that provokes thought and reflection. We encourage taking dedicated time to review the message and jot down your answers to the personal reflection questions. Use this time to set your mind on the days ahead and support your navigation of the coming week. Each Mindset Monday is posted on the UTK-HR website.

### (TWC) Telecommuting with Children*

Each week we will take on the challenges of working from home while also navigating parenthood during the reality of COVID-19. We commit to open, honest, and judgement-free discussion of the complexities present as parents during a pandemic. Sessions are recorded and posted on the UTK-HR website.

### (LD) Leadership Development*

Every 1st and 3rd Wednesday we discuss leadership best practices on a wide range of topics designed to increase the UTK leadership competency. As leaders during pandemic times, we have new challenges and new sources of support that can lead to growth. Sessions are recorded and posted on the UTK-HR website.

### (PD) Professional Development*

Every 2nd and 4th Wednesday our sessions will focus on how each topic can impact our effectiveness with all levels of staff at UTK. We will navigate each topic discussing what effective looks and sounds like in action. Sessions are recorded and posted on the UTK-HR website.

### (L/L) Lunch and Learn*

Monthly lunchtime sessions on a topic related to one of our LD or PD sessions. We engage in different style of discussion for this session and provide bite-sized development.

### The Connection

Monthly L&OD newsletter providing information on activities and future development session schedules from Learning and Organizational Development.

Subscribe to the LOD Listserv for regular communication.

*Access K@TE for detailed descriptions and to register for sessions.*