

March 26, 2020

As we continue to navigate the unprecedented public health crisis of the COVID-19 disease, UAB recognizes the significant contributions of all UAB and UAB Medicine employees serving passionately in essential medical, clinical and research roles to combat the impact of COVID-19 on our community. We are grateful for the collaborative and empathetic service of these front line employees to prevent the spread of COVID-19 and provide exceptional patient care. We are excited to launch a campaign to create a UAB Caregiver Wall of Thanks to express our gratitude. We encourage faculty, staff and others to visit the [UAB Caregiver Wall of Thanks](#) to submit a thank you note to convey your support for these front line employees working vigorously to care for our community and beyond.

Explore other helpful tips and resources below, as well as visit UAB HR's online toolkit of employee resources at go.uab.edu/covid19HRresources.



Productivity Measures for Remote Workers

Managing accountability with your virtual team

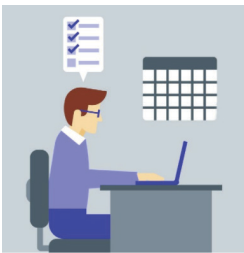
In these uncertain times, work can help employees feel valued, engaged and motivated. By being intentional about focusing on productivity and positivity, managers can support employees who may be working from home for the first time. Here are some guidelines and resources to support mutual accountability.

- **Establish (and maintain) expectations in writing.** Employees need clear goals and timelines, especially:
 - » Standard business and working hours
 - » Communication and collaboration tools to be used
 - » Key deliverables and due dates
 - » Frequency of updates and status reports
- **Schedule regular check ins by setting specific days, times and methods for interaction.** Have recurring, scheduled meetings with agendas at the right cadence for your team. Be clear about the purpose of the meeting. A short daily touch base meeting may be needed, or a weekly staff meeting may be the ticket. Be sure to continue having one-on-one meetings with each individual.
- **Hold employees accountable to update you on progress.** This process can be simple: each week, ask each team member to list key tasks and projects, progress, accomplishments, challenges and where they need support. Using their written summary with weekly coaching conversations supports achievement and healthy dialogue.

- **Make time for group sharing and inspiration.** People work best if they have a sense of purpose and know how their efforts fit into the big picture. Accomplishments shared with the team will ensure that individual and team accomplishments get recognized. Celebrate successes, and don't forget to set aside time for informal conversation and questions

Interested in discussing these strategies with others through a Zoom Forum? Contact learndev@uab.edu. For more information on this topic, read "[A Guide to Managing Your \(Newly\) Remote Workers](#)" from the Harvard Business Review, or watch the LinkedIn Learning course, [Managing Virtual Teams](#).

LinkedIn Learning offers tips for working from home




Transitioning to a remote working environment can affect everything from your lifestyle to your motivation. LinkedIn Learning offers courses to help employees working from home as part of UAB's limited business model deal with these changes in a healthy way. Learn how to remain connected to your organization while working from home in [Working Remotely](#). Or check out [How to Manage Feeling Overwhelmed](#) and let performance coach Heidi Hanna teach you how to remain focused, productive and in control during times of stress.

Visit go.uab.edu/covid19HRresources and look under "Support for Remote Employees" for more courses. *Membership to LinkedIn Learning is free for all benefit-eligible UAB employees.*

Updates to Health Coverage

UAB providers offering COVID-19 testing, treatment

As concerns over the spread of COVID-19 grow, Viva Health, Blue Cross Blue Shield and UAB have taken steps to remove barriers to appropriate testing and care effective through April 13. Unless specified, the following applies to all plans offered through UAB.

- **Testing:** All plans will cover 100 percent of FDA-approved lab testing from a participating/in-network lab as well as the Alabama Department of Public Health and at approved laboratory locations in accordance with the U.S. Centers for Disease Control and Prevention guidelines. No deductible, co-payment or co-insurance will apply to the lab test for any plan and prior authorization is not required. There will also be no cost-sharing for in-network office visits, urgent care or emergency department visits related to COVID-19 testing.
- **Telehealth:** Members* can have telehealth visits from any location, and without a co-payment, with any in-network provider who is providing medically appropriate covered services. Co-pays associated with [UAB's eMedicine](#) platform will also be waived. 
**Due to IRS rules, members on Viva Choice are subject to normal cost-sharing on telehealth visits, except for visits with a COVID-19 diagnosis or another diagnosis approved by the IRS at 100 percent.*
- **Treatment:** If a member tests positive for the virus, treatment will be covered just as treatment for other illnesses is covered according to the terms and member cost-sharing in your benefit plan. While the lab test and telehealth visits are covered at 100 percent as described above, applicable cost-sharing for treatment of COVID-19 in office visits, ER visits, urgent care visits and hospital admissions will apply as they do for other illnesses.

For information on your UAB-provided benefits, visit the [UAB for Me Portal](#).

2019 Flexible Spending Account filing deadline extended

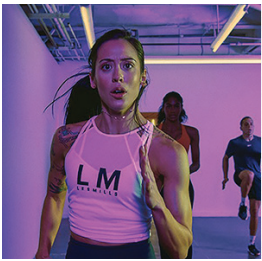


Employees who participated in a 2019 healthcare or dependent daycare flexible spending account now have until April 30 to file any eligible 2019 claims. The deadline has been extended from March 31 in order to provide additional leeway due to the ongoing COVID-19 impact. Any 2019 claim must be filed by April 30 in order to be reimbursed.

Claims may be filed online at payflex.com. For questions, contact PayFlex at 1-844-PAYFLEX or the UAB Benefits Office at benefits@uab.edu.

Take Care of Your Health

Get some exercise — even in the great indoors



While practicing social distancing is good for your health, it can seriously disrupt your routine. The gym may be closed but there are many exercises to be done inside the home to fit all fitness needs. If you have 25 minutes or more, check out [At Home Workouts](#), a collection of more than 100 free exercise videos from fitness coach Les Mills provided by UAB Recreation. Trying to fit in 5-10 minutes of fitness? Visit go.uab.edu/covid19HRresources and look under “Wellness” for suggestions on YouTube-guided chair workouts, stretching exercises and more.

Visit go.uab.edu/covid19HRresources for more resources for UAB employees. Visit uab.edu/coronavirus for the latest updates from UAB.