ATTACHMENT SECTION

Important NOVA announcements and flyers are enclosed.

To read this week’s Intercom issue see: http://www.nvcc.edu/pip/092509.pdf
Hispanic Heritage Month

“Embracing the Fierce Urgency of Now”

**September 23, 2009 11AM to 3PM - CF Plaza**

Hispanic Heritage FESTIVAL!
With performing dancers, Musicians, Free Food, handmade Honduran jewelry and lots more!

**September 30, 2009 11AM to 2PM - CF Plaza**

Cultural Day and Piñata!
Free authentic cuisine, handmade Honduran jewelry, Piñata and Music!

**October 7, 2009 12:30PM to 1PM - CE Forum**

Speaker Miguel García
VP of Finance at NVCC.

**October 14, 2009 12PM to 2PM - CF 230**

Literature Contest
Presentation of Literature Projects & Nomination of Winners.

We work hard. We play hard. We are HSU.
HISPANIC STUDENT UNION
myVRS
Fact Sheet for Members

What is myVRS?
It is an online service for members of the Virginia Retirement System (VRS) available through the VRS Web site at www.varetire.org. Through myVRS, you can create an online account that provides you secure access to your current member information. You also can use the myVRS Benefit Estimator and myVRS Retirement Planner to plan your retirement.

What can I do on myVRS?
- View and download your Member Benefit Profile—your annual VRS benefits statement.
- Create future retirement benefit estimates using live data from your file.
- Simulate various retirement options to determine the best retirement option for you.
- Plug your estimates into the myVRS Retirement Planner.
- View your account information, including service and member contributions, purchase of prior service information, employment and compensation history and basic group life insurance coverage—all updated monthly.
- Correct or change your contact information, such as your address.
- Check the status of an application for retirement, purchase of prior service or a refund.

How do I access myVRS?
Go to the VRS Web site at www.varetire.org and select the myVRS logo from the “Member” tab. This will take you to the myVRS login page to create your online account. You will come back to this page each time you want to log into your online account.

What about security and privacy?
VRS is committed to protecting the security and privacy of your information. We do not sell your information to anyone. Information is shared only with those authorized to administer benefits and services for VRS members, beneficiaries and retirees. Before you are allowed access to your information, your identity is authenticated through the online account creation process. You set up your own username and password, which you use each time you log into myVRS.

How can I contact VRS if I have questions?
Call VRS toll free at 1-888-VARETIR (827-3847) from 8:30 a.m. to 5:00 p.m., Monday through Friday. Or e-mail VRS at myVRS@varetire.org. You will receive a response within two business days. Important e-mail notice: To protect your identity, do not send confidential or personal information such as your Social Security number, via e-mail even when you are logged into your online account. VRS will send only non-confidential replies.
How to Protect Yourself in the Workplace during a Pandemic

The best strategy to reduce the risk of becoming ill with pandemic influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

- Stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

For more information, see Guidance on Preparing Workplaces for an Influenza Pandemic, OSHA Publication No. 3327, which can be accessed at http://www.osha.gov/index.html.

For more complete information:

OSHA
Occupational Safety and Health Administration
U.S. Department of Labor
http://www.osha.gov/index.html (800) 321-OSHA

OSHA 3365-05N-09
Take the following steps to help keep students, faculty, and staff from getting sick with flu.

**During current flu conditions:**

- **Advise sick students, faculty, and staff to stay at home** or in their residence until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).

- **Establish a method for maintaining contact with students who are sick.** If resources permit, student affairs staff, housing staff or health care providers could be assigned to make daily contact with each student.

- **Encourage students and staff at higher risk of complications from flu to check with their health care provider** about their options. People at higher risk of flu complications who get sick will benefit from early treatment with antiviral medicines.

- **Encourage students, faculty, and staff to find out if they should get vaccinated against seasonal flu and 2009 H1N1 flu.** Institutions should also consider offering opportunities for students, faculty, and staff to get vaccinated on campus for seasonal flu and 2009 H1N1 flu when vaccines are available.

- **Discourage sick members of the public and sick visitors from attending institution-sponsored events** until they are free of fever for at least 24 hours.

- **Encourage students and staff to cover their mouths and noses with a tissue** when they cough or sneeze. Also, provide them with easy access to tissues and running water and soap or alcohol-based hand cleaners. Remind them to cover coughs or sneezes using their elbow or shoulder instead of their hands when a tissue is not available.

- **Establish regular schedules for frequent cleaning of surfaces and items** that are more likely to have frequent hand contact such as desks, door knobs, keyboards, or counters, with cleaning agents that are usually used in these areas. Promote frequent cleaning of bathrooms and ensure adequate supplies of soap and paper towels.

- **Provide disposable wipes** so that commonly used surfaces such as chairs, remote controls, and keyboards shared by students can be wiped down prior to each use.

**Encourage students to frequently clean their living quarters.** Students living together should frequently clean commonly-used surfaces such as doorknobs, refrigerator handles, remote controls, and countertops.
If the flu conditions are MORE severe, institutions should consider adding the following steps:

- **Allow students, faculty, and staff at higher risk for complications to stay home.** These students, faculty, and staff should make this decision in consultation with their health care provider. Try to come up with ways for work or study to continue from home.
- **Find ways to increase social distances** (the space between people) in classrooms such as moving desks farther apart, leaving empty seats between students, holding outdoor classes, and using distance learning methods.
- **Extend the time sick students, faculty, or staff stay home or in their residence** to at least 7 days, even if they feel better sooner. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away. Symptoms of flu include fever or chills and cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.

**Consider how and when to suspend classes** by working closely with your local and state public health officials. The length of time classes should be suspended depends on your goal for suspending classes and the severity and extent of illness.

**Follow these steps to prepare for the flu during the 2009-2010 academic year:**

- Review and revise current flu (or emergency) response plans and procedures, including plans to protect higher risk students, faculty, and staff.
- Collaborate with the local health department, community organizations, local businesses, and social services on a plan for flu response.
- Communicate with vendors who supply critical products and services, to ensure this will continue when flu conditions are more severe.
- Update student, faculty, and staff contact information as well as emergency contact lists.
- Identify and establish points of contact with the local public health and education agencies.
- Develop a plan to cover key staff positions at your institution’s health clinics.
- Encourage good hand hygiene and respiratory etiquette through direct education, communication materials such as posters and flyers, and other methods including e-mail, text messaging, or phone calls.
- Develop communication materials (e.g., letters to parents, Web site postings) that can be used to inform students, faculty, staff, and parents about your institution’s flu response. Check out *Preparing for the Flu: A Communication Toolkit for Institutions for Higher Education* for basic information and communication resources such as letters and announcements. The toolkit is available at http://www.flu.gov/plan/school/higheredtoolkit.html.
- Consider adjusting sick leave policies so sick faculty and staff can stay home. Review policies for students to ensure that there are no negative academic consequences for staying home while sick.
Action Steps for Institutions of Higher Education to Prevent the Spread of Flu (Page 3 of 3)

August 20, 2009 3:00 PM ET

- Develop a plan and options for how work can be continued at home (e.g., homework packets, Web-based lessons, phone calls), if institutions suspend classes.

Help students, faculty, and staff understand the important roles they can play in reducing the spread of flu.

For more information:

- Visit: http://www.flu.gov
- Contact CDC 24 Hours/Every Day
- 1-800-CDC-INFO (232-4636)
- TTY: (888) 232-6348
- cdcinfo@cdc.gov
Alexandria Campus 2nd Annual Community Festival Saturday October 10th, 2009

Volunteers can assist with the festival from 10:00a.m.-6:00p.m. or in shifts within these times!

We are recruiting volunteers for the following areas:
- Festival Set Up and Tear Down
- Exhibitor & Vendor Registration Table
- Parking Lot and Grounds Crew
- Greeters
- Information Booth
- Stage Manager
- EMT (must be certified)
- Workshop presenters & assistants
- Entertainers, performers (bands, clowns, magic acts)

All volunteers will receive a Free T-Shirt!

For more information about the Community Fall Festival please visit our website at http://www.nvcc.edu/alexandria/festival/.

If you are interested in volunteering contact: Jane Maddan, Library Specialist, 703-845-6053 or e-mail jmaddan@nvcc.edu.
Corporate Assistance Program
“help us help your employees”
Trainings and Workshops

For NOVA Supervisors

Recognizing Memory Challenges
Caregiver Stress in the Workplace
NOVA
Brault Building: Large Conference Room
October 22, 2009
2:30pm-3:30pm

Is it forgetfulness or something more? Learn about the many constraints that working caregivers endure for long periods of time, coping mechanisms that employers can assist with, and empowerment strategies for the caregiver to remain productive in the workplace.

Stuart Evans
Family Service Manager
Alzheimer’s Association NCA

Pre-registration requested:
E-mail to: HRDTraining@nycc.edu
In the subject line state:
Register for October 22nd
Alzheimer’s Association workshop

for more information, call 703-359-4440 or e-mail CAP@alz.org
Singer-Songwriters and Poets Showcase your talents by performing at
NOVA Coffeehouse 09

Saturday, November 7

An evening of original music and poetry by talented NOVA students

Coffee, tea and fresh pastries will be served at the event which will take place in the Tyler Recital Hall

Admission will be $10. Proceeds benefit NOVA Music Program

Interested performers submit a CD of your original songs or poems by October 15. Selected performers will be notified by October 20. Direct submissions or questions to:
Dr. Mark Whitmire mwhitmire@nvcc.edu 703-845-6097

How cool is it? Go to YouTube and search ‘NOVA Coffeehouse’ to see last year’s great performers:

Jacob Oquendo, Mike Richards, Burd Boonyoo, Shah Arnold, Kevin Montgomery, Jacque Holden & Chris Carrigan
# Training Sessions

- eVA Requisition and Purchasing Procedures
- P-Card Requisition/Reconciliation

Purchasing will offer two types of training sessions regarding the use of eVA, the State’s electronic procurement system:

One session will teach participants how to create a P-Card requisition and reconcile their transactions. Priority seating will be reserved for new P-Card holders and College Staff members. Another session will show attendees how to create a requisition as well as address general purchasing procedures. Priority seating will be reserved for College Staff members.

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<td>9:00–11:00 am</td>
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NVCC - Purchasing  
8333 Little River Turnpike  
CW 334  
Annandale, VA 22003  

Phone: 703.232.3083  
E-mail: emallon@nvcc.edu  

[NOVA Northern Virginia Community College](https://www.nvcc.edu)
Day: Thursday, October 1st  
Location: Annandale Campus, CM 332  
Time: 7:00 p.m. Rated: R  
Contact: jzahorian@nvcc.edu  
Admission: FREE!