



## Happening in SRO

You can find this "Happening in SRO" and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Recent News.

***If you have items for the newsletter or if you would like to highlight an event, please let Ann Vernier or your unit director know.***

## Holiday Closure Reminder

SRO will be observing closure days on Wednesday, November 25 and Thursday, December 24. If you are planning to work on either of those days, please let your supervisor know. If you are taking the day off, enter vacation time for that day in your ET.

November 26, November 27, December 25, and January 1 are UM holidays and should be entered as holidays in your ET. December 28-31 are season days and should be entered as such in your ET.

We hope you enjoy these upcoming breaks!

### 2020 - 2021 SRO Holiday Schedule

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SRO Closure day
UM Holiday
UM Season Day
SRO Resumes full Operations

## **December Pay Date for Monthly Employees**

The U-M payroll office recently announced it will be moving the December monthly pay date to the last workday of the month, starting with this calendar year. This aligns the December pay schedule with the other monthly pay dates. In the past, we received December monthly checks a week or so before the end of the month, which was a holdover from the past to accommodate paper mail delivery. Now that paychecks are almost entirely delivered by direct deposit, they are moving to regularize the December schedule with other months. Therefore, monthly employees will receive December 2020 pay on Thursday, 12/31/20 (which also happens to be a biweekly pay date.)

### **From the Archives – M-Flu (Kelly Chatain)**

It was a landmark study, a “first-of-its-kind look at the efficacy of non-pharmaceutical interventions in controlling the spread of the flu virus in a community setting”<sup>1</sup>. The M-Flu project was a two year, cluster-randomized intervention trial study from the U-M School of Public Health, in collaboration with U-M Housing and U-M Health Services, with funding from the CDC. SRO joined the project in the second year. U-M students in 37 residence houses within 5 residence halls were recruited by the School of Public Health. Students living in these residence halls were eligible for the study if they were at least 18 years of age, willing to wear a face mask, use alcohol-based hand sanitizer, provide a throat swab specimen when sick, and complete one baseline and six weekly on-line surveys. The students were assigned to one of three groups: face mask only, face mask and hand hygiene, and a control group. A total of 1174 students participated.

SRO was responsible for programming the baseline survey, weekly surveys for all three groups, and an exit survey, providing access to all surveys via email and a custom web portal. And, of course, providing reports and delivering the collected data. Meredith House ran the project and had this to say about it:

“On the operations side of things, working on M-FLU was interesting and a lot of fun! It was the first study conducted using Illume web survey software. The surveys were of medium complexity and allowed us to dive right in and learn a lot very quickly about the software. We got to exercise fun features like embedding videos with timers. Students watched videos on proper hand washing and face mask wearing. We programmed a timer so the 'Next' button would only become active after watching the whole video. M-FLU was also the first study to employ a web portal through which our student respondents could access their surveys. The portal was 'smart' in that it knew which survey - baseline, weekly or exit - to take the student to next. This portal was the precursor to more complex portals and to SRO's Web SMS.”

Other members of the project team were Hueichun Peng, Angela Pok, Brad Goodwin, Andrew Hupp, Paul Juska, Meredith, and Stephanie Chardoul (SPA).

---

<sup>1</sup> <https://news.umich.edu/masks-hand-washing-prevent-spread-of-flu-like-symptoms-by-up-to-50-percent/>

## Custom M-Flu Web Portal



Welcome to your M-FLU surveys

Our records show that you have already completed  
the Baseline and Video Survey.  
Please take your weekly survey.

[Video Survey](#)

[Week 1 Survey](#)

[Week 2 Survey](#)

[Week 3 Survey](#)

[Week 4 Survey](#)

[Week 5 Survey](#)

[Week 6 Survey](#)

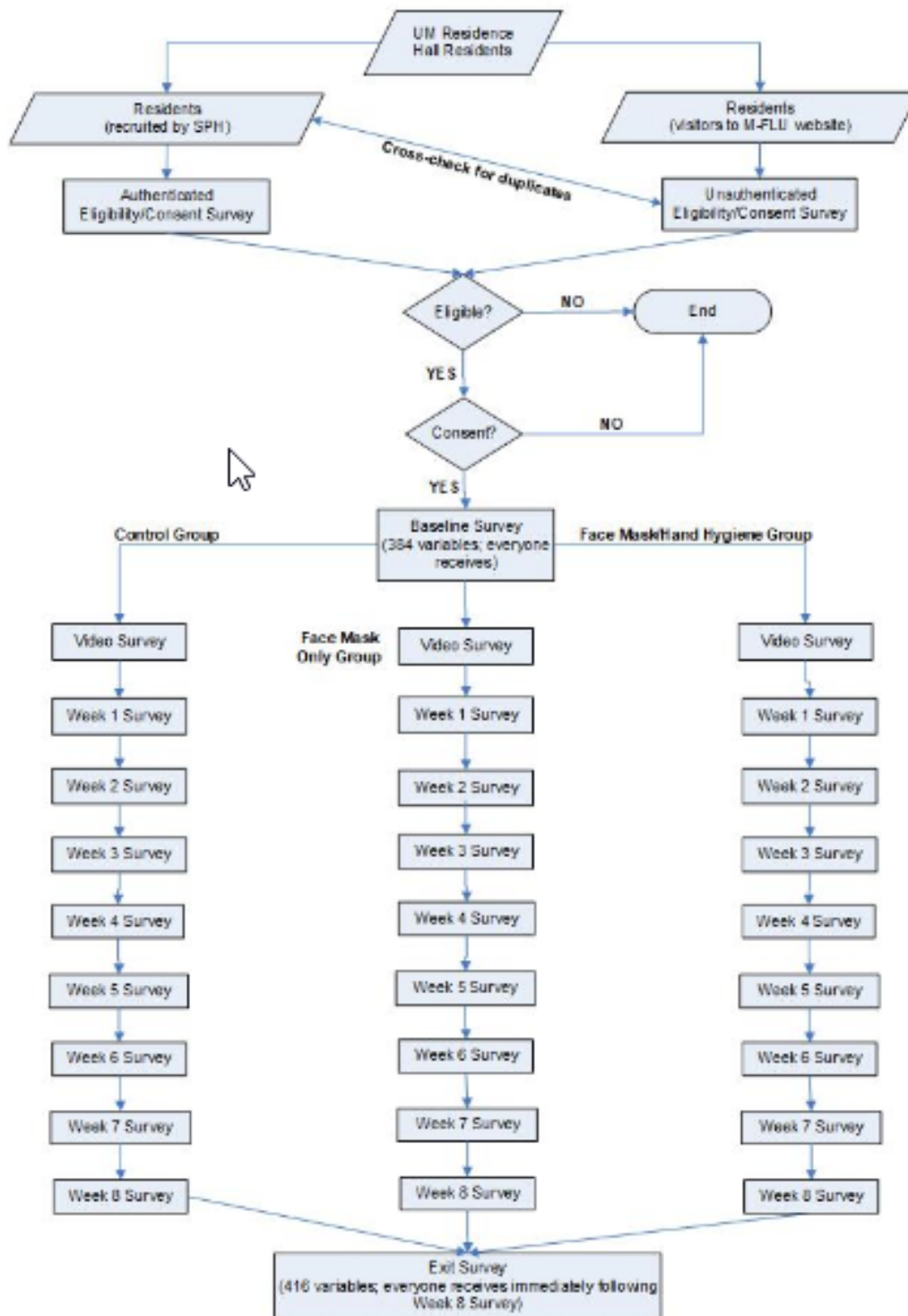
[Week 7 Survey](#)

**[Week 8 Survey](#)**

[Exit Survey](#)

# M-Flu Survey Design Final

08/24/2008



To read more on the findings of this study:

<https://news.umich.edu/masks-hand-washing-prevent-spread-of-flu-like-symptoms-by-up-to-50-percent/>

<https://news.umich.edu/pairing-masks-and-hand-washing-could-drastically-slow-spread-of-pandemic-flu/>

## REFERENCES

\\Src-kish\sr\archiveProjects\Project Files\_unprocessed\M-Flu\1 General Project Information\Mgmt Plan and Charter\Project\_Management\_Plan\_MFLU\_v2\_FINAL.pdf

<https://news.umich.edu/masks-hand-washing-prevent-spread-of-flu-like-symptoms-by-up-to-50-percent/>

<https://news.umich.edu/pairing-masks-and-hand-washing-could-drastically-slow-spread-of-pandemic-flu/>

Aiello, A. E., Perez, V., Coulborn, R. M., Davis, B. M., Uddin, M., & Monto, A. S. (2012). Facemasks, hand hygiene, and influenza among young adults: a randomized intervention trial. *PloS one*, 7(1), e29744.

<https://doi.org/10.1371/journal.pone.0029744>

## Journal Club (Lisa Holland)

The SRO Survey Process Forum (SPF) will host a timely Journal Club session on **Tuesday, November 17 at 12:00 noon**. Please join us on your lunch hour to discuss a recent Survey Practice article entitled, *Interviewer Face Coverings and Response to Personal Visit Surveys: A Case Study of the 2020 U.S. Census*. We hope that this short article will generate a good discussion of operational considerations that are on everyone's mind as we await the return to in-person interviewing in the field. Click below to see the article today!

[Click here to access article](#)

## The CCP Corner – Caregiver Stress (Aimee Miller)

Caregivers, including those caring for children, adults and/or aging parents, are known to experience higher levels of both emotional and physical stress compared to the general population. Moreover, this stress has likely been accentuated by events of this past year. Proper support and resources are key to mitigating stress and preventing burnout in any area of our lives, especially caregiving. Below are some resources that may be of assistance in addressing the social, economic, logistical, emotional and physical challenges that caregivers may experience.

- [National Alliance for Caregiving](#)
- [UM Caregiving Resources](#)
- [Eldercare Locator](#)
- [UM Self-Care Resources](#)



## SRO Wellness News (SRO Wellness Committee)

On October 12<sup>th</sup>, Ryan Neice conducted a 30-minute SRO Workspace Stretch and Strength session, focusing on healthy movement and the benefit of stretching while in our work space. It was a great opportunity to examine the way we sit and move throughout the day while remembering to take moments to easily stretch and realign ourselves to good posture.

Here is a link to some of the exercises that Ryan shared. We hope to do more sessions like this in early 2021: [Stretch and Strength Exercises](#)

### **COFFEE DAZE** has gone virtual!

Coffee Daze is a nice way to get a group of colleagues together for 30 minutes to connect on various topics. November's Coffee Daze will be hosted by the **PDMG group on November 18<sup>th</sup>**. Look for more information on their topics in the next few weeks!



### **October Hosted Topics:**

<b>The best thing that happened to you recently</b>	<b>Surviving parenthood in the time of the pandemic</b>	<b>Crafting for fun (and stress relief)</b>
---	---	---

For future dates and hosts: [Coffee Daze Dates and Hosts 2020-2021](#)

### **RECORDED SESSIONS - More Ways to Learn about Wellness**

The M-Healthy Virtual conference has come and gone but the session recordings are available at: [Session Recordings from Be Well Your Way M-Healthy Event](#)

The Work-Life Resource Center Connecting the Dots conference has also provided staff with access to session recordings. They are available at: [Connecting the Dots Recorded Sessions](#)

### **Some other Programs Starting up in November:**

- 🍎 **Better Choices, Better Health® Online Workshops** – Are you feeling overwhelmed with managing a long-term health condition? Get support without leaving your home through Better Choices, Better Health® (BCBH), an anonymous, six-week workshop with people just like you managing pain, stress or increased isolation. Led by trained leaders, this free workshop helps you learn new ways to manage pain, medications, or whatever matters most to you. Space is limited to the first 75 eligible U-M employees. [Learn More and Sign Up](#)
- 🍎 **MHealthy's Resource Coach Program** – Get one-on-one assistance to help you find practical solutions to difficult financial and other personal hardship situations. Get referrals and connections to community and local resources, assistance finding the right resource for your unique situation, and more. [Learn More about Resource Coach](#)

- 🍎 **Diabetes Prevention Program** – November is recognized as National Diabetes Awareness Month. If your last lab results indicated your blood sugar is higher than normal, you may have prediabetes – and may be at higher risk to develop diabetes and its complications. This free, interactive program covered by the [U-M Health Plan](#) can get you on track toward better health. [Learn more](#)
- 🍎 **Four-Week Quit Tobacco Plan Emails** – If you're thinking about quitting tobacco, [sign up to receive a special four-week e-newsletter](#) from the MHealthy Tobacco Consultation Service. Starting October 29, each email includes one step to focus on during the week, tips on how to build a quit plan, and resources to help you quit and stay quit. The goal is to set a quit date for November 19, the day of the Great American Smokeout (GASO).

### ***Lots of Exciting Things Happening in December/January:***

The Wellness Committee is identifying programs for the next few months. We have some good suggestions and we're looking for ways to successfully implement some of them. We welcome your suggestions and comments for ways that we can share dimensions of wellness programming with SRO staff.



You can reach us at: [srowellcomm@umich.edu](mailto:srowellcomm@umich.edu)

### **Nancy Knows (Nancy Bylica)**

Did you know? There is a style guide for how the University of Michigan should be referenced:

<https://vpcomm.umich.edu/brand/style-guide/editorial/abbreviations>

Here is an excerpt:

#### **University of Michigan**

For external audiences, spell out the complete name the first time you refer to it, unless the context and nature of the document require an abbreviation (e.g., in an advertisement). Note the use of hyphens in both the long and abbreviated forms.

- the University of Michigan
- the University of Michigan-Ann Arbor (hyphen)
- the University of Michigan-Dearborn (hyphen)
- the University of Michigan-Flint (hyphen)

Unless it is the first word in a sentence or part of an official title, 'the' should not be capitalized in running text.

- John attends the University of Michigan.
- NOT John attends The University of Michigan.

Abbreviations for the University of Michigan and its campuses.

- U-M (hyphen)
- UM-Ann Arbor (hyphen)
- UM-Dearborn (hyphen)
- UM-Flint (hyphen)

Note the elimination of the hyphen from the abbreviated form when a campus designation is used: UM-Dearborn, NOT U-M-Dearborn. Although U-M is usually pronounced “U of M” when spoken, this abbreviation should not be used in written text.

Use of the article “the” is optional with the abbreviated form of the university name:

- John attends the U-M.
- John attends U-M.

Because it can cause confusion with the state of Michigan, avoid referring to U-M as “Michigan” unless the context is obvious. For example in this sentence: "Michigan donors can take advantage of a new tax law that allows deductions for charitable gift annuities," is it the university or the state of Michigan that is being referenced?

This information and other style guide references (for letterhead and Powerpoint options) can be found on the SRO homepage under Best Practices:

<https://sites.google.com/a/umich.edu/sro-style-guide/UM-copyright>