

# Compassionate Care

*“A Legacy of Caring for Michigan Families.”*

## Annual In-Service Information

The safety of every employee remains important to Compassionate Care Home Health Services Inc. (CCHHS). Out of abundance of caution, we have opted to forego the big group meeting in-person at our CCHHS locations for our mandated fall training sessions. Instead, we will have a “drive-thru” annual inservice with the trainings being completed via written material.

Laura, our CEO, will be setting up camp outside each office location on the dates below. We highly encourage everyone to stop by to pick up an annual inservice packet. Laura will be available for any questions you may have regarding the inservices. She will also be giving away fun prizes and will explain how you can enter those when you stop by.

Alpena Office: September 26, 10AM - 3PM

West Branch Office: September 27, 10AM - 3PM

Mid Michigan Office: September 28, 10AM - 3PM

Traverse City Office: September 29, 10AM - 3PM

Cadillac City Park (across from the Library):  
October 4, 11:00AM - 2PM

**These annual inservices are mandatory.** If you are not able to make it to any of the dates and locations listed above, please contact your office so they can get a packet to you.



## Face Masks Still Required

Out of an abundance of caution and to do what we can to protect all our employees and clients, face masks are required for **ALL STAFF** who are able to wear them, regardless of vaccination status. Masks are available at the office for those who need one. We appreciate your cooperation as we work our way through these troublesome times. This is effective immediately and until further notice.



**September 22, 2022**

...for a management training. Office staff will be available to take urgent calls as needed.



## After-Hours On-Call

Office staff have been helping each other out with after-hours on-call. This means that there may be times that you talk with a supervisor from another office. It also means that you may be getting calls from a number you don't recognize. Please be sure to answer those calls or call them back as soon as possible. They help cover shifts and relay messages that may be related to your next shift.

### MONTHLY TRAININGS

Understanding Lyme Disease

Advance Directives

Contact your office if you would like these trainings printed for you.

## Daily Health Communication Requirement

**In an effort to promote a safe environment for our employees and clients, it is essential that we: (1) screen ourselves prior to working and (2) screen our clients at the beginning of every shift for potential health updates/changes related to coronavirus. These efforts will both protect the health of all involved and encourage those with changes to seek medical advice, as needed. We are the frontline, as such we can provide that support to ourselves, our coworkers, and our clients.**

**Please check in with the office at the beginning of every shift via telephone or email ([alpena@ccaremi.com](mailto:alpena@ccaremi.com), [saginaw@ccaremi.com](mailto:saginaw@ccaremi.com), [traversecity@ccaremi.com](mailto:traversecity@ccaremi.com), or [westbranch@ccaremi.com](mailto:westbranch@ccaremi.com)). Be sure that you are mindful of HIPAA laws and do not include any client name or protected health information in your email communication.**

### **CORONAVIRUS SCREENING QUESTIONS**

#### **Possible Symptoms in past 24 hours:**

Fever or Chills	Difficulty Breathing (New Onset)	Sore Throat
Cough (New Onset)	Fatigue (Unknown Onset)	Congestion (Non-Allergy)
Shortness of Breath (New Onset)	Body Aches (Unknown Onset)	Nausea or Vomiting
Persistent or Unusual Headache	New Loss of Taste or Smell	Diarrhea

#### **Travel:**

- International travel by plane within the last two weeks?

#### **Contact:**

- Any close, unprotected contact with individual diagnosed with Covid-19 in past 14 days?
- Any close, unprotected contact with individual under investigation for Covid-19 in past 14 days? (unprotected contact means contact without proper use of PPE, hand sanitization, and infection control procedures)

Employees are not allowed to share contact information with clients or their families. If they need to reach employees or get a message to them, the office can relay that information.

Also, personal phones should not be out while in a client's home. It is not appropriate to be talking on, texting, or using other apps while on the job. Attention should always be focused on caring for the client.



## **Safety Reminders**

Employees are not allowed to move furniture or large appliances when cleaning. If you are being asked to provide a service that is not on the client's plan of care, please contact the office immediately.

Employees must maintain a six foot distance from clients and others when feasibly possible.

Masks must be worn at all times when providing client care, regardless of vaccination status, unless medically unable to. At this time, CCHHS does not require employees to be vaccinated, however if you are, please provide proof to the office.

Masks are provided by Compassionate Care.

Gloves must also be worn when completing personal care, cleaning, or handling food.

Consistently and thoroughly wash your hands throughout the day utilizing proper hand-washing techniques.

Update the office of any coronavirus-related health changes for yourself, your clients, or anyone in a client home.

During the hot summer months, be sure you and your clients are well hydrated. Don't stay outside for long periods of time if the heat index is overly high.

#### **Alpena**

1223 S. State St, Ste A  
Alpena, MI 49707

P: 866-354-0440  
F: 989-354-0442

#### **Mid-Michigan**

6165 Bay Rd, Ste B  
Saginaw, MI 48604

P: 877-496-1928  
F: 989-792-3402

#### **Traverse City**

3134 Logan Valley Rd  
Traverse City, MI 49684

P: 888-601-5491  
F: 231-929-5493

#### **West Branch**

515 Progress St  
West Branch, MI 48661

P: 877-821-2210  
F: 989-345-7050

**We are**

# Hiring

## **Refer a Friend Bonus!**



## **Requirements:**

- Refer a friend to work at Compassionate Care.
- They put your name on the application.
- They get hired and work 90 days, YOU get paid \$150!
- They work 365 days, you get paid another \$150!
- Repeat and earn more bonuses!

## **Applicants may apply here:**

[CompassionateCareMi.com/  
employment-application/](http://CompassionateCareMi.com/employment-application/)

Some exceptions may apply. Referring employee must remain employed in order to receive bonus(es). Newly referred employee must successfully complete 90 days and 1 year employment without disciplinary action in order for referring employee to receive bonus(es). Referring employee's name must be indicated on the applicant's application. This referral bonus is not retroactive. Administrative staff are not eligible. This referral incentive may end at any time without notice.

