

Compassionate *Care*

“A Legacy of Caring for Michigan Families.”



Annual In-Service Information Reminder

Reminder that all employees must complete the Annual In-service packet. If you have not already completed this and returned it to the office, please do so now. Thank you!

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.



No Mail on
October 10!



What was the release date for "It's the Great Pumpkin, Charlie Brown?"

Email your name, office, and answer to info@ccaremi.com by October 21, 2022 and you'll be entered into a gift card drawing!

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.

MONTHLY TRAINING

Maintaining Client Confidentiality

Contact your office if you would like this training printed for you.



PLEASE verify that your social security number and address are correct on your check stubs! Failure to do so and correct any errors may result in delayed W-2's.

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.

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, saginaw@ccaremi.com, traversecity@ccaremi.com, or 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.



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.

