

Tanya

Cross Lake 1/16/24

- Please go in and acknowledge new training policy on Star Services if you haven't already
- Please work on your Star Services assigned training - the new policy starts the end of January
- Be sure you are charting for each person every shift in Deputy
- Be sure you are signing out in the treatment book and Daily sheet
- A new door handle and remote for the Hoyer will be purchased soon
- It is everyone's responsibility to trim finger and toenails on all individuals except JC.
- Make sure bedding is being changed in their bedding change days
- Everyone is responsible for shaving ladies underarms and chins - this should not be left "for the next person"

Tanya Hall