

# Staff Meeting 7/20/2020

- Attendance Policies please follow all policies.
- PTO needs to be approved in advance or if there is a medical emergency.
- PEX card and receipts. We will be retraining everyone on how to use the PEX card and what to do with the receipts. All receipts must be signed by the person using the card. Going forward I want a text every time you use the PEX card we need to control spending. And a picture of the receipt sent to my phone. If you have forgotten the PEX card, please text Dawn & Tierra for approval before buying anything. NO more missing receipts.
- Client money. We are missing receipts here to so we will be doing a retraining on client money also. If you have not been money trained you cannot take clients shopping. All clients are not allowed in any store till Beacon approves it or till COVID is over. Staff must go in and clients cannot be left in the car alone, so both staff and both clients must go if client needs something.
- Sensory Room will not be locked per Tierra, clients should be able to use without asking.
- Cell Phones, tablets, computers. Clients should not be using staff phones, tablets, computers. If you allow them to use it and your property is broken the company will not be replacing it for you.

- Clients being in the same room require staff in the room. The clients can't be in the Sensory room together ever. This door must always stay locked if no one is in there. Training nice job everyone almost all the training is done. Going forward we will do monthly training at staff meetings. From time to time there will be other training that can't wait. I will post on crew what needs to be done and leave it on the desk. It will be your responsibility to get done and back to me. On the wall behind the desk is an inbox for Dawn please put training and requests for time off or even mileage forms in this box.
- Leaving the house while doing Direct Care. It has come to my attention staff are leaving the house to run personal errands. If 3 staff are in the house this needs to be brief. If only 2 staff are here no leaving. No leaving your shifts early if it was not approved by me. Leaving early is a VA. Please follow all COVID Policies. Exit front door and come in back door. Take your temp and put on a mask. Clients and staff should be checked each time they leave the house and come back in. By now each of you have had the COVID training and will need to follow all of it.
- We currently have staff whose hours were cut due to only having 2 clients. Anyone not doing their job will be scheduled fewer hours. And staff who hours were lost due to fewer clients will have first chose. Anyone wanting to use PTO and give some hours to others please see me. Form for PTO are in the black form's binder.

- Mileage forms can be found in the blank forms binder and should be turned in **ASAP**. It will be added to your timecard for the day you drove. Company vehicle must be used if it is here.
- I want to thank Bobby & Mona for helping and covering a lot of shifts to help others.
- Bonus are given to staff in good standing even if it's a hiring bonus. Other bonuses can be earned by being exceptional employees.
- **NO KNIVES IN THE DISHWASHER.** They must be washed and put away when you have finished with them.
- Now I'm going to open the floor. Is there anything you wish to talk about?

Name Raymela Girdano  
 Date 07/27/20  
 Sign Raymela Girdano