



1. Goods and News!
2. Mission/Vision
3. COVID 19 stuff
  - a. Masks
  - b. Temp
  - c. New procedures/training
4. Meds/Nurse Review
5. Dress Code per Employee Handbook
  - a. Role modeling-community impression
  - b. Girls-Yellow shorts/bras etc.
6. PTO per Employee Handbook-2<sup>nd</sup> review
  - a. Call asap! Crew is not acceptable per office
  - b. You are responsible to find replacement
  - c. You will be asked to provide documentation signed by doctor-re Covid
  - d. PTO must be requested 1 month in advance. (i.e. vacation, family reunion etc.)
    - i. Any less than that will not be guaranteed
    - ii. Sick child-None 1<sup>st</sup> day-yes for 2<sup>nd</sup> and 3<sup>rd</sup> day
7. Staff roles/responsibilities
  - a. Interactions
    - i. Caretaker vs. Caregiver
      1. Boundaries
  - b. Creativity
  - c. Be busy and safe
    - i. Laundry and cleaning
      1. Neither are ever done
      2. Laundry room door must never be open without staff in room
  - d. Engaged in them-not your phones!
    - i. Should not be present-only use is work related
      1. Will be written up for any other use unless you have spoken to me re: an emergency situation.
      2. I will believe reporting of girls regarding this!
  - e. Hydration
  - f. Socially appropriate attire in community
  - g. Leave premises between shifts-sleeping in extra room not okay
  - h. Maintain privacy
    - i. HIPPA
    - ii. Office-must be locked at all times
      - 1.
      2. Girls are not allowed in office
8. Phone usage
  - a. My new phone-no calls to me on house phone

*Fresh in/out  
Where?*

*Clarify*

*Impression facilitation*

- i. Girls may not call me-ever or any other staff
- ii. Staff call if needed-privately on own phone
- iii. EA must return phone within 15min or you retrieve it
- iv. Phone must be in office at 10p-end of calls

9. Household budget-Our financial reality

- a. Groceries
- b. Electric bill
- c. Pex card-2<sup>nd</sup> review
  - i. Usage-no groceries without a call to me first!!!!
  - ii. Receipt filing
  - iii. Tallies

10. Daily documentation

- a. Next Step
  - i. Review how to
  - ii. Data collection-evidence of your work
- b. Computer use-not for leisure use

11. New role of night staff-

- a. Cleaning-AM staff will review and sign off that it is completed
- b. Documentation review
  - i. Will send emails to you and me if missing any entries for shifts prior to their arrival that day (including night shift before)
  - ii. Will review and update pex ledger
  - iii. Will review MARS and send emails to you and me if missing documentation or missed meds etc.
- c. Administer 8a meds before leaving shift-no exceptions
  - i. Get CA up by 7a to eat something

12. Car-2<sup>nd</sup> review

- a. Roll up windows and lock
- b. Food-no eating in car
- c. Carry out everything!
- d. Gas card pass numbers
- e. Mileage
  - i. Documentation-retrieve and save sheets
    - 1. Replace when full
    - 2. Keep in car door?
  - ii. Own cars-only local if needed

*Sanitized*

13. Outings-2<sup>nd</sup> review

- a. Rewards-2<sup>nd</sup> review
  - i. Will soon be discontinued
  - ii. Will be walking except on Fridays when location is away from Walmart area
- b. 1x a day for any sort of fast foot-1/2 hour-One time one place!
  - i. May not go again if been out to do this in am-be careful and consistent about this!!!!
  - ii. Staff do not use pex card for this outing. Treats are on your own.

- a. Alone time
- b. Work
- c. Volunteer
- d. Outcomes/documentation

18. EA

- a. Work
- b. Volunteer
- c. Outcomes/documentation
- d. Phone to office by 10p
- e. Electronics guidelines

Fast food  
walk  
Howard \$  
D/C

## **STAFF MEETING 7/14/20 3:00-5pm**

### **Attendance:**

Nicole Kipper

Heather Greenwald

Kaylee

Beth

Jeff

Saynab

1. Good News

2. Mission & Vision

3. Covid 19

4. Medication/Nurse updates

- Now we have med strips on each day of the week.
- CA or EA if refused- Please fill out refusal forms.
- CA & EA Medication given before overnight staff leave.

5. Dress Code

- Dress code policy read and sign.

6. PTO

- PTO requested 30 days in advance
- If less than 30 days will have to find coverage.
- with the exception of a sick child or being sick more than 3 days or emergency will be upon discussion.

7. Staff Roles

- Knowing the difference between a caretaker and caregiver.

- Mindful of professionalism and personal when communicating

#### 8. Creativity

- Find positive activities for outings
- Being Safe and being busy
- Morning Staff-Start laundry and afternoon shift finish moving it through.
- Being more aggressive in assisting them in getting their rooms and keeping their area clean.

\*\*\*\*\*Do not leave laundry door open or light on, lock door each time.\*\*\*\*\*

\*\*\*\*\*Keeping the girls hydrated with encouraging them to drink Gatorade and water, with using water bottles.\*\*\*\*\*

#### Phone Usage

- No calls to Dez or staff should not have personal cell numbers.
- House phone can be used between both girls no longer than 15mins. Both girls will soon have their own phone.

#### 9. Household budget

- \$800 each month. divided in halves the 1st and 15th 400.00 each.
- Groceries \$180.00 if other items of groceries other than the items in kitchen will have to be authorized with a \$20.00 budget by Dez or Crystal.
- Conscience about leaving lights on. Porch lights and any lights inside the house etc.
- Night staff will make sure receipts are turned in and documented.

#### 10. Daily Documentation

- Overnight staff is reviewing documentation making sure MARs is entered and signed.

#### 11. Night Staff- New Responsibility

- Cleaning checklist with signed with two signatures.

#### 12. Car use

- After every use please wipe with sanitize.
- No eating in car
- No sitting in the car
- When leaving the car make sure all windows are rolled and doors locked
- Mindful of keeping track of milage.
- During summer months quater tank or less please fill gas. Winter months half tank gas needs to be filled.
- No traveling out of town with your own car. With exception that your own car would have to be used please call DC (Dez) for authorization.

### 13. Outings

- Mall one time a week with clients. 3hr limit- 1 hour there 1hour return 1hour at mall.
- CA or EA cannot spend time at the mall together.

### 14. Weekend Plans

- Make sure medication is set up before leaving.
- There will be 20.00 set aside for each girl for the weekend outing.

### 15. Kitchen/Food/Meals

- Encourage girls to cook two meals each week, and help assist with that.
- In the process to set up a menu plan.
- Meal times- Set table and meal times.
- No cooking after dinner times. options fruit, small snack, etc.
- No outside food or drink.

### 16. Training

- First Aid/ CPI on star services. The end of month
- Covid 19.- done by the end of the week.

## 17. Clarity

- New system where all incident reports will be documented.

## 18. Updates

- No alone time for CA given elopment.
- CA - still allowed 15 min walks
- Keep encouraging CA to finish YMCA job assignment.
- Encourage CA to look for jobs inside Forest Lake.
- Keep CA busy with volunteering when not working.
- EA working and excited about working, will also have a volunteer site on EA's off days. Beth will be helping with EA at volunteering site, eventually will be alone time at site for her.
- EA will be getting a phone on Monday. (no social media, only games)
- Phone will be turned on work days and during the week 10pm. Fridays and Saturdays or non work days and schools days 11pm. Sign in sheet for phone will be implemented.