

CHOICE GAZETTE

MONTHLY EMPLOYEE NEWSLETTER



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MAKE YOUR VOICE HEARD

Employee Satisfaction Survey - MARCH 6th, 2020

To kick off the month of March we will be having an employee engagement survey on March 6th. You will have until the end of day March 13th to submit your responses. This is a company-wide survey where your input will provide valuable feedback to company leaders and decision makers. This will allow us to make workplace changes and investments that matter to you.

We want to hear your voice. This survey will provide opinions and topics such as leadership, pay and quality of life. These questions are designed to measure employee engagement and to recommend our agency as a good place to work or how inspired you feel to go "above and beyond" further it helps us to measure the satisfaction of our staff and how we can work towards a goal of satisfaction.

The great thing about this survey? It is completely confidential and should only take you just five minutes to complete. Administrative/Field personnel will be emailed a link to the web-based survey.

FACTS ABOUT COVID - 19

Novel Corona Virus - How to protect yourself

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease [situation summary page](#).

FACT
5

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT
2

The risk of getting COVID-19 in the U.S. is currently low.

Some people who have traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community.

FACT
4

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

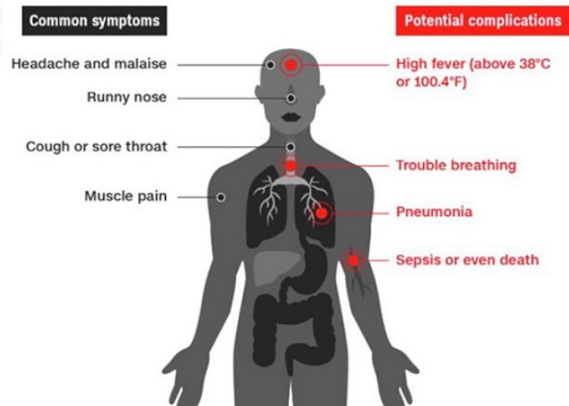
- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19. Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.

Q: What are the symptoms of coronavirus?

A:



Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

REMINDERS

PLEASE REVIEW THE FOLLOWING POLICIES

Please make sure to visit our Human Resources department for the following on pay day to submit updated credentials and to review the following policies:

- Extra Pay Policy
- On Call Pay Policy
- Missed Visit Pay Policy
- Payroll Period Calendar
- Credential Update

Should you have any suggestions or questions related to these policies we are available to assist you and we are open to ideas that would make our systems and processes smoother. The feedback starts from you.

It is crucial to be reminded that we are a team. Every successful personal and professional relationship requires communication. Whether you are in office or in the field. Clear and concise communication is expected from everyone at all levels. The inability of any team member who fails to update other team members can result in costly work as this requires time to research and improve processes.

Ultimately at the end of the day we all do not stand alone and neither does our departments. Billing and finance manages billing and payments, the admin staff relies on field staff to accept cases and document correctly and the case managers rely on the day-to-day narrative of patients visited to be reported accurately.

We are interdependent of each other. That is why effective communication is critical.



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Good communication is the BRIDGE between confusion and clarity.

DAYLIGHT SAVING TIME 2020

CALIFORNIA BEGINS AT 2:00A.M
SUNDAY, MARCH 8TH



BIRTHDAY SHOUT OUT

HERE IS TO ANOTHER YEAR!

- JAZMINE T. - MARCH 12TH
- STEPHANIE J. - MARCH 22ND
- TRIANA D. - MARCH 29TH
- LA PORSCHE W. - MARCH 28TH
- LESLEY G. - MARCH 30TH
- EDNA S. - MARCH 1ST
- PAUL G. - MARCH 28TH
- LAURIE S. - MARCH 11TH
- RAINA B. - MARCH 21ST
- STEPHANIE C. - MARCH 17TH
- LILY E. - MARCH 12TH
- TARA I. - MARCH 28TH
- BETHY R. - MARCH 8TH
- JONNELL S. - MARCH 15TH
- PATRICK K. - MARCH 23RD
- ASYA M. - MARCH 28TH
- MARINE P. - MARCH 24TH



March
BIRTHDAYS

ANNIVERSARY SHOUT OUT

THANK YOU FOR ALL YOU DO!

- KRIZIA B. - MARCH 4TH
- MONIQUE S. - MARCH 4TH
- TAIMEKA H. - MARCH 23RD
- CAROLYN B. - MARCH 29TH
- TAMARA M. - MARCH 27TH
- VINCENT E. - MARCH 11TH
- LEONOR F. - MARCH 27TH
- BIANCA V. - MARCH 1ST
- MELISSA B. - MARCH 20TH
- EUNICE C. - MARCH 6TH
- RONA L. - MARCH 1ST
- SONA D. - MARCH 12TH

