

Staff Meeting – January 30, 2020

Donna welcomed everyone and opened in prayer.

Bed Bugs: Communication is essential in successfully managing a bed bug situation. When we are treating for bed bugs it takes precedence over everything else. Please work together with those involved in order to streamline the process and make it as seamless as possible. Never take items from dirty to clean.

OH&S: Maria informed the staff that the OH&S Inspections will be held from Feb 3-5. The OH&S committee is also recruiting for another member, staff are invited to join the OH&S team.

Staff Participation: Maria is running the following event for staff for the month of February, Lose the Holiday and January Blues pounds. Please see her if you wish to participate.

North Wing: For those who were not able to participate in the December North Wing Tour, there will be another arranged. The North Wing revised opening date is set for April 1, 2020.

Revised Smoking Policy: Smoking will only be allowed on designated breaks effective February 15th, 2020. Please refer to policy OPP#53.

Revised Policy and Procedures for Overnight Guests in the DSL Suites: Please refer to policy OPP#93. Overnight guests are not allowed in the DSL suites. The cot will no longer be made available for residents to borrow. It is to always remain in the guest suite.

Mandatory Meeting on Core Values Development:

Feb 4th from 1100-1300 for Admin Staff

Feb 4th from 1400-1600 for Health Care Staff

Feb 6th from 1400-1600 for Support Staff

Vacation Planning: Please have a general vacation plan submitted by May 1. It can be revised later if needed. Please see your manager if you are not sure of how many days you have for vacation planning. Note, that you can carry 5 vacation days over into the new year.

New Hires/Special Events/Special Occasions:

We welcome Florence Mukarugwiza, our newest casual Support Services employee.

Shout out to the Food Services department for the amazing meals they are producing and for the extra special attention to detail in making the special dinners extra special. You are doing an amazing job. Please know that it is greatly appreciated!

Special mention to housekeeping staff for the spotless condition of Emmanuel Home. Your hard work doesn't go unnoticed.

New Business: CPR will be held in early March. Please let Donna know if you wish to have your name added.