



ACCESSING INDEPENDENCE
full service personal care

Happy New Year 2021

ILS TRAINING ACADEMY

We will be planning another Virtual Training for Feb. or March of 2021. ILS Training Academy in person sessions remain on hold at this time. You can register and check out topics for on-line courses at www.indlivingservices.com/TrainingAcademy Register Now!!

Thank You to our SUPER HEROES

Thank You for all you do! One person caring about another represents life's *Greatest Value*!! Please continue to be *Vigilant, Well & Safe. Wearing of masks* and use all safety precautions. You are our *SUPER HEROES*!

Please contact us if you are in need of PPE supplies

We are currently limiting #'s of personal visits in our offices. Please contact your Staffing Supervisor if requesting a face to face meeting or picking up of supplies.

SAFETY CORNER

WEARING A MASK THE CORRECT WAY

<div style="text-align: center; font-weight: bold; font-size: 24px; margin-bottom: 10px;">✓</div> <h3 style="margin: 0;">CORRECT WAY:</h3> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Make sure mask covers nose and mouth and is secured under chin</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Wash your hands before putting on and after taking off mask</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Touch only the ties or ear loops when putting on or taking off mask</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Mold mask over nose if it has a metal wire</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Wash and dry mask (in dryer) at least daily before reuse</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Store mask in a clean paper bag or location</p> </div> </div> <div style="display: flex; align-items: center;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Discard cloth masks when ties or straps are damaged, fabric is torn or has holes</p> </div> </div>	<div style="text-align: center; font-weight: bold; font-size: 24px; margin-bottom: 10px;">✗</div> <h3 style="margin: 0;">WRONG WAY:</h3> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't touch outside of mask while wearing it</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't reuse a disposable mask—they're intended for one use and then throw away</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't wear mask that's too loose or slides down face</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't lower mask to talk, cough or sneeze</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't rest mask around neck or under chin or hang off ear</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't share masks—one mask one user</p> </div> </div> <div style="display: flex; align-items: center;"> <div style="padding-left: 10px; font-size: 12px;"> <p>Don't store mask in sealed plastic bag or container</p> </div> </div>
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For more information, visit:
health.pa.gov

At no time shall Accessing Independence Workforce members utilizing personal or professional Social Media and Blogs share confidential patient or proprietary business information.

The inappropriate use of Social Media and Blogs by Workforce members that conflicts with the Organization's mission and values, violates organization administrative policies and procedures, reflects poorly of any AI program or employee and/or compromises the privacy and security of confidential patient health or propriety business information shall be subject to corrective action, up to and including termination. In addition, breach of confidential customer's health information may also be subject to legal proceedings and/or criminal charges. AI reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

In addition, individuals may not "friend" employees on personal social media sites (i.e. Facebook) where they have a direct or indirect supervisory/management relationship with such employee because such conduct may blur the lines of professionalism, create a conflict of interest, or otherwise undermine the ability of individuals to manage or supervise employees effectively. **Don't betray our customer's trust!**

Remember, disclosing confidential patient Protected Health Information (PHI) in an inappropriate manner is a federal offense. The penalties include significant fines and/or arrest. AI employees should never publicly make comments about the care of a specific patient, especially online. Even acknowledging the care of a patient is an unacceptable disclosure of PHI.

Don't Cheat Your Employer or the Organization you are volunteering for

It has been AI's policy to only block web sites that are clearly inconsistent with our values. We do not consider Facebook or other Social Media as such sites. However, many find Social Media sites addictive in nature. While AI policy does not ban access to Social Media sites at work, employees should not be checking their Facebook updates during worktime.

Don't Think Your Social Media Posts are Private

Even though there are privacy controls on sites such as Facebook and other Social Media sites, you should assume that anything posted on a website that has not been examined by the IT department will be seen by the general public, as well as your employer. Remember:

- **"Friends": can copy your posts and make them available in public.**
- **Your friends are likely our customers.**
- **It is easy for your privacy settings to be set to something other than what you had planned.**

The Tamaqua Team: Byron, Annette, Denise, Ashley & Lisa

The Lancaster Team: Monica, Stephanie, Luz, Lori & Greg