



PINE ACRES
REHAB + HEALTHCARE

Staff Newsletter

September 1, 2021

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welcome
TO THE TEAM

Please join me in welcoming **Yosef Wulliger** as our new administrator! We are excited to have him aboard to lead the Pine Acres team. If you see him during his rounds, be sure to stop to say hi and make him feel at home.

Welcome to Pine Acres, Yosef!

COVID-19 Safety Reminders

1. **Entry and Screening.** This is a reminder that everyone is to enter the facility via the front door and must answer the COVID-19 Screening questionnaire through the kiosk set up at the reception desk. No exceptions. If by chance the kiosk is not working, please inform a supervisor right away.
2. **Testing.** Unvaccinated staff members are required to be tested once a week; preferably on your first day back at work. Vaccinated staff members will be subjected to random testing.
3. **Standard PPE.** All staff members must wear a face mask and goggles/face shield especially when caring for a resident. Those assigned to a PUI or COVID-19 positive resident must wear an N95, goggles/face shield and must don a protective gown prior to entering the room.
4. **Social Distancing.** 6-feet physical distancing must be practiced. If not feasible, please ensure to wear proper PPE at all times.
5. **Transparency.** Report to your supervisor as soon as possible if you are exhibiting symptoms of COVID-19 or were exposed to someone who is.
6. **Safety Outside the Facility.** COVID-19 exists outside the facility and is more prevalent in the community. Please make sure that you are taking proper precautions when out and about in public.

Clocking in and out of the facility

We know that it is easy for it to slip your mind as we are entering through the front door, however, it is imperative that you clock in and out of your shift as missing a punch will record zero (0) hours worked for the day. Should you forget to clock in and remember it mid-shift, do it right away and inform Janeth or Teena. Missing punch forms must be submitted before payroll closes.

Callouts

We are noticing an increase in callouts and this greatly affects not only the quality of the patient care we provide but also causes staff burnout. Excessive callouts will result in disciplinary action.

Step 1. Call the facility (973) 377-2124 at least 2 hours prior to your scheduled shift and ask for Janeth (Monday to Friday from 7am to 4pm) or the supervisor (after 4pm and on weekends). Be sure to try again if you are unable to get a hold of someone.

*** For supervisors and unit managers, please make sure to contact the Director of Nursing and/or Assistant Director of Nursing.*

Step 2. After calling the facility, send a text to (973) 294-9446 (staffing coordinator). Indicate the time of your callout and the name of the person you spoke to.

You are held accountable for ensuring that proper notification of any absence is given. Asking another employee, friend or relative to give this notification is not considered proper or sufficient except under emergency circumstances.

In the case of an extended absence, you are required to provide a doctor's note or any supporting document upon your return to work.

Proper Nursing Uniform

Employees are required to wear the appropriate work clothes **even on the weekends**. This also includes your **I.D. badge**.

Headwear such as caps, bandanas, scarves, turbans or anything of the like that is unrelated to religious practices is prohibited.

For CNAs:

-  Olive green colored scrub top and pants or a close color.
- Black skirts are allowed (NO black pants).

For nurses:

-  Wine or  khaki colored scrub top and pants.
- May be mix-matched (e.g. wine top and khaki pants).

Casual Fridays:

- Must be appropriate for work.
- NO plunging necklines, ripped jeans, yoga pants, open-toed footwear.

COVID-19 In Numbers

As of September 1, 2021 10:00am

0 positive residents

0 recovered residents

0 positive staff members

0 COVID-19 related deaths

In accordance with Department of Health reporting guidelines, the COVID-19 related deaths is a cumulative number of in-facility and out-of-facility deaths.

Pine Acres Rehabilitation & Healthcare Center

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