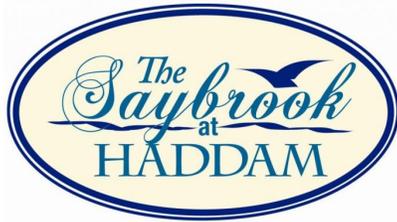


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Volume 1/ Issue 1 - July 2019



Associate Notes

Executive Director's Message



Perry Phillips

I hope everyone is enjoying their summer. Please be sure to stay hydrated and encourage our residents to do the same. I want to express my thanks to the entire Saybrook at Haddam team for welcoming me to the community.

I would like to welcome **Lucille Bowen** who has joined The Saybrook at Haddam as the Director of Wellness and a special thanks to **Pam DiMatteo** who has held the position of Interim Director since mid-May.

July Town Hall Meeting

Please make it a point to attend one of the Associate Town Hall meetings to be held July 17th at 7 am, 2 pm and 3:15 pm.

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Making a good first impression counts!

Winning New Residents Requires Teamwork!

Thank you to everyone who is so pleasant and accommodating when a prospective resident is touring. Every staff member is important in maintaining this wonderful community for our residents and winning new ones. Your hard work and efforts are greatly appreciated!

It takes a lot of time, effort, and money to get a new resident. There are three things we all need to be aware of to put our "best foot forward."

As you know, we only have one chance to make a first impression. With that in mind, please always be on the lookout for what Joe Irving calls, "Market Readiness."

When you're walking into the building, through the halls, or even in the restrooms, if you see anything out of place or needing attention please take a moment to fix it or let someone know about it.

This is a large building, and it takes all of us to keep it nice for our residents, families, and prospects.

Along those lines, when you're approaching someone in the community, whether visitors on a tour, a resident, a family member, or even a co-worker, be aware of your expression.

Lastly, the best way to help keep our building full is to keep the residents we have for as long as possible. That means doing the best we can every single day.

Continued Pg. 4



Jen Armenia
Marketing Director

TOGETHER WE FIGHT FOR A CURE



Beginning June 28th
through December 2nd
We will be running a
Dress Down Friday
Fundraiser



On Fridays for a mere \$1.00 donation to the Alzheimer's Association's Walk for a Cure, you may wear jeans and a street shirt. It will be a chance for you to support our team and have a relaxed day at work.

Please bring your donation to the front desk at the beginning of your shift and you will receive a sticker to wear throughout the day so the residents and visitors will understand.

Basic Guidelines:

- Jeans - No rips, frayed bottoms, slouchy pants or legging style.
- Shirts - No tank tops or tee shirts with large logos
- No Hats or headwear
- Continue with comfortable safety shoes

*Remember the conservative population we serve and dress appropriately please!
Questions: See Kathy Hallet or Perry Phillips for clarification.*



Please remember after you leave to always **check to see if exit doors are locked and latched**. This will ensure the safety and security of our workplace and home for many. If there is an issue with lock set or mechanized system, please let maintenance know ASAP.

**Thank you,
Barry Osalza
Maintenance Director**



Recreation is renaming our residents' Friday Night shindigs. While we all enjoy Happy Hour, we'd like to come up with a new name for it that uniquely shouts the fun we have at The Saybrook at Haddam! Prizes will be awarded for the most unique names chosen! Thank you in advance for your submissions!

**Please submit ideas to: MerriAnne Larensen,
Recreation Director**

Reviewing Break Policies

From the Desk of: Cat Brainerd, Business Office Manager

I want to thank everyone for their support as I have stepped into the Business Office Manager role. Everyone has been understanding and helpful through all the changes The Saybrook at Haddam has experienced over the last few months. I hope you continue to be receptive to the ongoing changes. I encourage all employees to continue to ask questions and provide feedback as we work in a new positive direction. I look forward to taking this time each month to review a portion of our policies with all associates.

With the introduction of a Tobacco-Free policy starting on July 1st, 2019 let's take a look at what that means when it comes to breaks.

Unpaid Breaks

Any employee working for 6 continuous hours is required to take a 30-minute unpaid meal break. In addition to that if you are working more than 14 continuous hours you are required to take two 30-minute unpaid meal breaks.

What does an Unpaid Break mean?

An unpaid break means you will punch out for your break and punch back in once it is over. While you are on your unpaid break you may leave the premises. It is important to return to work on time at the end of your break.

Exceptions to Unpaid Breaks

If you are the sole employee in the building you may not leave the building, however, you will be paid for your meal break.

Paid Breaks

Under normal schedule conditions there will be one paid ten-minute break for every four full hours of worked. You are required to remain on property during your paid break.

Exceptions to Paid Breaks

According to the needs to each department breaks are not guaranteed and will be based on staffing and the amount of work to be performed.

The supervisor for your department will be the one to oversee breaks both paid and unpaid.

Tobacco-Free Breaks

If you wish to smoke or use tobacco related products during your paid breaks you must do so in your personal vehicle. All employees who wish to smoke in their vehicles during a paid break must exit and enter the building through the lobby.

If you wish to leave the property to smoke it must be done during your unpaid meal break.

You can always review your handbook or ask your supervisor for further clarification. Thank you for helping make The Saybrook at Haddam a Tobacco-Free Property.

Wellness Department Announcements

Our new Resident Care Director, Lucille Bowen, started on Thursday, June 27th. Please welcome Lucille to our community and to the Wellness team!

Meetings:

- A Wellness Snippet meeting will be held on July 9th at 3 pm
- Wellness staff meeting will be held on July 11th at 7 am & 2:45 pm.

Wellness for Staff & Residents

From the Desk of Pam DiMatteo, RN

With the start of summer comes the risk for dehydration in our residents. Please review the following tips to prevent dehydration and keep our residents in the best state of wellness. Thank you!

7 Tips to Prevent Dehydration

1. Encourage residents to drink small amounts of fluids throughout the day, rather than drinking large amounts all at once.
2. Five 8-ounce glasses of water per day is a good benchmark. Although everyone's needs are different, studies have shown that adults who drink 5 glasses of water experience lower rates of fatal coronary heart disease.
3. Avoid coffee, alcohol and high-protein drinks, especially in large quantities, because they have a diuretic effect. This leads to a greater loss of body water, which can cause or exacerbate dehydration.
4. Make it easier for residents to drink more fluids by encouraging them to drink water, milk or juice with every meal, and keep favorite beverages nearby.
5. Recognize the early warning signs of dehydration: fatigue, dizziness, thirst, dark urine, headaches, dry mouth/nose, dry skin and cramping.
6. Remember that foods high in water, like fresh fruits, vegetables and some dairy products, can help people meet their daily water needs. Encourage residents to eat foods high in water.
7. Fear of incontinence can diminish a person's urge to drink voluntarily. Encourage patients to drink more during the day and limit drinking before bed.

Executive Director Message continued:

The Saybrook at Haddam is now a smoke-free property. Associates should only smoke on breaks and either leave the property or smoke in their cars. Associates may enter and leave through the lobby doors or time clock door only. – Perry Phillips

First Impressions continued:

So many of our staff create meaningful relationships with residents. That means so much to them! It also means a lot to their families. When residents and their families are happy and feel appreciated, they are more likely to not only stay here, but also refer other people to us.

Thank you for everything you do. Our jobs are not always easy, but they certainly are rewarding.

**-Jen Armenia
Marketing Director**



Thank You for Your Service

July Anniversaries

Patty Lyons, Housekeeping - 6 years

Lauren Johnson, RCA - 5 years

Karrie Knudsen, Housekeeping - 4 years

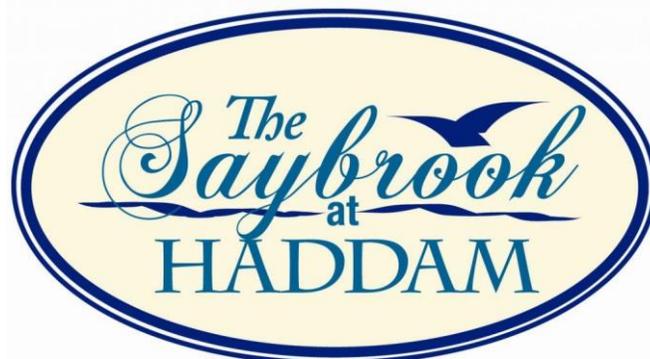
Meghan Gamache, Activities - 1 year

Susan White, Activities - 1 year

Sarah Stannard, RCA - 1 year

Denise McArthur, RN - 1 year

Robert Szewczyk, Driver 1 year



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