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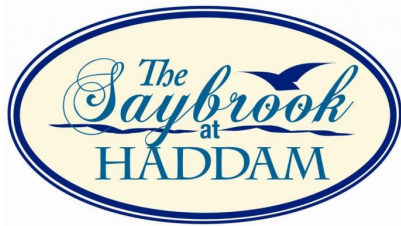
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Volume 1/ Issue 2 - August 2019



# Associate Notes

## Executive Director's Message



**Perry Phillips**

*I hope everyone is enjoying their summer. Please ensure to stay hydrated and encourage our residents to do the same. We are noticing an increase in people visiting our community. Some are on vacation visiting family, and many are touring senior living communities for either themselves or a loved one. Remember we're all on the marketing team and need to extend a friendly welcome to all guests. Please help me to congratulate **Julie Tetrault** on being promoted to the **Dining Room Supervisor**. Special thanks to **Barbara Nelson** assisting in the marketing department and creating our monthly Associate Notes.*

## Everyone's on the Marketing Team No Sales Experience Required!

As Perry mentioned in July's Town Hall Meeting, we're all on the marketing team. How we greet and interact with visitors, family members, care partners, and residents is observed, noted, and appreciated by all. Everyone has been so pleasant when meeting people on tours – keep up the great work!

Remember that we represent The Saybrook at Haddam not just at work, but also out in the community and on social media. It's an incredibly small world and you never know who is related to whom or otherwise. Please try to promote a positive message.

We are beginning an online campaign to spread awareness of our community. If you have had a positive experience in our community and would like to share it with those

who may be considering assisted living, you can help boost our ratings by leaving a review on Google, Facebook, or both. Hopefully this won't happen, but if you ever see a negative review, please bring it to our attention so we can properly address it. We're so lucky to work in such a beautiful place with great people. The work we do is so important, and although it may not always seem appreciated, it truly is!

***"Gratitude is the healthiest of all human emotions. The more you express gratitude for what you have, the more likely you will have even more to express gratitude for."***  
–Zig Ziglar

*Thank you for all you do!*



**Jen Armenia**  
**Marketing Director**



### Offer a Helping Hand!

There is an opportunity for you to become a part of an exciting new committee, "Helping Hands". So much happens to us in our individual lives, why not share and support one another? This committee will work to honor births, graduations, marriages, as well as supporting times of illness and death. Put on your creative thinking caps and sign up to be part of this group.

### Walk For Team Harbor!

Calling all staff members and their families. Please register to support Team Safe Harbor at the New London Walk to End Alzheimer's on Sept. 14 at 8 am. We work in a health

organization that experiences the devastating effects of this horrible disease. Please be part of our team. Walk with us! Afterwards, we'll return to The Saybrook and enjoy lunch together.

### Additional Ideas for Donations

Ask friends and family to make a donation! (Cash or check payable to Alzheimer's Association) Help us raise money! At the Town Hall Meetings next week, I will have collection boxes available for you to pick up. I challenge you to leave them in your car and every time you go through the drive-through of Dunkin Donuts, Starbucks or McDonalds, toss in your

change! Don't forget to empty your pockets before you park your car for the evening, also. The person who collects the most change will be awarded a half-day off with pay! The person who collects the most in excess of \$500 will be awarded a full day off!

### Jeans On Fridays Continues

Fridays are still Jeans Day until the end of the year! For a mere \$1 donation to the Alzheimer's Association's Walk to End Alzheimer's, You may wear jeans and a street shirt. 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.



### Maintenance Department News



### New Laundry Soap Dispenser

#### Easy as 123

1. Load machine with clothes
2. Close lid and start cycle
3. Press the soap button once

#### You're done!

The system automatically dispenses the correct amount of soap. No additional soap is necessary!

**Note: We will NOT be purchasing more powdered laundry detergent.**



We have a new name for happy hour! **"TGIF Celebration."** Thank you to everyone who participated. It was a combination of Safe Harbor Director Kathy Hallett's and Executive Director Perry Phillips' input.

#### **In other Recreation news:**

August 20th is **Rock Around the Clock Day!** We will be holding a sock-hop social. Please participate by wearing your best sock-hop clothes and encourage the residents to do the same! Thank you to all the RCAs who came to happy hour last month. I really appreciate the help and support. The residents really loved seeing you dance and having fun!

**MerriAnne Larensen, Recreation Director**

# New Employee Meal Procedure

*From the Desk of Cat Brainerd, Business Office Manager*

## Change in Employee Meal Request Procedures

We have been changing things up around here with new management and new policies. I hope you see these changes as positive and constructive. Change isn't easy but we need to be supportive. In July, we became a Smoke-Free Property and we appreciate everyone's effort to respect and follow this policy.

### **New Meal Sign Up Sheet By Time Clock Before Meals**

We have a change for you in August that will better assist Dietary to manage the foodservice traffic flow in the kitchen. We provide all employees with one meal for their shift when working. We will continue to provide this benefit. Starting August 1st, any employee that wants a meal during their shift will be responsible for notating their meal selections by the time clock along with their name and preferred mealtime.

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

### **Meals will be Delivered To the Country Kitchen**

Kitchen staff will collect the meal orders mid-morning to prepare them in time for lunch. The kitchen will prepare the meals and deliver them to the Country Kitchen. Hot meals will be stored in the oven and kept warm. Cold food will be placed in the fridge. The kitchen will do its best to meet everyone's requests. Employees are welcome to take their meal to their preferred break area. All employees must clean up after eating and return their dishes to the kitchen. We must maintain a clean environment and always be tour ready.

### **This Policy will Help to Relieve Stress on Dietary Staff**

This change will allow the kitchen to work more efficiently without the constant interruption of staff during the mealtime rush. We want to give the kitchen staff the ability to work in a less stressful environment and allow them to focus on what matters: our residents. We wouldn't want the entire building staff congregating where we are working during our busiest time.

## Wellness for Staff & Residents

*From the Desk of Lucille Bowen, RN, Wellness Director*

## Common Symptoms of Depression

*Whether it's yourself or a resident, people experience depression in different ways.*

*Some may feel classic symptoms like sadness and hopelessness. Others may have signs that you might not equate with depression, such as extreme fatigue or irritability. The type and degree of symptoms vary by individual and can change over time.*

*They are:*

- Persistent sad, anxious, or "empty" mood
- Feelings of hopelessness, guilt, worthlessness, or helplessness
- Irritability, restlessness, or having trouble sitting still
- Loss of interest in once pleasurable activities, including sex
- Decreased energy or fatigue
- Moving or talking more slowly
- Difficulty concentrating, remembering, making decisions
- Difficulty sleeping, early-morning awakening, or oversleeping
- Eating more or less than usual, usually with unplanned weight gain or loss
- Thoughts of death or suicide, or suicide attempts
- Aches or pains, headaches, cramps, or digestive problems without a clear physical cause
- Frequent crying

## **August Town Hall Meeting**

**Please make it a point to attend one of the Associate Town Hall meetings to be held on Aug. 21 at 7 am, 2 pm and 3:15 pm.**

*Perry Phillips, Executive Director*

*Talk with your family or your doctor if you have these symptoms. If you recognize them in a resident, please let the Wellness Department know.*

## *Executive Director Message*

*Reminder: We are still a smoke free facility. Friday jean days are running to the end of the year. See the front desk for details!*



## **August Anniversaries**

**Coreen Brown - 8 years**

**Julie Tetrault - 4 years**

**Stacy Paquin - 3 years**

**Andrea Herlth - 3 years**

**Cameron Williams - 2 years**

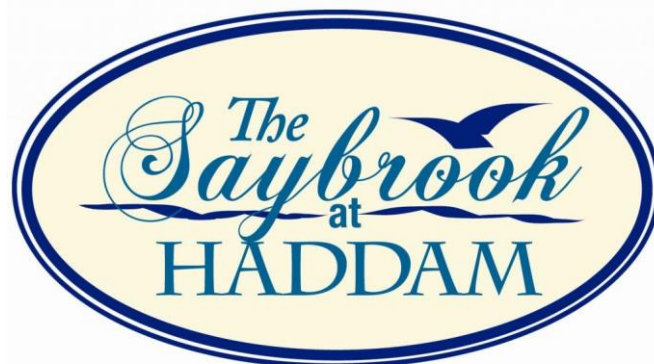
**Kahari Williams - 2 years**

**Erin Fazzino - 1 year**

**Britney Godfrey - 1 year**

**Jillene Johnson - 1 year**

**Cat Brainerd - 1 year**



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