

Welcome Fall

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Dear Colleagues,

I hope this newsletter finds you, your families, and your coworkers healthy and well.

September is National Preparedness Month. As business leaders, we have done a tremendous amount of work in preparing to bring our employees back to work and provide a safe experience for our customers. Now is the time to think about how our plans worked and what we can do to improve them.

Our Fall Newsletter includes HR News, upcoming events, COVID19 reminders and more. Have a safe and happy autumn.

Joanna Forbes, MS, SHRM-CP
Owner/Chief Consultant
Forbes Human Resources, LLC

Contact Info:

(330)531-0592

info@forbeshumanresources.com

www.forbeshumanresources.com



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Upcoming Events



Forbes Human Resources is proud to continue to present on several upcoming webinars with the Ohio Small Business Development Centers and the Sustainable Opportunity Development Center of Salem, Ohio. For more information and registration information, please click on the links below.

HR Corner Sponsored by: SBDC Kent State Tuscarawas

Join us for this bimonthly **FREE** webinar series starting at noon addressing common HR topics and issues that all businesses face. These short webinars will give you hands on quick tips that you can take back to your business and implement immediately.



Upcoming webinars are:

- October 13 - New Employee Paperwork
- October 22 - Performance Management (Ask the Expert Series)
- October 27 - Writing a Job Ad
- November 10 - Employee Handbook Policies
- November 24 - Family & Medical Leave Act
- December 8 - Performance Evaluations

Please visit the SBDC Kent State Tusc [website](#) to register and view previous webinars.

Conflict Resolution Workshop

2 Part Online Workshop

Date: Wednesdays, November 4th & November 11th

Time: 9AM- 11 AM

Click [here](#) for more information and to register!



HR News Alert!

New FMLA Forms

In June, the Department of Labor updated the Family and Medical Leave Act forms "to make them easier to understand for employers, leave administrators, healthcare providers, and employees seeking leave." If you utilize the DOL FMLA forms for your leave administration, please visit the DOL website for all updated versions at <https://www.dol.gov/agencies/whd/fmla/forms>



Continue COVID19 Training

Just because we may be back to work and hopefully getting closer to "business as usual" doesn't mean we can stop ongoing training on COVID19 with our employees. The Department of Labor is recommending continual training on:

- The basics of how SARS-CoV-2, the virus that causes COVID-19, spreads;
- Their risk of exposure to COVID19 on the job;
- Appropriate cleaning and disinfection in the workplace.
- Measures being taken to protect them from exposure and infection, including handwashing, covering coughs and sneezes, social distancing, and use of any necessary workplace controls and/or personal protective equipment (PPE);
- What employees should do if they are sick, including staying home and reporting any signs/symptoms of COVID-19 to their supervisor.

Some OSHA standards require employers to provide specific training to workers. The training that is necessary can vary depending on a worker's job tasks, exposure risks, and the type of controls implemented to protect workers.

Visit OSHA's [COVID-19 Safety and Health Topics page](#) [here](#) for more specific information on your industry.



Planning for Benefits Open Enrollment?

Now is the time most employers are planning for their employer-sponsored benefit plan open enrollment for the 2021 calendar year. What has changed in your workplace? If you typically provide the same benefits plan, it may be time to look at your total compensation package. Specifically, during this time of COVID19, it has been clearly documented that people seeking mental health assistance has grown more than ever. **Employee Assistance Programs** are great resources for employees. EAPs are often inexpensive benefit options that employers offer their employees that can provide a wide variety of consulting, therapy, or general wellness advice. They also typically assist employees in seeking outreach in many other areas such as financial and legal assistance.

Now may be the time to look into an EAP for your staff. If you have any questions on EAPs, please feel free to contact us at (330)531-0592 or info@forbeshumanresources.com.

Still have remote workers?

For some of us, having our staff work remotely was a new thing. We might have the kinks worked out, but if your employees are still working from home, remember to continue to be mindful of the changed workplace. Here are some tips to remember for remote workers.



1. **Establish clear and realistic goals and deadlines for your team.** Be accessible and provide clarity on priorities, milestones, performance goals and more. Managers also should model expected behavior, such as whether or when to respond to after-hours texts and e-mail. You do not want employees who can't separate home life from work life which leads to burnout.
2. **Continue to be flexible.** Recognize that employees working at home may have different demands on their time, such as caring for children or elderly parents. Giving workers the flexibility to work early-morning or late-evening hours so they can properly care for their families can reduce their stress and increase their concentration on work projects.
3. **Celebrate success.** Look for opportunities to celebrate work milestones, just as you would in the office. Don't let someone's 5 year anniversary pass by without an acknowledgement just because he or she is working remotely. Did a major project just finish up that took a lot of teamwork and collaboration? Recognize that! Employees may tend to feel isolated working from home this whole time. Remember to highlight the good going on during this time.

Source: SHRM.org



For assistance on creating a Remote Work policy, please contact Forbes HR at info@forbeshumanresources.com or (330)531-0592.



October - Breast Cancer Awareness Month
October 5-9—Customer Service Workers Week
October 4-10—Fire Prevention Week
October 18-24—Pharmacy Week
October 19-23 - Medical Assistants' Recognition Week
October 31—Halloween
November 1—Clocks "Fall" Back
November 11—Veterans Day
November 26—Thanksgiving



Cheesy Bacon Spinach Dip

Who doesn't love a yummy hot dip for those Sunday afternoon football games or on a cool fall night? Enjoy!



INGREDIENTS

10 slices bacon
1 oz. (8-oz.) block cream cheese, softened
1/3 c. mayonnaise
1/3 c. sour cream
1 tsp. garlic powder
1 tsp. paprika
1 lb. frozen chopped spinach, thawed and squeezed of excess liquid
1 c. freshly grated Parmesan
1 c. shredded mozzarella, divided
1 baguette, sliced and toasted

DIRECTIONS

1. Preheat oven to 350°.
2. In a large nonstick skillet over medium heat, cook bacon until crispy, 8 minutes. Drain on a paper towel-lined plate, then chop.
3. In a large bowl, stir together cream cheese, mayonnaise, sour cream, garlic powder, and paprika and season with salt and pepper. Fold in chopped spinach, bacon, Parmesan, and 3/4 cup of mozzarella.
4. Transfer dip to a baking dish and sprinkle with remaining 1/4 cup mozzarella.
5. Bake until golden and bubbly, 25 to 30 minutes.
6. Serve with crostini.

Source: Delish.com