

Access of the Red River Valley, Inc.

Access Bits

Summer Dress Code Policy



Access has a **summer dress code** for all employees. We expect all staff to use their own good judgment and dress appropriate to your work situation (cultural sensitivity/awareness).

Inappropriate attire includes: spaghetti strap tops unless covered by a shirt; a visible gap between top and pants/skirt; low cut or tight clothing including any top which shows cleavage.

Skirts and shorts should follow the fingertip rule: length should extend to a least the end of the fingertips when your arms are at your sides.

Because allergies are common, please do not wear perfume/cologne or any other strong scents.

Also see section *1610. Dress Code.* in the **2011 Policy and Procedure Manual**, which is available to view on our website www.accessrrv.org if you do not have a copy.



Sunburn Care

With June now here, we *should* be having lots of sunshine and warmer weather!! If that happens one should be aware of the signs and symptoms of a sunburn, as well as know what to do in case of a severe burn.



Sunburn can happen within 15 minutes of being in the sun, but the redness and discomfort may not be noticed for a few hours. Repeated sunburns can lead to dry, wrinkled skin and skin cancer. Unprotected skin is even more dangerous for one who has many moles or freckles, very fair skin and hair, or a family history of skin cancer.

Signs and symptoms of **mild sunburn** include skin redness and warmth, pain, and itchiness. A **severe burn** will cause skin redness and blistering, pain and tingling, swelling, headache, nausea, fever and chills and dizziness.

What should you do? Get the person out of the sun right away. Give extra fluids for the next 2 or 3 days. Give ibuprofen or acetaminophen as directed, if needed, to relieve pain. Use moisturizing creams or aloe gel to provide comfort. When going outside, all sunburned areas should be fully covered to protect the skin from the sun until healed.

Seek emergency medical care if a sunburn forms blisters or is extremely painful, the person has facial swelling from a sunburn, a sunburn covers a large area, or one gets fever or chills after getting sunburned. Also seek medical care if you see signs of dehydration (increased thirst or dry eyes or mouth).

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MCLC Open House

There will be an **Open House at the MCLC** at 910 9th Ave. S., Unit C in Moorhead on Monday, June 20th from 4-8pm. All clients, their families, staff, and board members are welcome to attend.

If you haven't seen our **MCLC**, this is your chance to check out everything the **MCLC** has to offer! Even if

you visit the **MCLC** often, come anyway as we will be serving burgers and hot dogs 4 - 6 p m ! See you there!



Quote of the Month

"A perfect summer day is when the sun is shining, the breeze is blowing, the birds are singing, and the lawn mower is broken."

~ James Dent



Employee Spotlight

Access would like to recognize our employees who have reached annual milestones.



We are very proud of our entire staff and especially congratulate those listed below!

Those celebrating **one year** service this month are: Direct Care Staff— Bethany Carlson, Simon Garcia, and Amber Dallman.

Two years service: Direct Care Staff— Jacob Gross and Tiara Jones.

Three years service: Direct Care Staff— Matt Kinzler, Heather Miller and Heath Herrmann.

Four years service: Direct Care Staff— Matt Bauer.

Seven years service: Direct Care Staff— Wendy Pederson

Eleven years service: Direct Care Staff— John Mitchell.

New Employee

Jana Schmid has joined our office staff as the new Accounting Assistant. She grew up in Moorhead, graduated from Moorhead High School and moved to the Twin Cities to experience "big city life". After marrying she moved to Brainerd, Minnesota to operate a restaurant with her husband and raise a family. She has two grown children, Megan and Jake. Finding herself in charge of the books for their restaurant, she went back to school to achieve an Associate's degree in accounting.



She returned to Moorhead in 2008 to care for her ailing father after spending 15 years in the Dallas-Fort Worth area of Texas. Jana has a brother Richard, and has become his legal guardian after her father's passing in March. Richard has been a client of Access since he declared to his parents he wanted to move into his own place like his brothers had. Her parents were very dedicated to Richard and wanted him to have all his life could offer him and he has been happy living semi-independently with his best friend Nathan under the care of John Mitchell and other caring staff. He likes to come and visit on special occasions, but it's not long before he wants to go back to his own house.

Jana is very excited to be hired on at Access, wanting to be part of a company that helps the disabled community with their special needs.

Schedule of Classes

- Medication Administration Classes are currently scheduled for 9:00 am on Wednesday, June 8th and 22nd at the Access office.
- TI (Therapeutic Intervention) classes are currently scheduled for every other Wednesday in June from 1pm—3pm. Classes are on June 15th and June 29th. Classes are held at the Moorhead Library or the MCLC, check the signup sheet at the Access HR Department.
- Red Cross CPR and First-Aid class dates for June through September are posted on our Access bulletin board in the office. Please check the sign-up sheets for availability. Remember to sign up for these classes on the bulletin boards in the HR Department and Access will register you.

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Expense Reports Due	4
5	6 Timesheets Due by Noon	7	8 Med Class 9:00 am	9	10 Payday	11
12	13	14	15 Expense Reports Paid TI Class 1-3pm	16	17	18
19	20 Timesheets Due by Noon	21	22 Med Class 9:00 am	23	24 Payday	25
26	27	28	29 TI Class 1-3pm	30		

Sunburn continued

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Minimize summer sun exposure between 10am and 4pm. Wear protective clothing, sunglasses, and a hat. Apply sunscreen that provides UVB and UVA protection with a sun protection factor (SPF) of at least 15. Apply sunscreen 15 to 30 minutes before sun exposure and 30 minutes after exposure begins, then reapply after swimming or sweating.



Remember that you can get sunburn on hazy or cloudy days too! As much as 90% of UV rays pass through clouds. UV rays can also reflect off snow, ice, sand, water and other reflective surfaces, burning your skin as severely as direct sunlight.



Enjoy summer!!



Community Events

The Clay County IEIC and Arc West Central invite your family to attend a **Family Potluck Picnic**. It will be on Sunday, June 12th from 5:30—7:00 pm at Lindenwood Park's Rotary Shelter in Fargo.



Plates, drinks, barbecues, hotdogs, and buns will be provided. You are asked to bring a hot dish, salad, or dessert to pass (enough for your family plus 4).

You can register by email, fax or mail to:

Arc West Central, 810 4th Ave. S., #134, Moorhead, MN 56560 or call 218-233-5949, or fax 218-233-0853. Register by June 9th, 2011.

Fargo's Ribfest is Wednesday, June 8th through Sunday, June 12th at the Fargodome.

Saturday is Riblet Fest from 11:00am—2:00pm, and offers free parking and admission during this time. Penny and Pals are on the Riblet Fest Stage at 11:30am & 1:30pm. The Wade Henry Show is at 11:00am, 12:30pm & two wandering shows before 7:00pm. Games Galore will be there with wristbands costing \$8.00 during the Riblet Fest and \$12.00 from 2:00pm-11:00pm.

Sunday, June 12th is free admission all day. Gates open at 11:00am—5:00pm.

The dates has been set for the **Access Client and Family Picnic**. It will be Tuesday, July 12th in the large shelter at Gooseberry Park in Moorhead. We are currently planning the events for it. Mark the date!



MCLC Information:

- The **Spring/Summer hours** at the MCLC are Monday through Thursday from 5:00-8:00 pm.
- Check the newest board games at the **FREE and FUN MCLC**. Bring your clients and enjoy the crafts, board games, Wii games and more!!
- MCLC **Arts and Crafts** sessions will be held on Friday June 10th and 24th from 5:00—6:30pm.
- The MCLC is for **all** of our clients and their staff, no matter what age. It is a way to get out, see friends, or make a craft.

Moorhead **Riverarts** is a family-friendly festival featuring a free concert, rides, games and activities at Memorial Park in Moorhead on Tuesday, June 14th from 5:30—8:30pm.



Check us out online at www.accessrrv.org

MISSION

The mission of Access of the Red River Valley is to provide care and to support children and adults in their right to lead dignified, independent lives in the community.

For 26 years Access of the Red River Valley has provided quality care and compassionate support to assist people with disabilities realize their full potential. Access is known throughout the community for our professional full time and part-time staff members who share in the Access mission and make a lifetime of impact.



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