

# Employee Newsletter

June 12, 2020

## Check out our Blog!

See what's happening on our [blog](#).

## Topics

- Start A Band!
- Reclaim 10 Hours of Your Time
- Social Distancing
- Cloth Face Masks
- Returning to Work Poll
- Zoom Bombing
- Benefits Hub

## Helpful Links

- [CDC Website](#)
- [BenefitHub](#)
- [Integrity Website](#)



**IntegrityHR**  
Management, LLC

## GETTING BACK TO NORMAL

*Integrity HR Management is committed to keeping our employees up to date regarding the COVID-19 virus. Our goal is to provide the latest information in real time so our employees can make the necessary decisions to protect their families. Please never hesitate in contacting us if you have any questions regarding your pay, benefits or workplace safety issues.*

*Thank you for being a part of the Integrity HR Management family.*

## EMPLOYEE SERVICES

### How Can You Help Boost Morale in the Workplace?

Keeping employees connected and engaged is a top HR challenge on the best of days—and in the middle



of a pandemic that has forced millions to suddenly work from home, it has become even more of a concern. For one global company, the solution to that vexing problem has come in the form of music.

[READ MORE](#)

## Reclaim 10 Hours of Your Time

What would you do with an extra 500 hours per year? With these time management strategies, that's how much extra time you could find in your schedule.

Time – it's the one thing you can't buy more of. Once it's gone, it's impossible to get back. By the time you finish reading this sentence, you'll have less time in your day than when you started.

Time is sobering in this regard. But it's also the great equalizer.

We all have the same number of hours in a day and the same number of days in a year. As a business owner, your goal should be to make better use of your time than the competition does with theirs. By being more resourceful, you gain an instant advantage – one that can't be bought or retroactively claimed.



[READ MORE](#)

## SAFETY & RISK MANAGEMENT

### Social Distancing

Seven Social Distancing Steps to help you stay safer

## SOCIAL DISTANCING GUIDELINES AT WORK

-  **1** Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
-  **2** Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.
-  **3** Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
-  **4** Do not congregate in work rooms, printies, copier rooms or other areas where people socialize. Keep six feet apart when possible.
-  **5** Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
-  **6** Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
-  **7** Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

 SIRM  
SCHOOL IMPROVEMENT RESEARCH CENTER  
BETTER SCHOOLS BETTER WORLD

in the workplace

[CLICK HERE FOR PDF](#)

## TIPS FOR WEARING A CLOTH FACE MASK

### How to Make a CDC-Approved Cloth Face Mask (Sew-Free!)



Wearing a cloth face mask does not replace any of the other recommended safety measures, but experts now believe it is better than leaving your home with a bare face.

[MORE INFO](#)

### Cloth Face Coverings to Help Slow the Spread of COVID-19



Your cloth face covering may protect them.

Their cloth face covering may protect you.

[MORE INFO](#)

## Prevent COVID-19: Wear a Cloth Face Covering

CDC Director Dr. Robert R. Redfield talks about how wearing a cloth face covering may help slow the spread of



COVID-19.

[CLICK HERE FOR VIDEO](#)

## How to Wash Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 when combined with **every day preventive actions** and **social distancing** in public settings.

Cloth face coverings should be washed after each use. It is important to always **remove face coverings correctly** and **wash your hands** after handling or touching a used face covering.

[READ MORE](#)

## Human Resources

### How Do Your Concerns Compare with the Rest of Americans?



Business Insider created a chart showing the various concerns Americans have about returning to work using the firm's survey results.

What is your biggest concern with returning to work?

**Another wave of business and office closures**

[Select](#)

**Passing the virus to a family member**

[Select](#)

**Getting himself or herself sick**

[Select](#)

**New in-office guidelines**

[Select](#)

SEE AMERICAN'S POLL  
RESULTS HERE

Select

Providing care to older relatives

Select

Transition away from remote working

Select

Commuting

Select

Childcare

Select

## TECHNOLOGY

### Use Zoom?



#### Here Are 7 Essential Steps You Can Take To Secure It

Video conferencing app Zoom has become the platform of choice during the COVID-19 crisis. It's certainly no surprise—with most people working from home, businesses and individuals are seeking a chat service that simply works.

[READ MORE](#)

## IntegrityHRM Employee Perks Program

This benefit - which is exclusive for you - allows you to access thousands of amazing discounts that you cannot

**Examples of Discounts Available to You:**

find anywhere else. You will find deals on travel, restaurants, shopping, family care, car rentals, your favorite local establishments, financial wellness tools and much more! All through an easy-to-use online marketplace.

[CLICK FOR REFERRAL CODE](#)

- 15% Off Online Health Coaching
- \$50 Off One Year Shipt Membership
- \$30 Costco Shop Card for New Costco members
- 13% Off Adobe Acrobat Pro
- 30% Off Great Wolf Lodge
- \$30 Off SeaWorld Parks



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