

Employee Newsletter

June 26, 2020

Check out our Blog!

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

Topics

- COVID-19 Testing Information
- Stress & Coping
- Meditate to Boost Mental Health
- Safety Focused
- Don't Forget
- 17 Tech Tips for Remote Workers
- 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

Please remember to use the email employee@integrityhrm.com for all questions, comments, and concerns. This will make sure you get the best response in the shortest amount of time. Thank you!



Payroll Administrator

Please Welcome Amanda to the Integrity Team!

Hello, my name is Amanda Moreno and my hometown is in the Rio Grande Valley. I have lived in San Antonio, Texas for over 10 years and love this city!

Family life is very important to me and I love that most of my family is in town and I get to spend time with my siblings and parents. I have a 12 year old daughter that is the light of my life. She inspires me through her thoughtfulness and kindness. My hobbies include sewing, cooking new recipes, and making art!

I have over 7 years of experience in customer care and office administration.

Favorite Quote: "Do the best you can until you know better. Then when you know better, do better." -Maya Angelou

Where to Get Tested for COVID-19?

Texas MedClinic

FOR A COVID-19 TEST for those WITHOUT COVID-19 SYMPTOMS, we have created an Express Testing Service.

To better serve you during the high demand for COVID-19 testing, please follow these instructions:

1. You MUST Check-In Online. If all slots are filled (for the next 24 hours), we are not able to see you as a walk-in and will not perform a test.
2. If you Check-In Online and reserve a slot that is intended for the ill or injured and present to the clinic without symptoms for COVID-19 testing, we will turn you away.

For those WITH symptoms of COVID-19 or with other illnesses or injuries, please register online. If there are no available time slots, we most likely can still accommodate you, except late into the evening. Please walk-in.

While we are working hard to support the community's need for testing, we continue to serve those who are ill and injured and

Bexar County Testing

See below for more information on how and where you can get tested in Bexar County:

[FOR MORE INFORMATION](#)

[FOR A LIST OF TESTING SITES CLICK HERE](#)

[TAKE A SELF-TEST HERE](#)

Testing in All of Texas

Here is a great resource to find locations for both the COVID-19 test and antibody screen. It tells you what kind of site it is and will let you search the entire state of Texas by zip code.

[CLICK HERE TO SEARCH](#)

FOR MORE INFORMATION



Mental health services in the age of COVID-19

Need help finding mental health services in this time of COVID-19? TDI spoke with the Hogg Foundation for Mental Health for insight and state resources.

Meditate to Boost Mental Health

The coronavirus pandemic has increased the stress of many Americans. Maintaining your mental health during these uncertain times can be challenging, especially if you're not sure how to get started. Take charge of your mental health today by meditating. There are many different types of meditation, but here are some tips for beginning a mindful practice of your own.

[CLICK HERE FOR PDF](#)

TAKE CHARGE OF YOUR HEALTH

Meditate to Boost Mental Health

The coronavirus pandemic has increased the stress of many Americans. Maintaining your mental health during these uncertain times can be challenging, especially if you're not sure how to get started. Take charge of your mental health today by meditating. There are many different types of meditation, but here are some tips for beginning a mindful practice of your own:

- Start small**
Sitting for three to five minutes may seem like a long time when you're starting out—and that's OK. Keep it simple and increase your meditation time slowly each day or week.
- Schedule it**
Blocking off time will help you plan for meditation. It's recommended to meditate first thing in the morning, so send yourself a calendar invitation and show up.
- Designate a spot**
Find a dedicated, quiet place to practice. As you continue with meditation during the pandemic, your brain will begin to associate this special area with meditation, and you'll subconsciously begin to relax when you're in this space.
- Focus on breathing**
Slow, steady breathing is important. As you take deep breaths in, let your belly expand—while keeping your chest still—for better meditation and mindfulness. Try counting each inbale and exhale as a way to focus your attention on your body.
- Don't get discouraged**
It's called practice for a reason. Meditation takes practice, and it can take a few days or even weeks to successfully incorporate it into your life. Find what works to calm your mind and keep you focused on the present.

This infographic is intended for informational purposes only and is not intended to be exhaustive, nor should any discussion or opinion be construed as professional advice. Readers should consult a health professional for appropriate advice.
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SAFETY & RISK MANAGEMENT

Safety Focused

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Presented by Integrity HR Management

Managing the Risk of Heatstroke

When working in an environment with hot temperatures, high humidity or prolonged exposure to the sun, the risk for heat illness rises. It is important to understand how to keep yourself as safe as possible in these conditions. Common types of heat illness include heat rash, heat cramps, heat exhaustion and heatstroke.

Heatstroke

The most dangerous type of heat illness is heatstroke. Heatstroke occurs when your body is no longer capable of controlling its temperature. During heatstroke, your body's temperature can rise to 106 degrees Fahrenheit or higher in as little as 10 to 15 minutes. Symptoms of heatstroke include:

- Body temperature over 103 degrees Fahrenheit
- Hot, dry, damp or red skin
- Strong, rapid pulse
- Headache
- Dizziness
- Confusion
- Nausea
- Passing out
- Lack of sweating

Heatstroke can result in death or permanent disability if treatment is not provided in a timely manner.

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If you notice that a co-worker may be suffering from heatstroke, take the following steps:

- Call 911.
- Move your co-worker to a cooler location.
- Do not give your co-worker anything to drink.
- Try to lower your co-worker's body temperature with cool cloths or a cool bath.

Stay Cool

In order to prevent heat illness, follow these tips:

- **Stay hydrated**—Drink water frequently, and avoid alcohol, coffee and caffeinated soft drinks.
- **Dress light**—Wear loose-fitting, light-colored and lightweight clothing.
- **Pace yourself**—Take your time, and avoid overexerting yourself.
- **Know the signs**—Be aware of heatstroke symptoms, and look out for both yourself and your co-workers.

If you have any questions about working safely in extreme heat and humidity, talk to your supervisor.



[CLICK HERE FOR PDF](#)

Human Resources



COVID-19 PREVENTION



Wash your hands with soap for 20 seconds.



Use an alcohol-based hand sanitizer.



Cover your coughs and sneezes.



Avoid touching your eyes, nose, and mouth.



Avoid contact with sick people.



Disinfect frequently touched objects.

Governor Abbott held a press conference this week in response to rising numbers of COVID-19 cases and hospitalizations in Texas. To allow businesses to continue to open safely and prevent a further increase in cases, the governor urges Texans and Texas businesses to follow the **Minimum Standard Health Protocols**.

For more resources go to the [DWC COVID-19 resource page](#) and follow us on social media.

TECHNOLOGY

17 Tech Tips for Remote Workers



Because of coronavirus, a lot of people are suddenly finding themselves working from home for the first time. Technology makes this possible. But beyond the technology you've already used in your job on a regular day, how can you use tech to make it easier to work remotely?

Here are a few tech tips, tricks, and hacks—from Muse employees, Muse career coaches, and other experts—that will make working from home during the COVID-19 pandemic easier and a little more fun.

[READ MORE](#)

IntegrityHRM Employee Perks Program

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

Examples of Discounts Available to You:

- 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



Integrity Management Contact List

Matt Lowman, CEO

- matt@integrityhrm.com

Millie Springer, Human Resources Director

- millie@integrityhrm.com

Kelly Firmager, Payroll Director

- kelly@integrityhrm.com

Benefits Department

- benefits@integrityhrm.com

Jason Halsey, CFO

- jason@integrityhrm.com

Pete Delgado, Safety & Risk Director

- pete@integrityhrm.com

Trishia Masias, Client Service

- trishia@integrityhrm.com

Payroll Department

- payroll@integrityhrm.com

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integrityhrmanagement.com

