



January 2021 - Issue #4

*Happy New Year!!*

#### VACATION TIME

Any vacation time above 120 hours on 12/31/20 will be paid out on the February 5<sup>th</sup> payroll.

#### UPDATING CHANGES

Remember to update address, phone number or changes to email. You can do this in the isolved application or contact HR to assist you with these.

Everyone who enrolled in our health insurance will be receiving new cards from United Health Care as well as Advantage Administrators replacing Group Services, effective 1/1/21. They should be arriving by the middle of January.

#### CHECK OUT THE EMPLOYEE WEBSITE

Skyline created an employee area on our website. This will have updated information for our employees.

<https://www.skylinecenter.org/foremployees>



#### COVID Vaccine Myths

With so much misinformation out there, it is understandable why some may be hesitant about getting the COVID vaccine. Look to reliable sources like the CDC, FDA, and WHO.

**Myth #1:** Taking the COVID vaccine will give you COVID.

The COVID vaccines do not use the live virus. The Covid-19 mRNA vaccines provide instructions for our cells to make a harmless piece of what is called “spike protein”. The spike protein is found on the surface of the Covid-19 virus.

**Myth #2:** The vaccine isn’t safe because it was rapidly developed.

Companies developing vaccines didn’t bypass any safety protocols or perform inadequate testing. The safety of the vaccines will continue to be monitored by the CDC and FDA.

**Myth #3:** The vaccines may cause infertility.

There is no evidence that the vaccines have any effect on fertility.

#### CONTACT US

Human Resources  
243-4065 ext. 157  
[HR@skylinecenter.org](mailto:HR@skylinecenter.org)

**Myth #4:** You do not need to wear a mask after getting the vaccine.

It will take time for everyone who wants a vaccination to get one, so it will be important to continue taking precautions such as mask-wearing and physical distancing.

## COVID RECOVERY IOWA



COVID Recovery Iowa will provide counseling, virtual activities, referrals and help find resources to help Iowans build coping skills and resilience.

Iowans can access services:

- ▶ **Call the Iowa Warm Line, 844-775-9276**, to connect with a peer counselor or request to get in touch with a COVID Recovery Iowa counselor.
  - ▶ Visit **[www.COVIDrecoveryiowa.org](http://www.COVIDrecoveryiowa.org)** and complete a contact form and a counselor will get back to you.
  - ▶ **FB, Instagram, Twitter:** COVID Recovery Iowa
- Every Iowan is eligible for FREE counseling.



### HIPAA COMPLIANCE TIP

Consider this scenario: A receptionist working at the local medical clinic checks the medical records of his Aunt Mary to see if her COVID test results have come in yet. He wants to be sure to let family members know the results as soon as possible because they were together over the weekend to celebrate her birthday.

This is an example of “snooping”. “Snooping” is defined as accessing another person’s medical record for non-work-related purposes. The act of snooping violates the minimum necessary doctrine and is a violation of Skyline Center policies and procedures.

## UNITED WAY PLEDGE CAMPAIGN

**GIVE. ADVOCATE. VOLUNTEER.**



Our United Way Campaign is in full swing. If you have not completed a pledge card yet, please consider filling one out or, if you would like to continue to pledge the same amount that you have in the past, please contact HR! Our goal as an organization is to pledge at least \$3,500. Every employee’s contributions, no matter how large or how small, will help us to support our **local** United Way. Please help us in reaching this goal! It is so important to our community and our organization!

>>> Access the **[PLEDGE FORM](#)** and further information on the “For Employees” page at [www.skylinecenter.org](http://www.skylinecenter.org).