



TEXAS  
Health and Human  
Services

★ Abilene State Supported Living Center ★

**OUR MISSION:**  
To empower people to make choices  
that result in a life of dignity and  
increased independence.

# AbSSLC News

Abilene SSLC

Week of July 13<sup>th</sup>, 2020

## Calling in Sick

- If you are calling in for any kind of illness, you **MUST** call the Nursing Hotline **FIRST**. If you or anyone in your household is tested for COVID-19 you must call the Nursing Hotline immediately. You can reach this line by dialing **INFO (x4636)** from any campus phone or by calling **692-4053 x4636** from off-campus.
- After contacting the hotline you must then follow your regular call-in procedure.

### COVID-19

## Protect yourself and others from getting sick

When coughing and sneezing, cover your nose and mouth with a tissue or a flexed elbow



Throw the tissue into a closed bin immediately after use



Clean your hands with an alcohol-based hand rub or with soap and hot water for at least 20 seconds:

- After coughing or sneezing
- When caring for the sick
- Before, during and after preparing food
- Before eating
- After toilet use
- When hands are visibly dirty



Avoid touching eyes, nose and mouth



### Securing your Vehicle & Windows

With the (**very**) hot weather we are seeing, it is even more important that you be careful in securing your vehicle. It must be locked at all times and your windows only down 1" for ventilation. It is extremely dangerous for those we serve if they are able to get into your vehicle without being seen.

And ... although we are not out and about near as much as we usually are because of COVID-19, you should check (and then double-check) state vans and vehicles when you exit to ensure no one is left behind and that the vehicle is secure.

### Campus Telephone Directories

Did you know that campus telephone directories are available on the computer by name and department? These are updated 2x per month.

By name: [S:\Forms\Telephone Directory\Telephone Directory - by Name.pdf](#)

By dept: [S:\Forms\Telephone Directory\Telephone Directory - by Department.pdf](#)

TELL US WHAT  
**YOU**  
THINK!

**SEE**  
The Survey of Employee Engagement  
We're listening, and your feedback makes a difference.  
Participate. SEE results.

### 2020 Survey of Employee Engagement

July 6<sup>th</sup> – July 24<sup>th</sup>

Watch your email for your chance to participate!

### Are you social distancing?

#### Gas Pump Hours

Due to the extreme heat, gas will only be available from **8:00am-9:30am Monday-Friday** until further notice. It will not be available in the afternoon.

# Shout Outs!

Shout out to all the staff at **AC 5922/5923**. They doing great with all the changes. Thank you for **Stacy Pacheco**.

Would like to give a shout out to **10-6 staff on 6330** way to go team, **Avra Perez, Michael Leppard & Diana Wilson** who have been at work every single night 3.5 months now...I AM PROUD OF YOU 🌟

**Casey Casper Boyd** is always going out of her way to make sure the residents are comfortable. She is not on her phone all the time like the other staff on her home. I really enjoy working with her.

Shout out to **Kalana Allen**. She always makes sure our department has the correct work/PP equipment to do our job & protect each of us. She goes around our department, inside & outside, sanitizing morning, noon & at the end of our shift. We are truly blessed to have her as our Supervisor!

I would like to recognize **Kim Shytles** and **Minnie Rozalez** for being so helpful and essential in solving almost any problem. They both seem to never have a bad day and spread friendship and joy like water from a sprinkler! I would like to thank these ladies and all the ladies and gentlemen that work in the offices for everything that they do to help our individuals receive the quality of care that they deserve! Great work guys! TR and Infirmary staff shout out to you!

I would like to give a shout out to **Melissa McDuffee**. Every time I see her she is going out of her way to do something kind for an individual. She always speaks very sweetly. I've also noticed individuals get excited when she enters the room and sometimes I've even witnessed individuals wandering around campus searching for her. Her kindness and patience is inspiring and she is definitely a positive influence on other staff

## Shout Out!

Have you seen someone do the above & beyond or just want to recognize great work?

- "Reply" to any of the update texts you receive through the AskAdmin Text Group
- Email Jeff Goza with their name and your comments.
- Text your comments to 325.370.4525

Let's **Shout Out** and recognize others!