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Human Resources Advisor March 2020

1 message

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Thu, Mar 5, 2020 at 9:59 AM

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Milissa's Minute

CSP is Prepared for the Potential of COVID-19

The University Crisis Response Team continues to monitor the situation regarding the Coronavirus Disease 2019 (COVID-19) and is prepared for business continuity and the safety of all community members in the event that action is required.

Our University is uniquely prepared to move classroom delivery to online and to allow exceptions to our work from home policy should the need arise and as we've done in the past for inclement weather. Concordia, St. Paul will communicate with the entire campus community if/when our pandemic plan is activated and/or we receive guidance from St. Paul, Minnesota and national health authorities to do so.

Until such point that this occurs, employees are encouraged to continue serving our community with faith and dedication, keeping in mind that our students are observing our response and demeanor. Remember, if we remain calm and faith-filled, so will they.

All community members are encouraged to observe the following best practices:

- Wash hands frequently with soap and water for at least 20 seconds or use an alcohol-based sanitizer
- Cover coughs and sneezes with a tissue and then dispose of it immediately
- Avoid contact with your eyes, nose, and mouth with unwashed hands
- Clean and disinfect surfaces with which you have frequent contact
- Limit exposure to others who have been ill

- If you become ill, utilize our generous PTO policy to stay home except to receive medical care

In addition, the campus has taken proactive measures to ensure that the potential of spreading germs is minimized. Additional hand sanitizing stations have been installed, reminders about proper hygiene are posted, and the cleaning frequency of common hard surfaces such as door handles and table surfaces has been increased.

Symptoms of COVID-19 may be flu-like, ranging from mild to serious, and may include fever, cough, and difficulty breathing.

It is important to note that, at this time, there have been no confirmed cases of COVID-19 as reported by the Minnesota Department of Health. In the case where state agencies have heightened response to COVID-19 but the University decides to remain open, employees are urged to use their own discretion in determining whether it is safe to come to campus. Per policy, those employees who choose not to come to campus will be granted an authorized but unpaid absence. Paid time off (PTO) may be substituted for those who are eligible for accrual.

More current information specific to the state of Minnesota can be found [here](#).

Safety Reminder

During this melt and freeze season, it is important to exercise caution to reduce the risk of injury due to a slip or fall. Please be mindful of the following:

- **Wear boots or slip-resistant shoes** and change into your office shoes after you arrive at your workspace.
- **Watch out for black ice**, which appears to be a wet surface, but in reality, it is solid ice.
- **Use your arms** to keep yourself stable and balanced. Reduce the number of items you carry back and forth to your car.
- **Be mindful of where you park** and be careful getting out of your car. You may be on top of a patch of ice.
- **Use handrails whenever possible** and watch the floors as you enter a building. Make sure you clean your feet on rugs or mats as the first few steps inside a building are the most dangerous.

Important Dates

- Daylight Savings Time Begins – Sunday, March 8 – Turn Clocks Forward!
- ETC Department Chat: Student Life and Co-Curricular – Thursday, March 12, 2-3 p.m.
- Golden Bear Recognition at Chapel – Friday, March 13, 10:30 a.m.
- CSPday – Friday, March 20
- Biometric Screening – Tuesday, March 24, 7-10 a.m., by appointment only

CSPday 2020

On March 20, we celebrate our seventh annual CSPday – a day when our Concordia Family celebrate and raise money for this great institution.

You can join CSPday by:

- Wearing blue and gold on 3/20
- Visiting the table in the tunnel (9 a.m. – 1 p.m.)
- Making a gift to the area of campus you love most
- Follow our CSPday progress at www.cspday.csp.edu

Golden Bear of the Semester Award

A Golden Bear exemplifies quality customer service, noteworthy extra efforts or has demonstrated trust and respect in the workplace. Three nominees are selected each semester to recognize exceptional efforts in making the university an extraordinary place to come to every day. Employees that are eligible are the Executive Team, Faculty, Adjunct Faculty, Full and Part-Time Staff. An eligible employee being nominated must be employed with the institution 90 days or more.

Please congratulate our Fall Semester Golden Bear Winners!

Joel Bisser, Shelly Schwalm, Melissa Stepan

Nominate a Golden Bear

We are currently accepting nominations for the Golden Bear of the Semester award for Spring! Peer recognition is defined as the genuine expression of appreciation exchanged between co-workers. Nominate a colleague for recognition of service above the call of duty and in the spirit of the All Are Welcome pledge. [To do so, simply click here and submit a short description of why your colleague deserves to be named Golden Bear of the Semester.](#)

Wellness

- Biometric Screening is March 24, Contact Alex for additional details:
amiller1@csp.edu

Let's talk Sleep

Ever wake up thinking you could use an extra hour or two of sleep? You aren't alone. A third of adults in the U.S. report they usually get less than the recommended amount of sleep.

Not getting enough sleep is linked with conditions such as type 2 diabetes, heart disease, obesity and depression. These high-risk conditions aren't just showing up in adults, but they are becoming prevalent in children and adolescents as well. How much sleep should you be getting?

Age Group		Recommended Hours of Sleep Per Day
Newborn	0–3 months	14–17 hours (National Sleep Foundation) ¹ No recommendation (American Academy of Sleep Medicine) ²
Infant	4–12 months	12–16 hours per 24 hours (including naps) ²
Toddler	1–2 years	11–14 hours per 24 hours (including naps) ²
Preschool	3–5 years	10–13 hours per 24 hours (including naps) ²
School Age	6–12 years	9–12 hours per 24 hours ²
Teen	13–18 years	8–10 hours per 24 hours ²
Adult	18–60 years	7 or more hours per night ³
	61–64 years	7–9 hours ¹
	65 years and older	7–8 hours ¹

Start making changes today, and you might notice a boost in memory, increased energy levels or ability to focus. By implementing one or two of these simple bedtime tips you can start to improve sleep health habits for yourself and for your loved ones.

- Be consistent. Go to bed at the same time each night and get up at the same time each morning, including on the weekends or while on vacation.
- Establish a relaxing bedtime routine.
- Make sure your bedroom is quiet, dark, relaxing and at a comfortable temperature.
- Remove electronic devices, such as TVs, computers and smartphones from the bedroom.
- Turn off electronic devices at least 30 minutes before bedtime.
- Avoid large meals, caffeine and alcohol before bedtime.
- Exercise daily.
- Reduce your fluid intake before bedtime.

References:

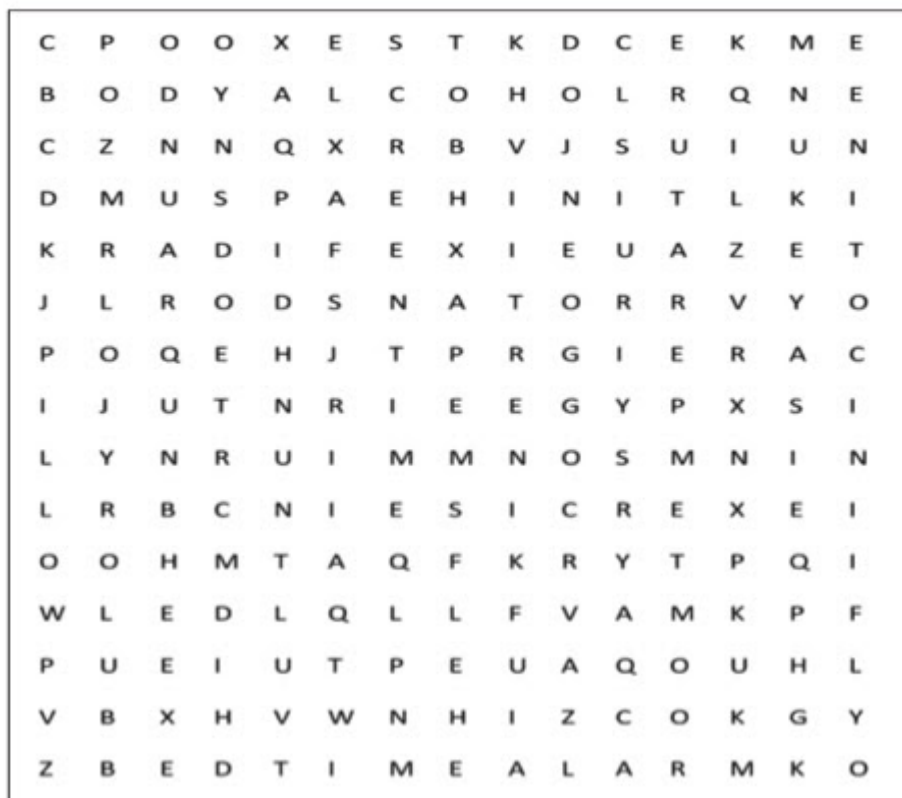
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2. Paruthi S, Brooks LJ, D'Ambrosio C, Hall WA, Kotagal S, Lloyd RM, et al. Recommended amount of sleep for pediatric populations: a consensus statement of the American Academy of Sleep Medicine. *J Clin Sleep Med*. 2016;12(6):785–786.
3. Watson NF, Badr MS, Belenky G, et al. Recommended amount of sleep for a healthy adult: a joint consensus statement of the American Academy of Sleep Medicine and Sleep Research Society. *Sleep*. 2015;38(6):843–844.

28 February 2020, by Megan Sherman, Health and Wellness Educator

“Sleep and Find” Challenge

Please see the Word Search below for a fun March challenge. Complete the word search and return to Alex Miller by Friday, March 20th at 4:00 p.m. to be entered into a drawing to win a prize! Note: Hidden words can positively or negatively impact sleep habits.

Sleep and Find



ALCOHOL
CAFFEINE
DARK
LARGE MEAL
QUIET

BEDTIME ALARM
CONSISTENCY
EXERCISE
NICOTINE
ROOM TEMPERATURE

BEDTIME ROUTINE
CURTAINS
JOURNAL
PILLOW
SCREEN TIME

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: amiller1@csp.edu or 651-641-8224



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