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Human Resources Advisor - November 2020

1 message

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Thu, Nov 19, 2020 at 9:28 AM

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Human Resources Advisor November 2020



Milissa's Minute

When I look back on 2020, it isn't what I expected it to be. A year that began with promise and bright days has often gone topsy-turvy, leaving us to look for silver linings. And yet, there have been so many unexpected silver linings. During a year of unknowns, the most beautiful of unexpected blessings is how we have come together as a University. While we are unable to connect for an employee Thanksgiving celebration this year, know that you are thought of.

As you prepare to spend time with loved ones during the Thanksgiving holiday and beyond, please keep the following recommendations in mind:

- Continue to honor Comet's Commitment to wash, sanitize, mask, and maintain social distance.
- [Click here](#) to identify a local testing site if you develop symptoms or are notified that you are a close contact (defined as being within 6 feet for longer than 15 minutes in a 24 hour period of time).
- Should you wish to proactively test, you can now order an at-home testing kit by [clicking here](#).
- Note that those who seek proactive testing (have not been a confirmed close contact and are not experiencing symptoms) need not report this to

the University. If a positive result is returned, please notify HR by emailing HROrchard@csp.edu.

- If you decide to proactively test without symptoms and not in response to a confirmed risk, you are not required to quarantine.
- As always, if you become ill or someone you have been in contact tests positive, please seek the guidance of your healthcare provider. You are important to us and we would rather you be cautious and follow the guidance than become ill.

Over the year, there have been few absolutes. One thing that remains is that I am so thankful for each of you during this time. Thank you for your hard work, day in and day out, to serve our students. Thank you for your generous spirit, your willingness to go above and beyond. Thank you for doing all that you can, without fail, to make Concordia University, St. Paul a safe and welcoming environment for all who enter.

Be thankful and be safe!

Contact tracing call?

5 things to know

A contact tracer from your state health department might call if you've been exposed to COVID-19. But scammers are pretending to be contact tracers, too. Here's how you can spot the scam.



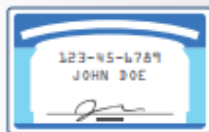
Real contact tracers won't ask you for money.

Only scammers insist on payment by gift card, money transfer, or cryptocurrency.



Contact tracing doesn't require your bank account or credit card number.

Never share account information with anybody who contacts you asking for it.



Legitimate contact tracers will never ask for your Social Security number.

Never give any part of your Social Security number to anyone who contacts you.



Your immigration status doesn't matter for contact tracing, so real tracers won't ask.

If they do, you can bet it's a scam.



Do not click on a link in a text or email.

Doing so can download malware onto your device.

Talking to a real contact tracer helps stop the spread of COVID-19. Reporting scammers helps stop them, too. Report fake contact tracers to your state and at [ftc.gov/complaint](https://www.ftc.gov/complaint).



FEDERAL TRADE
COMMISSION

For more information about contact tracing **visit your state health department's website** and

[ftc.gov/coronavirus/scams](https://www.ftc.gov/coronavirus/scams)

Alex's Advice

Governor Walz has implemented new COVID-19 restrictions that will go into effect at 11:59pm on Friday, November 20, 2020 and go through 11:59pm December 18, 2020. See below the activities and establishments that are paused for the next four weeks.

- Bars and restaurants will go to take-out only service, no in-person dining
- No social gatherings with other households
- Adult and youth sports, fitness gyms, and other activities that bring people together are on hold
- Bowling alleys, bingo halls, theaters will be closed
- Receptions, private parties, other celebrations are prohibited
- Outdoor events and entertainment paused

What's still open

- Schools
- Childcare providers
- Groceries, retail stores, take-out food
- Places of worship
- Salons or barber shops

Additional Reminders

Open Enrollment for benefits is from November 2nd through the 20th, you should have received an email from Brian Marek with the new Benefit Summary, and text highlighting the changes. If you have questions regarding benefits or open enrollment, please reach out to Brian at marek@csp.edu.

KEY DATES: BREAKS, GRADUATION, LAST DAY OF CLASS

Thanksgiving break – November 25-29

Graduation – December 12

Last Day of Classes – December 18

Semester Break – December 19 to January 10

Spring Semester Begins – January 11

Spring Break – March 1-7

Easter Break – March 31 to April 5

Last Day of Classes – April 30

Graduation Ceremonies – April 30 & May 1

Food Drive

Each year, during the Thanksgiving season, the HR office assists with a non-perishable food drive to assist with replenishing Comet's Cupboard, serving our students and employees experiencing food insecurity. This semester, we have seen heightened use of the Cupboard and donations are needed more than ever.

Recommendations for preferred donations are as follows:

- Smaller bottles of mayo or other condiments
- Canned chicken
- Flavored instant oatmeal
- Milk that doesn't require refrigeration
- Non-perishable/microwaveable boxed meals
- Canned items
- Juice
- Kleenex
- Paper towels
- Feminine hygiene products

Donations may be dropped off in the Student Life office on the main campus or in the HR Office on the 9th floor of Ries Tower.

Wellness

We have all felt overwhelmed during a hectic workday, especially in today's age of constant connectivity. This month's wellness tip is to focus on our workplace mindfulness. Mindfulness is the practice of being aware of your body, mind and feelings in the present moment. Here are 6 tips for workplace mindfulness:

1. **Learn How to Single-Task.** When we are wired to multitask, it may sound odd to hear that you should single task, which is to focus on one thing at a time. In order to help focus no one single task at a time, you may want to look into setting work intervals such as the [Pomodoro Method](#).
2. **Take a Break!** Whether you just let your mind wander, or get up and move around, taking a break can help clear your head and get the creative juices flowing before getting back to your next task.
3. **Embrace the Art of Listening.** Active listening takes skills that we need to continually polish and improve. Improving our listening helps us connect with our audience and helps you tune into your own wellbeing.
4. **Become Comfortable with Uncertainty.** If this year has taught us anything, it is that uncertainty is not going anywhere. We have all learned how to pivot quickly and often, and our ability to maximize our adaptability could lead to improved performance. Mindfulness is a good way to help manage whatever comes our way.

5. **Lead by Example.** The practices and choices that we make have ripple effects around us, and when we are mindful of our choices, that shows through in our work and in our lives outside of work.


6. **Hold Each Other Accountable.** Employees at any level can share their enthusiasm and skill for mindfulness with their colleagues as a regular reminder of the advantages of mindfulness.

(Paliwal, 2020)

Recipe

What I love about the recipe below is how quick and easy it is to make, and how little baking time you need to have meatloaf. We pair this meal with steamed vegetable or a side salad.

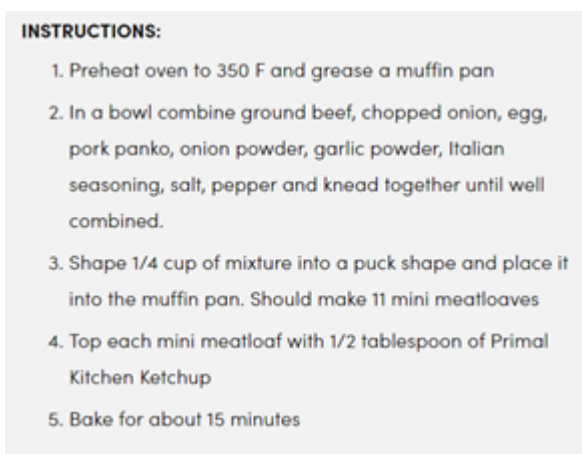
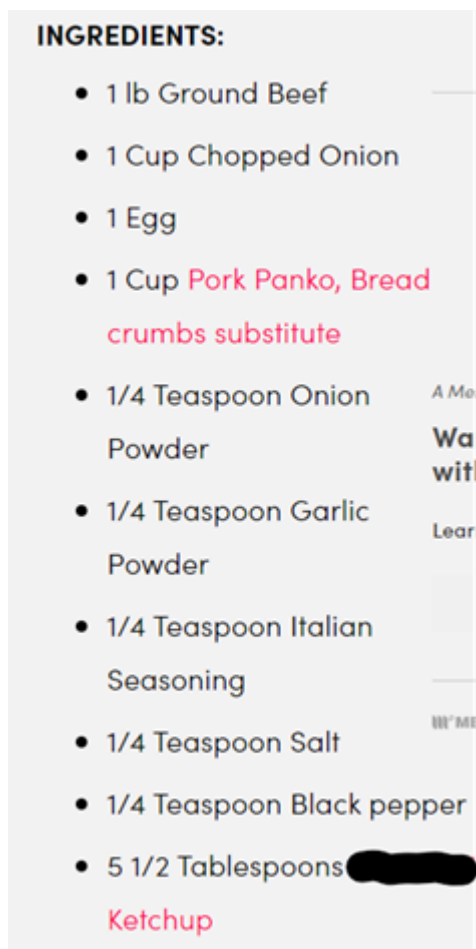
Yield: 11 Meatloaf Muffins Author: Megan Seelinger [Print](#)



THE BEST KETO MEATLOAF MUFFINS

These Keto Meatloaf Muffins are basically perfectly portioned low carb meatloafs, ideal for Keto meal prep lunches. These savory fat bombs are mainly ground beef with pork rinds as a low carb meatloaf binder, and topped with a low carb ketchup!

PREP TIME: 5 M | COOK TIME: 15 M | TOTAL TIME: 20 M



Golden Bear of the Semester Award

Nominate a Golden Bear

We are now accepting nominations for Golden Bear of the Fall Semester award! The deadline for Fall nominations will be January 15. Nominate a colleague for recognition of service above the call of duty and in the spirit of the Concordia mission and promise statement. To do so, simply [click here](#) and submit a short description of why your colleague deserves to be named Golden Bear of the Semester. Nominate a colleague for recognition of service above the call of duty and in the spirit of the

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SHOUT OUT!

Want to give immediate, positive feedback to your peers? Don't forget about our newer initiative for peer recognition, SHOUT OUTS! Give someone a SHOUT OUT! to let them know they are appreciated.

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

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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