PowerDMS

All employees have a login for PowerDMS. If you haven't logged in yet I encourage you to do so right away and then set a reminder to check in weekly. This is how the company sends out new or updated policies, trainings, newsletters and more. Many of these items require **ALL** employees of the company to review and sign off on. It is very important as employees you understand and stay current on policies to avoid making mistakes. You work for an organization that operates 24/7 and as such we have to utilize tools like Power DMS to better communicate with staff on all shifts. If you need help learning to use PowerDMS ask your supervisor or Arielle at ext. 203. You can access PowerDMS from a computer or we recommend downloading the app onto your smart phone.

Best Friends Class

March 16th, 2019

8:00a to 5:00p in the Chapel

RSVP to Mary Scott at ext. 407

Hello March, I have big plans for you :)

MV Coffee House

Flavor of the Month

Caramel Apple Latte

12 oz. $2.50

20 oz. $3.50

MV Coffee House Hours

Monday-Saturday 10a-2p & 3p-6p

WELLNESS PROGRAM FOR 2018-19 BENEFIT PLAN YEAR

The Cost of Your Medical Plan is $60.00 Per Month

Refund Program

Employees who participate in the 2018-19 wellness program will have the opportunity to earn a refund check for completing 4 items from the list.

- Bio-screening on campus (held in October)
- Flu shot (if off campus must provide proof to HR)
- Non-tobacco user (affidavit form is on our website under the employee portal)
- Preventative Health Screening (form to be completed by Healthcare provider and submitted to DirectPath
- 110 visits to our wellness center or any other fitness program (must provide proof)
- Health Coaching with DirectPath
- 2 community/charity fitness events (walking, running, bicycling)
- Attend Safety Wellness fair and turn in punch card
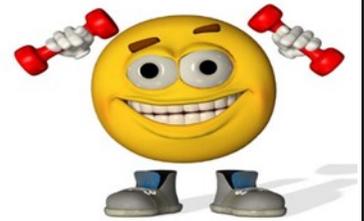
How to Spot Digital Eye Strain

- Headaches
- Eye fatigue
- Dry eyes
- Eye irritation, itchiness, and burning

- Blurred vision
- Double vision
- Light sensitivity

8 Ways to Combat Digital Eye Strain

- **Regular Eye Exams** - Remind employees to schedule regular eye exams so their prescriptions are up to date.
- **Kill Glare with Anti**-Reflective Lens Coatings - Glare from the blue light emanating from digital devices can cause squinting and headaches. Covering employees for TechShield Anti-Reflective Coatings, including TechShield Blue that reduces their blue light exposure, can help.
- **Control Light Levels** - Adjust the brightness levels and the contrast on individual monitors, and consider investing in anti-glare coverings for screens.
- **Take Breaks and Shift Focus** - Maintaining a fixed focal distance for hours on end can produce strain. Advise employees to rest their eyes occasionally, and make sure to shift focus when they do. The Mayo Clinic is one of many health advocacy groups that recommend the 20-20-20 rule: Every 20 minutes, look at something 20 feet away for at least 20 seconds.
- **Encourage Blinking** - People blink less often when

working at a computer, which is bad for the eyes. There's a gland in the eyelid that releases an oil whenever people blink, and that oil helps keep the moisture that covers the eye from evaporating. Recommend that employees do a few hard blinks when ever they're downloading a file or hitting send on an email.

- **Offer Artificial Tears** - It makes sense to make analgesics available for when employees get headaches. It also makes sense to have over-the-counter lubricating eye drops available to reduce the symptoms of eye strain. Single-use vials are the best option for a workplace.
- **Position Monitors Properly** - Ideally, a worker's eyes should be level with the top of their screen, and it should be an arm's length away from them.
- **Make Type Bigger** - Computers allow us to fine-tune the size that type appears on their monitor. Discourage employees from opting for tiny type display in an effort to cram more stuff on-screen.