

Teambuilder

Masonic Village at Elizabethtown Employee Newsletter April 3, 2020

Call Me!

Employee/HR Hotline

201-340-3932





Employee Hotline

Information on COVID-19 and HR Practices

201-340-3932

K4 Connect has provided Masonic Village employees with a hotline number so you can easily access current information regarding the COVID-19 health crisis and Human Resources practices. If you have any questions, you can talk with your department supervisor, manager or director. There is a lot of critical information being communicated to employees in several ways (emails, K4, Workday and the Teambuilder) as we want all employees to be informed. Please take the time to check these communications regularly.

There is currently a message on the hotline which can be accessed 24/7 by calling 201-340-3932. The message will be updated as new information becomes available or as new practices and procedures are implemented. This may be often, so please do not hesitate to call frequently.

A sincere THANK YOU to everyone for your commitment to the Masonic Villages' mission.


Employee Badge Update Postponed

If you have received an email communication from Workday alerting you to update your employee badge at Human Resources, this has been suspended until further notice.

You do not need to come to Human Resources to update at this time.

You will be notified in the future when you can come in for an updated photo.





Dear fellow team members,

The Grand Lodge of Pennsylvania founded our Masonic Villages more than 100 years ago, and Pennsylvania Masons and their families have ever since provided the generous financial support necessary to maintain and grow our Mission of Love. Drawing on his experience as a fire chief, Thomas Gamon, IV, the current Grand Master and Masonic Villages' board chair, recognizes the particular sacrifices of our team members who must be on-site to provide for the care and well-being of our residents during this public health crisis. Accordingly, he and the Grand Lodge Officers have made certain emergency relief funds available to assist them.

I am pleased to share with you that the Grand Lodge's actions will permit us to temporarily increase pay to qualifying team members for each of the next four pay periods, beginning with the pay period which started Friday, March 27. Specifically, team members who work at least 30 hours on-site at one of our Masonic Villages' campuses during a covered pay period will receive a bonus of \$50, and each qualifying team member who works 72 or more hours on-site at one of our Masonic Villages' campuses during a covered pay period will receive a bonus of \$130. Corporate officers, corporate directors and executive directors are not eligible to receive bonuses. The bonuses will be paid to qualifying team members in the normal payroll for the covered pay periods, and will be in addition to other existing premium pay arrangements.

The bonuses are intended to help alleviate some of the additional costs, inconveniences and concerns of our team members who must be on-site to perform the functions of their positions during this public health crisis. They are not intended to encourage anyone who can perform their job function at home to work on-site, or to suggest that any position is more valuable or important than any other. All of our team members, whether working on-site or at home, are essential and integral to our Mission of Love. If you have any questions about the bonus arrangements, please call **Mike Rowe**, executive director at ext. 33139.

In addition, the Grand Lodge has made funds available to provide on-site meal benefits to our team members at all of our campuses.

On behalf of our entire leadership team, thank you all for your diligence, professionalism and compassion as we navigate uncharted waters. Please know that we are thinking about each of you as we endeavor to ensure the safety of our communities and the stability of our institution.

May God bless you and keep you and your loved ones safe.



Bill Kingsbury,
Chief Executive Officer



Thank You Notes from Around the Campus

Shown above are photos of inspirational sidewalk chalk messages written to staff made by the residents of the Masonic Children's Home. Below are just a few of the many comments from grateful residents and their families.

"Thank you for our meals today. The plus for us is that we did not receive two of the same meals. Since it's the two of us, we like having the option of two different meals. Thank you, and thank your staff for their dedication."

"We may be socially distanced, but we are 'spiritually united.' Smile, and make a good day."

"Just a note of thanks for what you and your dedicated staff and team members are performing for us residents."

"It is the best feeling to be living at Masonic Village where every resident is important to the entire staff."

"From the first day, we thought the meal was very good - a lot of it, too! I spoke to several other people who were pleased. It was also so nice to see the smiling faces. This is a tough time for everyone, and I appreciate all of us who are understanding that."

"Please convey to the entire staff the appreciation of the wonderful meals they are providing."

"A diamond is a piece of coal that stuck to the job. Thank you for being diamonds for all of us."

"All staff have done a great job taking care of us. We just want you to know that we appreciate the care you and your staff are taking to protect us and keeping us well through these challenging times. May God bless you all."

"I would like to express my appreciation for the efforts of the administration and employees in keeping us safe during this world-wide crisis. Thank you and God bless."

"Thank you for taking a proactive stance to protect the residents. My parents reside there and, like many residents, have chronic conditions that put them at an increased risk for severe illness, should they be infected. Thank you as a daughter and a nurse for taking such good care of my parents."

"Living out of state, it gives me peace of mind knowing my parents are in such a caring and beautiful community."

Letter to Employees for Being Essential

Due to the heightened restrictions being placed on local travel, particularly those areas required to shelter in place, employees may be required to produce proof of their need to report to work. Letters have been created for each Masonic Village location on their respective letterhead to be printed and given to employees. Employees are encouraged to keep a letter in their possession in the event they need to show proof that they work in an essential/life-sustaining business if stopped in transit to and from work.

You may print this page or contact your department director to get a printed copy of the letter.

Masonic Village at Elizabethtown

One Masonic Drive • Elizabethtown, PA 17022-2199

Phone: 717-367-1121 • www.masonicvillages.org



*A Community of the Masonic Villages
of the Grand Lodge of Pennsylvania*

Services provided at the following locations:

Dallas • Elizabethtown • Lafayette Hill
Sewickley • Warminster

The person providing this letter is considered essential personnel for a long term care community, a life-sustaining business. Please excuse Masonic Village staff as they travel to and from their work shifts.

Thank you.

Employee Name (print)

Employee Signature



For the safety of our customers and staff, the Farm Market, Orchard View Café and Orchard Bundle Box program will be closed through April. Our Orchard staff will continue to nurture the trees during this time to ensure a great crop of tasty produce is available once we can all get back to normal.

- Farmer Tad

The *Casual Friday* dress code has been extended to apply to every day until further notice.

Good Friday Holiday

Will be a Floating Holiday in 2020

Due to the continued uncertainty of our environment over the next several weeks, the GOOD FRIDAY HOLIDAY, for this year only, will be treated like a floating holiday. However, please understand, that if you are already scheduled or expected to work as a part of your department's holiday rotation schedule, you will be required to work your scheduled shift. If you are not scheduled to work Good Friday, but your department manager needs you to work, they may ask you to do so.

If you do work the Good Friday holiday, the following will apply: The holiday can be taken anytime, with the approval of your manager, but must be used before Dec. 31, 2020.

Any employee hired after Good Friday will not be eligible for the Good Friday holiday.

When an employee uses their Good Friday holiday, it needs to be coded as "Good Friday Holiday" in Kronos, not "Floating Holiday."



The CARES Act Becomes Law

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was signed into law. It provides support to individuals and businesses that have been devastated by the coronavirus disease 2019 (“COVID-19”) pandemic.

The CARES Act contains important provisions that will affect HSAs and FSAs.

Effective immediately



HSA-qualified health plans can now cover telehealth and other remote care service expenses **below the HDHP statutory deductible limit**, or at no or low-cost sharing, without affecting an account holder’s ability to continue contributing to their HSA.



Over-the-counter drugs and medicines (those available without a doctor’s prescription) can now be **paid or reimbursed** through an FSA or HSA (just like they could before the Affordable Care Act).



Feminine hygiene products are now considered a **qualified medical expense** and are eligible for payment or reimbursement through an FSA or HSA. All expenses incurred after December 31, 2019 qualify.

Next Steps

- Take advantage of these changes through your HSA or FSA, if applicable
- Watch for updates to your health care plan eligible expense lists
- Stay safe and healthy!



Benefits
Choice... Designed With You in Mind



UNDERSTAND. SERVICE. INNOVATE.

10,000 Step Challenge

Registration: April 13 - 25

Program Duration: May 4 - June 28

By participating in the 10,000 Step Challenge, you will:

- Receive a pedometer.
- Set practical goals to increase your steps over time.
- Discover fun, easy ways to add physical activity into your daily routine.

We're stepping toward better health at Masonic Village. Come along on the journey.

For more information, contact the Baird Wellness Center at ext. 33783, or email wellness specialists **Steph Geib** at sgeib@masonicvillages.org or **Lydia Greinermiller** at lgreiner@masonicvillages.org.



GIANT Gift Card Sales

Friday, April 3

Freemasons Cultural Center Atrium:
11 a.m. - 12:30 p.m.

*James Buchanan Clubhouse
Retirement Living Office:*
10 a.m. - 3:30 p.m.

For MHCC employees only - MHCC Library:
7 - 8:30 a.m. and 1:30 - 3:30 p.m.

Tuesday, April 7

Human Resources Office:
6 - 8:30 a.m.,
11 a.m. - 12:30 p.m.,
2 - 3:30 p.m.



OD & T CLASSES

To schedule classes, contact Todd Weitzel, OD&T administrative assistant, at ext. 33390 or tweitzel@masonicvillages.org. All classes are held in the Masonic Health Care Center's Washington 1 Classroom, unless otherwise noted.

Annual Abuse Awareness

Wednesday, May 27
(6:15 - 7:15 a.m., 9:30 - 10:30 a.m.,
1 - 2 p.m., 2:30 - 3:30 p.m., 9:30 - 10:30 p.m.,
10:30 - 11:30 p.m.)

Basic Life Support Provider (CPR)

Wednesday May 6 (11:30 a.m. - 3 p.m.)
Wednesday, May 6 (5:30 - 9 p.m.)
Thursday, June 11 (11:30 a.m. - 3 p.m.)
*Contact Diana Sarver, CPR training coordinator,
at ext. 33816, to schedule.*

Dementia Bootcamp

(Two-day course - must attend both days)
13 RN CE Credit Hours
Day 1: Monday, June 15 (8 a.m. - 4 p.m.)
Day 2: Tuesday, June 16 (11 a.m. - 7 p.m.)

Fire Extinguisher Training *Cancelled for April and May*

Gung Ho!

Wednesday, May 13 (8 - 10 a.m.)

Hand in Hand

6.5 RN CE Credit Hours
Thursday, May 22 (8 a.m. - 4 p.m.)

Heartsaver First Aid

Tuesday, May 5 (11:30 a.m. - 3 p.m.)
*Contact Diana Sarver, CPR training coordinator,
at ext. 33816, to schedule.*



Journey to the Best You

Thursday, May 21 (9 - 10 a.m.)

Living With Time to Spare NEW CLASS

Wednesday, June 3 (9 - 10 a.m.)

Resident Advocate Training - For MHCC Staff Only

2 RN CE Credit Hours
Wednesdays, April 22, May 20 and June 24

Resident Advocate Training

2 RN CE Credit Hours
Wednesday, June 24 (8 - 10 a.m.)

SIM Training - Heart Sounds

20-minute sessions - see course catalog for times
Thursday, May 7 (2 - 10 p.m.)
Thursday, May 28 (6 a.m. - 2 p.m.)
Thursday, June 30 (6 a.m. - 2 p.m.)

Trauma Informed Care (PTSD)

Part One (4 RN CE)
Thursday, May 7 (8 a.m. - noon)

Trauma Informed Care (PTSD) - Part One

4 RN CE
Thursday, May 7 (8 a.m. - noon)

Validation Training

(Three-day course - must attend all three days)
19 RN CE Credit Hours
Day 1: Tuesday, May 12 (8 a.m. - 4 p.m.)
Day 2: Tuesday, May 26 (8 a.m. - 4 p.m.)
Day 3: Tuesday, June 9 (8 a.m. - 4 p.m.)

Who Moved My Cheese? NEW CLASS

Wednesday, June 10 (8 a.m. - 10 a.m.)



Do You Have Questions About Your 403(b) Retirement Savings?

We want to provide you with access to your Lincoln Financial Representative, Valerie Hamilton. Valerie wants to make sure that she is available with any of your 403(b) questions or concerns. She wants to help you make the most of your plan participation so you have a better opportunity to enjoy the retirement you envision. Valerie will be available for phone appointments Monday - Friday, from 8:30 a.m. - 3:30 p.m., through April 17.

To Schedule Your Appointment with Valerie:

[Visit Lincoln Financial Group Scheduling Site](#) or call Lincoln Financial at 877-562-4738, Monday through Friday, between 8 a.m. - 6 p.m.

Travis Swartwood, financial consultant, will also be available for phone appointments. To schedule with Travis, call 610-834-0401, ext. 107.



2020 Brossman Outdoor Pool Pass


Starting March 20 - April 20, you have the opportunity to apply for complimentary Brossman Pool passes. To apply for your pool pass, you are required to apply through your Workday account for yourself, your spouse and dependents. (Dependents include natural children, adopted children, step-children and/or court-ordered eligible foster children birth to age 26.)

Registration Directions

Log into your Workday account.

Click on the bell icon  on the top right of your screen.

Look for title "2020 Brossman Outdoor Pool Pass Registration" under "Notifications" on the left. Click the orange "Take Survey" button. (This will take you to the pool pass registration.) Answer the questions to register yourself, spouse and dependents.

Click  to submit the survey/pool pass registration.

After registering, pool passes will be available for pickup at the Brossman Outdoor Pool when you attend for the first time this season.

Contact **Stacy Schroder**, director of wellness and prevention, at ext. 15656, or **Ron Stetler**, aquatic coordinator, at ext. 14043, if you have any questions.





Mission Statement

Our not-for-profit caring communities and services assist individuals, families and children in realizing their potential and enjoying the highest possible quality of life through the traditions of Freemasonry. “Teambuilder” Submissions & Questions:

717-367-1121, ext. 33383 or bbanta@masonicvillages.org

The “Teambuilder” is published biweekly by the Public Relations Department.

Reporting Violations

Masonic Village has established a compliance hotline through Lighthouse Services, Inc., to report fraud, unlawful, unethical and other types of improper behavior. Employees may contact Lighthouse Services by using the contact information below. Such reports may be made confidentially and anonymously.

Toll-free: 844-600-0095

www.lighthouse-services.com/masonicvillages

(Must include company name with report.)

Masonic Villages is a Member of LeadingAge, LeadingAge PA, Kairos Health Systems, MCSA.

