

FEBRUARY NEWSLETTER

Policy Highlight—Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, Central State Community Services has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Central State employees and to the Individuals we serve. For these reasons, Central State Community Services is committed to the elimination of drug and alcohol use and abuse in the workplace.

Work Rules

1. Whenever employees are working, are operating any Central State vehicle, are present on Central State premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol, marijuana or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol or marijuana.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol and or marijuana in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Central State will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

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FEBRUARY IS:

- American Heart Month
- Black History Month
- National Hot Breakfast Month
- National Snack Food Month
- Great American Pie Month
- Responsible Pet Owners Month



DATES OF INTEREST:

- 1st – National Freedom Day
- 2nd – Groundhog Day
- 4th – World Cancer Day
- 6th – National Lame Duck Day
- 8th – Safer Internet Day
- 9th – National Pizza Day
- 12th – Abraham Lincoln's Birthday
- 14th – Valentine's Day
- 17th – Random Act of Kindness Day
- 18th – National Caregivers Day
- 21st – Presidents' Day
- 24th – National Tortilla Chip Day
- 27th – International Polar Bear Day



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Drug and Alcohol Policy Continued...

Required Testing

Reasonable suspicion

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. HR or Management should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol or marijuana, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, management or HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Central State vehicle or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange transportation and arrange for the employee to be transported home.

Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the

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Drug and Alcohol Policy Continued...

company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

Central State reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Definitions

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Central State Community Services or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

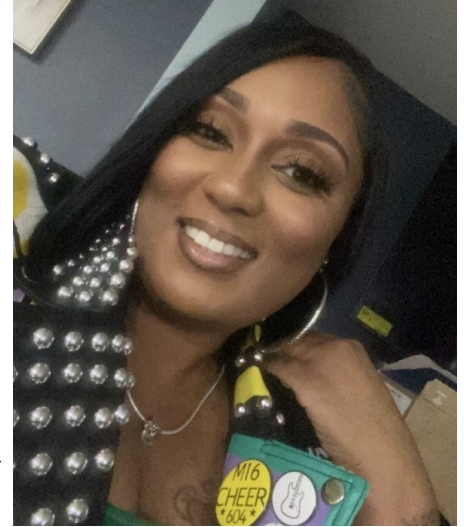
"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Employee Spotlight

Congratulations, Tameka Miller for being the CSCS Employee of the Month! Tameka has been employed with CSCS since March 2011 and is currently the House Supervisor at Lara House. Tameka appreciates the opportunity to grow as an employee that CSCS provides. Because she has worked at more than one home, it was hard to pick a favorite workplace memory. However, her latest one is on Christmas morning when the consumers told her, "This was the best Christmas they ever had!"

Unfortunately due to the pandemic, Tameka hasn't made any vacation plans, but hopes to real soon! In the meantime, she enjoys listening to music, dancing, shopping and spending time with her loved ones. Tameka has 2 sons, a daughter, 2 godchildren and is "TT" to many children.



February Word Search Puzzle

AMETHYST	F L U G K	S Y E A H	VIOLET
	J Q O R M W Z	Z U K M O G T	
	B M O R O F I W U A	V M J I U V J T F C	
FOOTBALL	C X C D Y B T X Y J O K	H S F S P X F H R Z Z S	PENNY
	N R O S C I Y B P I L F H	Q H C N H Q I X Z A T F W	
	K V V E K M D M Y A B P N U P N V E P H A O G S Z B J G W K		
FLOWERS	O Q S P X J U K S O L L E Y D V V A P Q D Q L K C E P E O X		HEART
	S O H G B C P I T C C L R A R C G R F F O J Z G C E H V J L		
	R V F G U I T B Z I R O Z Q C M U T H A W O N T H K S S U X		
VALENTINE	Z T M L U Q P G Y Z Z K A U R E U P V A F I B Z O R H C Q H		BURROW
	T X H C O S V S B D Q Q I J M I Z P I W I J F Q C S J R I S		
	Q D M T N W E F E N R B Z O T B A G I D Z L T B O B M L B O		
CHOCOLATE	G S C V L T E Q H U X S D S V X L R I C D V I O L E T C B C		SHADOW
	H L Y Y H Y R G O Q B Y Z M P Y N G J N Z J E A A C W G		
	C F O U S E T S I Q H U B A D O R E T B I E C T N U J C		
CANDY	G N I C O P N J T A I R N R S Y R U J A C M E W D O		ADORE
	F V C D F P E S Y P A R R V E X Z R I Y X E B E		
	E Q U M M E N G C H F O T N E G S D L B O I		
WINTER	B V A L E N T I N E N W V G Q O M T O T		FEBRUARY
	R G G C Z N Q G I J X M F D W Z P J		
	U Y H G J Y W Z A W N I M P G X		
CARDS	A Q E C A R D S G Y X W M T		PEACE
	R A W Z J D Z P H L Y D		
ROSES	Y O X Z B S K Z E N		CUPID
	M V T S K Q Z P		
	C R P P F M		
PISCES	U X A J		PICNIC
	Q O		



Stroke Signs and Symptoms

During a stroke, every minute counts! Fast treatment can lessen the brain damage that a stroke can cause.

By knowing the signs and symptoms of a stroke, you can take quick action and perhaps save a life—maybe even your own.

Signs of Stroke in Men and Women

- Sudden **numbness** or weakness in the face, arm, or leg, especially on one side of the body.
- Sudden **confusion**, trouble speaking, or difficulty understanding speech.
- Sudden **trouble seeing** in one or both eyes.
- Sudden **trouble walking**, dizziness, loss of balance, or lack of coordination.
- Sudden **severe headache** with no known cause.

Call 9-1-1 right away if you or someone else has any of these symptoms.

Acting F.A.S.T. Is Key for Stroke

Acting F.A.S.T. can help stroke patients get the treatments they desperately need. The stroke treatments that work best are available only if the stroke is recognized and diagnosed within 3 hours of the first symptoms. Stroke patients may not be eligible for these if they don't arrive at the hospital in time.

Treating a Transient Ischemic Attack

If your symptoms go away after a few minutes, you may have had a transient ischemic attack (TIA). Although brief, a TIA is a sign of a serious condition that will not go away without medical help.

Unfortunately, because TIAs clear up, many people ignore them. But paying attention to a TIA can save your life. Tell someone about your symptoms right away.

Easy Treats for your Special Someone!



Heart Hug Pretzels

Ingredients:

- 25 pretzels – Square or twists
- 25 hug candies
- 25 Valentine's Day M&Ms

Instructions:

1. Preheat the oven to 350 degrees. (Do not preheat using convection settings*)
2. Line a tray with parchment paper and place the pretzels on the tray.
3. Unwrap the hugs and place on top of the pretzels. *
4. Bake for 1-3 minutes or until the hugs are soft enough to press an M&M into (but not melted.)
5. Press an M&M candy into the center of the hugs right out of the oven.
6. Allow the chocolate to harden.

Notes:

*I've had a few people report issues with the hugs crumbling; this means the oven was too hot or the chocolate was baked too long. I would recommend trying 1 at first to test in your oven. If it crumbles, reduce the baking time for the rest. Do not use convection oven settings.

Mini Valentine's Bear

Ingredients:

- 1 box Teddy Grahams any flavor works, my kids love chocolate.
- ¼ cup milk or dark chocolate chips
- 1 container jumbo heart sprinkles

Instructions:

1. Prepare a tray with parchment paper and set aside. Set the Teddy Grahams on the tray.
2. Melt the chocolate in the microwave in bursts of 15 seconds stirring between each burst for 10-15 seconds. Patiently melting the chocolate will make sure it doesn't burn!
3. Using a toothpick, add melted chocolate to the back of a heart sprinkle and then secure to the body of the bear.
4. Let dry at room temperature.

