

HR HAPPENINGS

Outward Mindset: Now's the Time

If you haven't yet taken the Outward Mindset workshop, we have good news! There is space available in the Oct. 19 & 27 workshop with facilitators Tania Sheldahl and Lisa Schlegel as well as Dec. 16 & 17 workshop with facilitators Scott Farnsworth and Stacey Hilton. Sign up NOW through My Learn in your YC Portal, Employees card. Once you are in My Learn, click on Course Catalog and search for Developing and Implementing an Outward Mindset.

Also, for those of you who have already taken the workshop and want to repeat it, feel free to register again through My Learn.

Yavapai
COLLEGE



October 2, 2020

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Dealing With COVID-19 Stress and Anxiety

From Brown & Brown Insurance of Arizona

If you're feeling stressed and anxious during these uncertain times, you're not alone. According to a recent Gallup poll, nearly 60% of Americans reported daily stress and worry due to the coronavirus (COVID-19) pandemic.

While experiencing stress or anxiety over the health and economic fears brought on by COVID-19 is normal, if you don't take steps to cope with these feelings, you can put yourself at risk for long-term health effects.

Try these tips to keep your COVID-19 stress and anxiety under control:

- Stay informed, but don't obsess—It can be easy to become overwhelmed by watching the news and reviewing the updates of the COVID-19 situation. While it's important to be informed of the situation, you should not obsess over the news. For example, instead of monitoring the news all day from home, consider checking for updates once in the morning and once at night.
- Focus on what you can control—Focusing on the things you can't control, like the course of the pandemic and actions of others, will only fuel anxiety and stress. Instead, focus on things that you have control over, including staying home when possible, washing your hands, wearing a mask and practicing social distancing.

- Be transparent with your boss—If returning to work in the midst of the COVID-19 pandemic or working from home is causing stress, reach out to your manager or supervisor. There may be things that your manager can help with to reduce your stress.
- Connect with friends and family—Sometimes, the best way to cope with your stress is to talk to a loved one. The Substance Abuse and Mental Health Services Administration recommends reaching out to loved ones with technology to reduce feelings of loneliness and anxiety. Leverage technology to safely talk with friends or family during these times.
- Use healthy coping mechanisms—There are a variety of healthy ways to mitigate your stress and anxiety, which include getting exercise, sticking to a routine, spending time outside, practicing gratitude and meditating.
- Talk to a professional—If your stress or anxiety is overwhelming, contact a licensed mental health professional.

The COVID-19 pandemic has disrupted daily life and caused stress and anxiety for many. If left unchecked, these feelings can have negative effects on your mental well-being. Take steps today to keep your stress and anxiety under control.

Resources for Stress & COVID-19

As we continue to adjust to living in a world with a pandemic, it is especially important that we address our work and personal life stressors. Here are some short articles to help:

[Avoid Burnout While Working From Home](#)

[CDC Guidance for Discontinuing Home Isolation](#)

[Work-Life Balance Post Coronavirus](#)

[Caregiving and Working from Home](#)

Welcome New Employees

Please welcome these new full-time employees:

Kenny Gustafson,
Grounds Technician

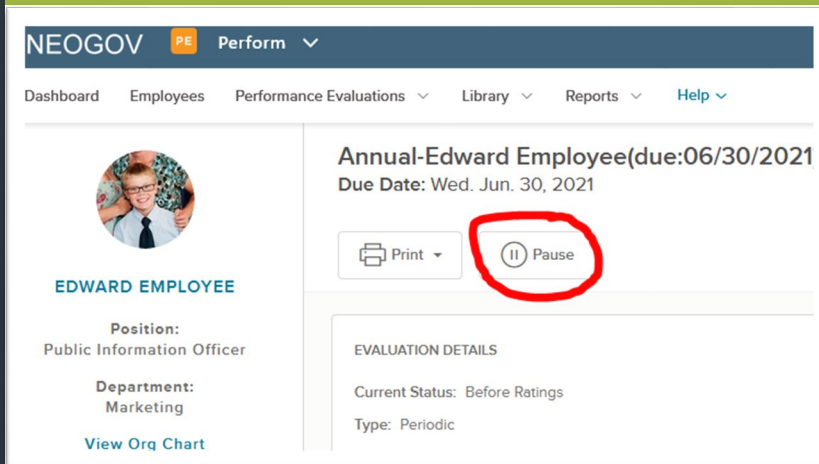
Maria Hernandez,
Custodian

Anna Reber-Frantz,
Faculty- Nursing

Kyle Russ-Navarro,
Faculty- Math

Kenneth Tudor,
Programmer Analyst

Alexandra Stoddard,
Faculty- Nursing



NEOGOV PE Perform

Dashboard Employees Performance Evaluations Library Reports Help

Annual-Edward Employee(due:06/30/2021)
Due Date: Wed. Jun. 30, 2021

Print Pause

EDWARD EMPLOYEE

Position:
Public Information Officer

Department:
Marketing

[View Org Chart](#)

EVALUATION DETAILS

Current Status: Before Ratings
Type: Periodic

Supervisors' Corner

Revising goals in My Perform

As you know, this is the time of year for employees to develop their goals and enter them into My Perform. Ideally, you and your employees should have a conversation about their goals prior to the employee entering them into My Perform. However, if you are reviewing your employee's goals in My Perform and you would like the employee to make some changes, here are the steps.

SUPERVISOR:

1. Supervisor opens the employee's evaluation
2. Click on the Pause button at the top
3. Click on Continue
4. Exit the employee's evaluation

EMPLOYEE:

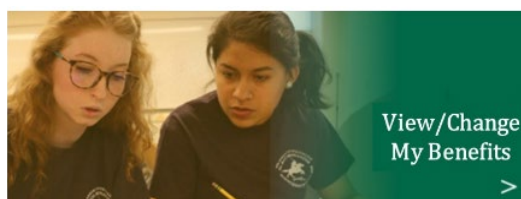
5. Employee opens their own evaluation by clicking on the evaluation title on their My Perform Dashboard
6. Scroll down the evaluation to the Current Employee Goals section

7. Edit or delete goals by clicking on the pencil or X icon to the right of the goals
8. Add new goals by clicking on Add Items
9. Exit evaluation and let supervisor know that the goals have been edited

SUPERVISOR:

10. Supervisor open the employee's evaluation
11. Scroll down to the Current Employee Goals section
12. Review the edits (you can also edit using the pencil icon, delete using the x icon, or Add Items if you want)
13. If you don't want the employee to make further changes, click on Start at the top of the evaluation
14. Click on Continue
15. Click on Sign
16. Click again on Sign
17. Click on Submit

If you have any questions, please contact your HR Business Partner.



If you would like to view or see which benefits you can make changes to, you can now do so through My Benefits in your YC portal. Simply select View/Change My Benefits and select the appropriate category based on your needs. (Note: not all benefits can be changed after open enrollment.)

FAQ: 2020 Flu Vaccine



It is likely that flu viruses and the virus that causes COVID-19 will both spread as a “Twindemic” this fall and winter. Here is what you should know this season, including information on how to protect yourself and your family against the flu by getting a flu vaccine.

Why Get a Flu Vaccine?

Flu can be deadly. The CDC indicated that an estimated 35.5 million people got sick with influenza during the 2018–2019 season. Data also shows that 16.5 million people visited a health care provider for their illness, 490,600 people were hospitalized, and 34,200 people died from influenza.

The flu vaccine can save lives. Approximately 49 percent of the U.S. population chose to get a flu vaccine during the 2018-2019 flu season, and this prevented an estimated:

- 4.4 million flu illnesses, more than the population Los Angeles
- 58,000 flu hospitalizations, about the number of students at Ohio State University
- 3,500 flu deaths, equivalent to saving about ten lives per day over a year

The flu vaccine can reduce sick days. According to various studies, it is estimated that U.S. employees miss over 100 million workdays annually because of the flu.

Quick Facts

An Estimated 35.5 Million People Got Sick with Influenza During the 2018–2019 Season

Approximately 49 Percent of the U.S. Population Chose to Get a Flu Vaccine During this Time

4.4 Million Flu Illnesses

58,000 Flu Hospitalizations

3,500 Flu Deaths

U.S. Employees Miss Over 100 Million Workdays Annually Because of the Flu

Children Younger than Six Months of Age are Too Young to Get a Flu Shot

A Yearly Flu Shot is Recommended For Everyone Aged Six Months or Older

People with Severe, Life-Threatening Allergies to the Flu Vaccine or Any Ingredient in the Vaccine Should NOT Get a Flu Shot



Getting a flu vaccine is more important than ever during the 2020-2021 season to protect yourself and the people around you from flu and to help reduce the strain on healthcare systems responding to the COVID-19 pandemic.

Who Should Get a Flu Vaccine?

The [CDC](#) recommends the annual flu vaccination for everyone six months of age and older, [with rare exceptions](#), because it is an effective way to decrease flu illnesses, hospitalizations, and deaths. Different flu shots are approved for people of different ages. Everyone should get a vaccine that is appropriate for their age.

Vaccination is particularly important for people who are at high risk of developing serious flu-related complications. This includes people 65 years and older, people with certain chronic medical conditions (such as asthma, diabetes, or heart disease), pregnant women, and children younger than five years.

Talk to your health care provider if you have any questions regarding which influenza vaccines are best for you and your family.

Who Should NOT Get a Flu Vaccine?

Children younger than six months of age are too young to get a flu shot.

People with severe, life-threatening allergies to the flu vaccine or any ingredient in the vaccine should not get a flu shot. Visit the [CDC website](#) for more information about egg allergies and flu vaccine.

I Got a Flu Shot Last Year -- Do I Need Another One This Year?

According to the CDC, a yearly flu shot is recommended for everyone aged six months or older. The flu virus changes slightly every year and the vaccine is modified for new strains of the virus on an annual basis.

When Should I Get Vaccinated?

The CDC recommends that people get a flu vaccine by the end of October. Children 6 months to 8 years may need two doses of vaccine to be protected and should start the vaccination process late summer/early fall because the two doses must be given at least four weeks apart.

Does the Flu Vaccine Work Right Away?

No. It takes about two weeks after vaccination for antibodies to develop and provide protection against influenza virus infection. That is why it is best to get vaccinated before influenza viruses start to spread in your community.

How Effective is the Flu Vaccine?

While vaccine effectiveness can vary, recent CDC studies show that flu vaccination reduces the risk of flu illness by between 40% and 60% among the overall population during seasons when most circulating flu viruses are well-matched to the flu vaccine.

How Long Does the Flu Shot Last?

Protection from the influenza vaccine is thought to persist for at least six months. Protection declines over time because of waning antibody levels and because of changes in circulating influenza viruses from year to year.

Where Can I Get a Flu Vaccine?

Some locations that typically offer flu shots, like workplaces, might not be able to this year due to concerns around maintaining coronavirus precautions such as social distancing. Please check with your employer on whether they will offer flu shots this year.

Pharmacies (including national chains like CVS and Walgreens), doctors' offices, and health departments around the country are offering vaccines, which are typically free with insurance. Find a location near you with the CDC's VaccineFinder tool or visit your in-network pharmacy website.

How Much Do Flu Shots Cost?

Flu shots at most in-network pharmacies are available through your medical or pharmacy insurance coverage at no out-of-pocket cost to you. If you are insured through the Affordable Care Act, Medicare Part B, or most other insurance plans, you should be able to get your flu shot for free at your doctor's office. If you decide to go to your doctor, make sure to call ahead for an appointment and know that in some cases you may still have to pay for the office visit. Many public health departments and clinics also offer low-cost or free flu shots across the U.S.

What is the Difference Between Influenza (Flu) and COVID-19?

Flu and COVID-19 share many characteristics and can have varying degrees of signs and symptoms, ranging from no symptoms (asymptomatic) to severe symptoms. Based on the best available information to date, common symptoms that COVID-19 and flu share include:

- Fever or feeling feverish/chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Sore throat
- Runny or stuffy nose
- Muscle pain or body aches
- Headache
- Some people may have vomiting and diarrhea, though this is more common in children than adults

Other signs and symptoms of COVID-19 that are different from flu, may include change in or loss of taste or smell. It is also important to note that *not everyone* with flu or COVID-19 will have a fever.

[Visit the CDC website for more information about the 2020-2021 flu season and COVID-19.](#)