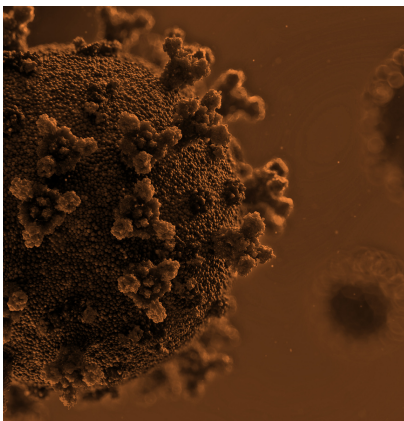


# HR CORNER NEWSLETTER

SEPTEMBER  
2023

Management resources for all things HR related. Stay up-to-date on company information, policies, benefits and much more! Stay informed on processes and requirements.



## COVID-19

COVID-19. As COVID-19 cases are rising, Bee Line will continue to follow CDC guidelines on handling cases. Below steps to take on the following:

If Symptoms are developed

- Get tested for COVID 19

If Exposed to COVID 19

- Start precautions: Wear a mask
- Continue precautions 10 full days: Watch for symptoms, wear mask, if symptoms develop get tested
- Get tested by Day 6

Test positive to COVID 19

- If test results are positive, isolate and stay home for at least 5 days.
- Wear a high-quality mask if you must be around others at home and in public.
- You may end isolation after day 5, symptoms have improved, & if you are fever-free for 24 hours, without the use of fever-reducing medication.
- If symptoms have not improved, remain in isolation until fever-free and symptoms improve.
- After ending isolation, when feeling better, wear a mask through day 10.

Ensure to keep HR informed of any COVID 19 cases so that HR may assist you on next steps.

## REMINDER

Reporting Absences to HR  
Include:

Employee Name  
Date of Absence  
Reason for Absence  
Number of Hrs to Cover  
Any text screenshots or  
paperwork sent by employee  
related to absence.



## Welcoming New Employees to Your Team

Below is a recommended step by step to provide a good New Hire/Transfer experience:

- **Receive New Hire or Transfer Email**
  - Call employee and welcome them to your team.
  - Schedule first day of training. Let them know what to expect on first day.
  - Remember first impressions go along way. Make it a great work experience for both the employee and yourself!
  - Let the recruiter or other manager know of the scheduled first day of training OR if you are unable to make contact with employee. Time is of the essence! If no contact is made the recruiter or transferring manager can assist with getting connected with employee.
- **First Day of Training**
  - Send a quick reminder confirming your training session a couple hours prior to the scheduled time.
  - Greet employee upon arrival.
  - Review timekeeping procedures, do a quick tour of the facility, introduce them to other team members, if applicable, review emergency exits.
  - If applicable, show employee how to complete training compliance in Brainier (beeline.brainier.com). Have them complete in that moment or give directive to complete before their next scheduled shift.
- **First/Second Day of Training:**
  - **Complete On-Site Training Guide (Document found in HR Forms-Shared)**
    - Review Building Access Overview
    - Train on Timekeeping Procedures
    - Review Tour of Areas/Building (identify emergency exits, fire alarms, fire extinguisher, etc)
    - Train on Janitorial Closet (i.e RTD, inventory, orders)
    - Review Roles & Responsibilities
    - Review Cleaning Process/Equipment Use

WHAT RECOMMENDATIONS DO YOU HAVE TO PROVIDE THE BEST NEW HIRE EXPERIENCE? SHARE YOUR FEEDBACK HERE:



<https://forms.office.com/r/1NynAxuZVV>