



# HR Communication

We are committed to providing timely information and helpful resources to ensure that employees remain knowledgeable, informed and connected. Should you have any additional questions, please email [HRquestions@baptisthealth.net](mailto:HRquestions@baptisthealth.net).

## TRAVEL REMINDER

**Business Travel:** As a reminder, Baptist Health has suspended all non-essential business travel for the foreseeable future. This includes booking travel for events in the summer and fall. Only travel approved by an Executive Vice President will be allowed and only for essential business.

**Personal Travel:** Given the current environment, we encourage employees to be cautious when considering any personal travel, both internationally and domestically. Many states require quarantine periods which could result in mandatory PTO or LOA for a given period of time. In addition, per the Occupational Health Office (OHO), employees returning from any international travel (anywhere outside of the U.S.), including cruise ships or river cruises, must stay home and immediately contact the OHO hotline (786-596-2345) to determine if they can return to work on-site at a Baptist Health facility. Employees who traveled to countries identified by the CDC as having widespread ongoing transmission may be subject to quarantine. In addition, if employees who have returned to work after recent international travel or travel on cruise ships or river cruises develop symptoms, they must stay home and immediately call the OHO hotline to report their symptoms. For any travel related quarantine, employees will be required to use available PTO hours or unpaid time (LOA hours) if PTO is not available.

## NEW TECHNOLOGY COMING FOR EMPLOYEE SCREENING PROCESS

In order to meet the regulatory requirements of the Florida Department of Health, along with our county and government regulatory bodies, it is imperative that we continue to screen employees for their own safety, along with the safety of our patients. To help make the process more efficient for employees, in late August we will be implementing new technology to help with those efforts. The Recovery Task Force team, along with Occupational Health, is working on building functionality within our wellness platform/app, Virgin Pulse. In the meantime, and in preparation for the new process, we highly encourage you to download the Virgin Pulse app and register your account if you have not done so already. [Click here](#) for instructions. Additional details and educational resources will be communicated once the screening tool is ready.

## 2020 ANNUAL REQUIRED EDUCATION (ARE) DUE AUGUST 1

As a reminder, the deadline for Annual Required Education for 2020 has also been extended to August 1. If you have not already completed your Annual Required Education, please make

sure you do so as soon as possible. To locate and take your designated course, search BHU using the keywords “2020 Annual Required”. Visit the [Annual Required Education website](#) for more information. For general questions please contact your HR Site Team. For course technical questions email [classregistration@baptisthealth.net](mailto:classregistration@baptisthealth.net).

## EMPLOYEE COMMON REVIEW PROCESS: LAUNCHING AUGUST 17

The Common Review Employee Evaluation process will launch August 17. Therefore, all employees (excluding leaders) who have worked at least 520 hours in Fiscal Year 2020 will receive an email notification, on August 17, to begin their self-evaluation process in PeopleSoft. On August 31, evaluations will automatically be forwarded to leaders to begin their portion of the evaluation process. The entire process will need to be completed by October 2. Please be on the lookout for your Common Review Evaluation email on August 17.

## REMINDER OF SUPPORTIVE RESOURCES AVAILABLE TO EMPLOYEES

We recognize these are stressful and uncertain times, and are very grateful for the compassionate and resilient employees that continue to care for our community on a daily basis. Your well-being and mental health are very important to us, so if you are feeling overwhelmed or stressed, please know that we have resources available to help! Our dedicated [Employee Support site](#) has a section on **Emotional Support** which includes contact information to connect with Pastoral Care, LifeWorks Counselors (Aetna Counselors for Boca Regional employees), along with Resiliency Support Groups and numerous helpful webinar sessions, which are updated daily. The site also contains information on **Employee Health and Medical Resources** which includes medical benefits and prescription plan resources as well.

**NEW FREE RESOURCE:** Baptist Health is also offering FREE Mental Health Counseling sessions available through Care On Demand so you can speak with one of our online therapists. Click [here](#) for more details, and [here](#) for step by step instructions to access this free service.

## AS A REMINDER...

You can get the **latest employee information** regarding Coronavirus (COVID-19) from **Baptist Health on the go!** – a mobile site that can be accessed from anywhere at any time. Just type [baptisthealth.net/go](http://baptisthealth.net/go) on your phone, computer or tablet and select the **COVID-19** tile. Boca Regional and BocaCare employees, type [boca.baptisthealth.net](http://boca.baptisthealth.net).

Our [Employee Support](#) site is also housed on **Baptist Health on the go!** within the **Employee Support** tile. Here, you can find emotional support and counseling resources, various webinars and articles for coping with stress and enhancing wellness, and a listing of financial resources and stores that are extending hours or offering discounts to Baptist Health employees. The site can also be easily accessed by typing [employeesupport.baptisthealth.net](http://employeesupport.baptisthealth.net) into the browser of your phone, computer or tablet.

