

Matrix MESSENGER

FACILITY MAINTENANCE NEWS



Volume 10

October 2009

Number 10

In This Issue

Kudos

Employee Recognition

Tips from HR

Leave Personal Life at Home

To Your Health

Protect Yourself Against Swine Flu

Better/Faster

Positive Activities to Promote Positive Thinking

Grins & Giggles

Try These Excuses on Your Boss When You're Late For Work

The successful people are the ones who think up things for the rest of the world to keep busy at.

-Don Marquis



HR Q&A

Do you have a question about a personnel policy, benefit, or the company? Just submit your question to: hr@cleanforhealth.com

Lynn Domboski, Our Director of Human Resources, will be delighted to help by answering your question. Plus, if the answer to your question is published in our next newsletter we will pay you \$10.00.

We are committed to helping you by keeping the communication lines open.



Tips from HR

Leave Personal Life At Home

Does your manager, fellow associates, client employees, or clients really want to hear the soap opera of people's lives? People normally lend a sympathetic ear when you talk to them about your personal problems, but most times they have problems of their own and do not want to hear about yours too. Associates personal habits must be as professional as their work habits. Professionalism applies to what you talk about in front of fellow associates, our clients or customers.

Rules concerning Associate conduct are located throughout the Associate Handbook, Basic Principals.

An example is listed under *Associate Related Work Issues*:

All Associate issues regarding work issues shall be made directly to your supervisor or to the Director of Human Resources. Under no circumstances should an Associate contact, inform, or discuss company business with a client, client's employees, client's tenant or client tenant employees.

Common sense and good judgment will guide your work. Rules of behavior and conduct are your responsibility when working for Matrix LLC.

(Special thanks to Lynn Domboski for sharing this excellent advice.)



Employee Recognition

Justina Jennings and Cindy Hudson

In preparation for a VIP tour at GE Unison during the first week of October, two of our valuable employees "went way above and beyond the call to make sure the site was in immaculate shape for the tour" said Site Manager Jamie McGregor. A special thanks go out to **Justina Jennings and Cindy Hudson. Great Job!**

Mike Loomis

John Zalenski, Site Manager of Novelis, offered this Commendation of Outstanding Performance about one of his employees, Mike Loomis: Mike is one of the most dedicated, loyal employees I have on site. He is always asking "Do you need anything?" or asks to help with whatever project or task that is currently in progress. He will change his schedule on short notice to help assist in preparation of special events such as client tours. He is always willing to work on any task no matter how dirty or unpleasant, without hesitation or complaint. I would like to take this opportunity to recognize the years of service and the positive impact Mike has made on our business. Associates like Mike have helped Matrix to continuously succeed at providing excellent customer service at Novelis. **Nice Work Mike Loomis!**

Think positively and masterfully, with confidence and faith, and life becomes more secure, more fraught with action, richer in achievement and experience.

-Eddie Rickenbacker



To Your Health What Can You Do To Protect Yourself Against Swine Flu

The H1N1 virus is expected to be here for two years. The vaccine that is becoming available for this virus is NOT the same vaccine that you can get each year known as the seasonal "flu shot". The shot for the H1N1 virus is a separate shot.

The group that is most susceptible to the virus are ages 6 months–24 years. Also, pregnant women and people within the health care community are most at risk.

If the virus comes in contact with your hands it stays alive for approximately 10-15 minutes; hard surfaces, 2-8 hours (reported by the CDC).

Indirect transfer for contacting the virus:

1. Door knobs
2. Computer keyboards
3. Work surfaces



Preventative measures:

1. Wash hands (at least 20 seconds) before and after going to the bathroom
2. Use social distancing (it used to be three feet, now it is reported to be six feet)
3. If you have to cough or sneeze, use the bend of your arm or disposable tissues

The H1N1 flu comes on suddenly with a rise in fever and sore throat. This will happen after 1-4 days of being exposed to the virus. Symptoms may include:

1. Fever
2. Sore throat
3. Cough
4. Runny or stuffy nose
5. Body aches, headache
6. Chills
7. Fatigue

Twenty percent have also reported having gastrointestinal flu symptoms.

Recommended treatment by the CDC:

1. Avoid contact with other people
2. Stay home 24 hours after fever is gone
3. Rest and drink plenty of fluids

Emergency warnings:

1. Difficulty breathing
2. Pain or pressure in the chest or abdomen
3. Sudden dizziness
4. Confusion
5. Flu like symptoms improve but then return accompanied by a fever and cough

Resources for more information on the H1N1 virus:

H1N1 Influenza Updates (CDC) <http://www.cdc.gov/h1n1flu/>
Official Pandemic Flu Site <http://www.flu.gov/>



Better/Faster Positive Activities to Promote Positive Thinking

- **Keep your back straight.** Good posture makes you appear stronger and more confident, and when you're perceived that way by others, your self image will improve.
- **Smile.** You'll look more attractive, and the mere act of smiling can often lift a person's mood and spirits.
- **Exercise.** You'll relieve physical stress, release endorphins, and enjoy the positive effects of being in shape.

Grins & Giggles

Try These Excuses On Your Boss when You're late For Work:

- "The line at Starbucks was around the block."
- "I'm a newlywed—need I say more?"
- "It takes a long time to dispose of a body."
- "The bartender wouldn't let me leave."
- "The traffic lights were all slower than usual this morning."
- "I tried a new shortcut and it took me two hours."
- I had to floss my cat."

Very funny!
Now get to work!



Turbulence is a life force. It is opportunity. Let's love turbulence and use it for change.
-Ramsay Clark



Shellville
FACILITY SERVICES
A DIVISION OF MATRIX

780 Fifth Avenue Suite 115
King of Prussia, PA 19406
610.584.0888 Fax 610.584.0896
www.shellville.com



Matrix

Integrated Facility Manageme:

19 Avenue D
Johnson City, NY 13790
800.338.5603 Fax 607.644.1081
www.cleanforhealth.com