

Connecting

MAY 2023

NEWS FOR MANAGERS & MECHANICS

The Importance Of Working In A Clean Workplace

We spend most of our day on the job. A typical American works at least 8 hours a day, and by the time meals and sleep are added in as well, there isn't a lot of room for leisure during a typical work week. So, if we are investing a substantial amount of time in our work life, it is probably a good idea to make it the best experience possible. One of the ways (and frankly one that is often overlooked) is keeping and making sure things are clean. It can have more benefits than you might think. So why invest in the cleanliness of your workspace?

Safety and Health— The most obvious benefit of keeping the office clean is the benefit of healthier employees and a safer environment. By providing daily and weekly cleaning schedules such as sanitizing restrooms and disinfecting surfaces, you can significantly decrease the amount of sick days taken by your employees.

Cleanliness breeds satisfaction— As a space is kept clean, people have more pride in their workplace, and in turn have more pride in their work. Brands such as Hilton have a reputation for being clean and beautiful hotels, encouraging their clientele to elevate themselves while being guests.

Your Image— When you walk into a restaurant, and see a dirty floor, sticky tables and smell something that just can't be identified, you probably have an opinion on the type of business it is and how they treat their customers. Well, your office is no different. Most businesses have guests, clients, employee families and even investors that come to visit the office and giving off an air of professionalism can get you started on the right track to make a good impression.

Productivity— You know that feeling you get when you sit down and relax at the end of the day when everything is in its place. Your thoughts become clearer and more streamlined when it doesn't have to deal with disarray.

Assets— As offices continue to grow, it can be important to keep waste to a minimum and get the most value out of everything you can. Keeping plumbing, desks and even flooring sparkling and clean can ensure that you get the most out of your investment. By providing upkeep on your assets, you can extend their value by years and even into decades.

COMPANY WIDE SUMMER CLEANING DEADLINES

- ⇒ 6/15 – Initial office cleaning & all files organized
- ⇒ 7/15 – Shop decluttered and scrap removed
- ⇒ 7/31 – Bus cleaning, painting, and rims completed
- ⇒ 7/31 – Office deep cleaned
- ⇒ 8/15 – Shop deep cleaned



100 DAYS OF DANGEROUS DRIVING

Many people view Memorial Day as the beginning of summer, and Labor Day typically signals its end. We celebrate the days in-between for their sunshine and warm weather, but safety experts pay particular attention to this time of the year for a different reason.

The 100 days between Memorial Day and Labor Day are also the deadliest days on the roads for teenagers, with fatalities far surpassing any other time of year — including travel in snow, ice and rain. Several factors contribute to making this such a dangerous time, and as school lets out for summer and more families head out on vacations, there's no better time to learn more about how to protect you and your family on the road.

Watch out for distracted drivers— Whether it's families on vacation or students heading toward the beach, summer roads are filled with drivers who are more distracted than usual. While distracted drivers are already a threat on the roads, summer can bring more distractions than usual, so watch out for drivers who aren't watching out for you. If you see a distracted driver, avoid being near them on the road.

Pay attention to weather forecasts— Depending on what part of the country you're in, your summer weather patterns could include thunderstorms, downpours that result in flash flooding, tornados and more.

Continued on pg 2

Connecting



DATES TO KNOW

- MAY 3RD—WEST REGIONAL MEETING
- MAY 10TH—CENTRAL REGIONAL MEETING
- MAY 17TH—METRO REGIONAL MEETING
- MAY 24TH—NORTH REGIONAL MEETING
- JULY 27TH & 28TH—SUMMER WORKSHOP—MANDATORY

Using The 20/20/20 Rule

"Normal" vision is 20/20. This means that the test subject sees the same line of letters at 20 feet that a normal person sees at 20 feet. 20/40 vision means that the test subject sees at 20 feet what a normal person sees at 40 feet. Another way of saying this is that a person with 20/40 vision has vision that is only half as good as normal - or, objects must be at half the normal distance for him to see them.

- **20/20 - Normal vision. Fighter pilot minimum**
Required to read the stock quotes in the newspaper, or numbers in the telephone book.
- **20/40 - Able to pass Driver's License Test in all 50 States**
Most printed material is at this level.
- **20/80 - Able to read alarm clock at 10 feet**
News Headlines are this size.
- **20/200 - Legal blindness**
Able to see STOP sign letters.

Today's toolbox talk is about a tool you can utilize to help you maintain good vision. This is especially true for those who work continually on computer screens and other interfaces that can cause eye strain. Jobs like data entry, searching maps, looking at your diagnostic screens or phone screens are particularly susceptible to eye strain due to the focus on a computer screen or other interfaces with smaller, detailed items.

So when doing these tasks think about preserving your 20/20 vision with what is called **the 20/20/20 rule**. It is pretty simple and states: **Every 20 minutes, take at least 20 seconds and look away from your work/screen and focus on something else that is at least 20 feet away from you.**

Seems like a pretty simple rule but it can be very effective in reducing the strain on your eyes by taking that short break every 20 minutes. In addition it is suggested that you take this little mini-break to do the following to help reduce muscle fatigue throughout your body:

- Get up out of your chair
- Blink your eyes rapidly to propagate tear production
- Stretch your legs and arms
- Walk around if you are able
- Turn your neck and move your shoulders around.

Try this the next time you find yourself spending a lot of time in front of the computer screen. Take a 20 second break every 20 minutes, stretch and look at something else at least 20 feet away.

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Continued from pg 1

These often can happen with little to no warning, so make sure you know the forecast for the area you're driving each day, and check in periodically just to make sure nothing has changed.

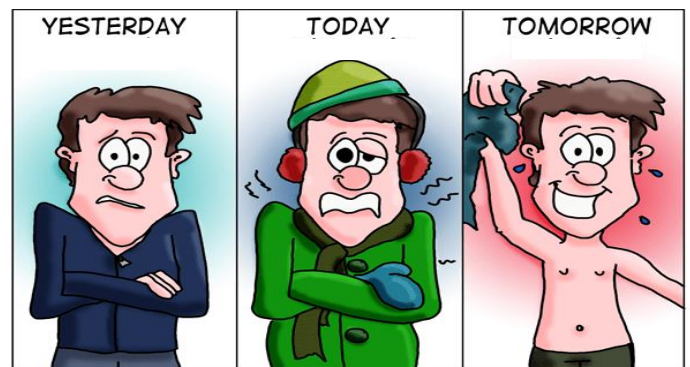
Keep an eye on the calendar—Some days are more dangerous than others; weekends and certain holidays are associated with an increase in drinking and driving. So, for professional drivers who are behind the wheel during that time, it requires more attention to the surrounding hazards.

The highest number of fatal crashes happen between 3 and 7 p.m., so be aware of increased risk when you're behind the wheel — and take extra safety precautions as needed.



Take care of your eyes—Driving can be hard on the eyes, period. But during summer months, when the sun is out in full force, there's also an increased amount of sun glare coming off the road and other vehicles. This can be particularly dangerous during the early morning and late evening, so invest in a good pair of polarized sunglasses. They'll help protect your eyes from fatigue and damage, cut down on glare and make it easier to see clearly.

While you can't change the behavior of other drivers around you or the conditions of the road you're on, following these tips can help you have a healthier, safer summer.



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2nd Period Randoms

May 1 through August 31.

It's a good idea to try and get them done in May. Bus Drivers have a tendency to be unavailable during summer months.

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Welcome the Newest 4.0 Company in Kimball

Kimball is a city in Stearns County, Minnesota, United States. The population was 809 at the 2021 census. It is just outside of the St. Cloud metro area. Minnesota State Highways 15, 24, and 55 are the main routes in the community.

The current manager, Tammy Konz is coming onboard in May.

BIRTHDAYS

MAY

2nd - Dylan Evenson
6th - John Brandt
23rd - Glenda Gerold
31st - Alex Ramerth



Glencoe has moved from 12th Street to the new location on Hennepin Ave!



Recruiting at Rockford Home Expo



MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	PAYROLL	PO LISTS DUE	12	13
14	SCHOOL DIST. BILLING	PAYROLL	PO LISTS DUE	18	19	20
21	22	23	24	25	26	27
28		30	31			