



Saline County Employee Newsletter

FLU OUTBREAK AT WORK

by Robyn Whalen—edited for Saline County

Your work space is the definition of close quarters. Everyone is in the same space, sharing equipment, and spending their entire workdays together. That means when one employee gets sick, it won't be long until everyone else has caught the bug too. In a matter of days, we could have an epidemic on our hands.

If you start to notice an outbreak of the flu – or any illness, for that matter – there are some things you can do to make sure you're still able to do business efficiently:

① **Communicate**

Your co-workers – both ill and healthy – need to know what's going on. When the chaos of mass illness hits your work environment, you need to keep everyone in the loop. The easiest way to do that is through open communication. Always be sure to communicate the following:

- Inform everyone that a few people are out of the office sick.
- Remind employees what common, sick-day expectations are.
- Educate yourself on how to stay healthy and stop the spread of germs.
- Be informed and updated on topics such as “how to properly wash your hands” or “how to avoid spreading germs around the office or work area.”
- Let employees know who is covering which tasks while people are gone.

(continued on page #2...)



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FLU OUTBREAK AT WORK—CONT. FROM PG #1

Discussing these important topics will help get all personnel on the same page. Keeping everyone informed on best practices during flu season also helps reduce the number of germs being spread around the worksite or office.

② Delegate

If a lot of employees are out on sick leave, supervisors might need to step in and delegate vital tasks to working employees. For example, if Bob is responsible for covering Jo, but Jo is responsible for covering Chris, how much work does Bob have to do if both Jo and Chris are out sick?

Those are the types of questions that develop and should be considered in order to create a plan for. Consider who is still available to show up to work, and who has offered to work from home. Prioritize the tasks you have queued up, and assign responsibilities accordingly.

③ Isolate

The best way to stop a flu outbreak is to isolate the employees who are sick – and no, that doesn't mean locking them in some quarantine room! But do encourage them to stay home if they're not feeling well. Don't allow them to bring their illness into work with them.

When people at work start to get sick, it's important to be intentional about keeping healthy employees healthy. Keep your workspace clean and disinfected, sanitize shared equipment,



and educate each other about the spread of illnesses and germs.

④ Advocate

When things get chaotic due to an worksite flu epidemic, teamwork is key to sailing through it. Flexibility helps as well. Teamwork and flexibility from everyone is important.

Expecting teamwork and flexibility, can require the need to offer a valuable resource. Saline County offers support to its employees, providing preventative tools in offering annual flu shots to maintain a healthy employee, in addition to ample recovery time offered off in the event the flu strikes home. Ultimately, it's important everyone realizes in the event of an outbreak that a lot can be asked when continuing to work like it's a normal workday while if placed in a crazy, stressful environment. Which is why it's essential to help each other in any way possible; letting them know you're their biggest advocate in tough times and in convincing each other to stay ahead of the game in preventing the localized epidemic.

But, sometimes we can't avoid an outbreak at work, and the best thing to do is face it head-on. Other times – like during flu season – you can put yourself in an awesome position to skip the troubles altogether. One way to do that is to convince the majority of employees around you to get their flu shot. –end

FLU FIGHTERS

Join the Team on Friday, October 12th

ONLINE LEGAL RESOURCES

Continuum EAP's online resources includes a library of 100+ free fillable legal forms, including:

- **Wills/Living Trusts**
- **Bill of Sale**
- **Rental Agreements**
- **Promissory Note**

To get started, visit 4continuum.com and click "MEMBER LOGIN" at the top of the page. Use Saline County username and password. Contact HR or give Continuum a call if experiencing difficulty.

QUESTION OF THE MONTH

Fill in the Blanks:

"A middle-of-the-road work desk fosters

*_____ more
_____ than the
average lavatory seat."*

Blank #1: _____

Blank #2: _____

**CORRECT ANSWER: 25
Wellness Points**

**Answer to the September Question: "Get a Flu Shot. Protect Yourself. Stay Healthy."*

Email your answer to:
salinewellness@gmail.com

LISTEN UP SPORTS FANS!

MADONNA FIT-FOR-WORK

It is football season and who doesn't love sitting down to watch the game with friends or family, while devouring some delicious game day food? Most people enjoy this time of year, but the extra calories from all the goodies tend to add up. Perhaps it's time to make game day just a little healthier! Below are some fun, healthy ideas to get up and moving!

You can make a game out of the game by doing exercises after certain things happen. For example:

- When your team makes a touchdown...complete 7 pushups
- When your team takes a timeout...try to do a 30 second plank
- When your team throws an interception...crank out 10 burpees
- When your team makes a field goal...do 10 squats
- When your team fumbles or gets flagged...get on the floor and do 10 mountain climbers

In addition to a game day workout, or in place of, you can make some healthier snacks and drinks. Instead of the high-fat fried buffalo wings, you could try...

Breaded Buffalo Chicken Strips

Buy boneless, skinless chicken tenderloins. Dredge the strips in a mixture of 1 egg, 1 Tbsp. of flour, salt, pepper, and any other seasonings you want.

Cover the strips with panko breadcrumbs, then put them on a baking sheet that's been sprayed with oil.

Bake in a 390-degree Fahrenheit oven for 10-15 minutes until done. Brush or drizzle buffalo sauce on top.

Instead of a high-sugar pre-mixed margarita, or high-carb beer, try...

Watermelon Margarita

Mix 3 ounces of fresh watermelon juice, the juice of 1.5 limes, 1 ounce of fresh squeezed orange juice, 2 ounces of tequila, and 1 teaspoon of sugar or agave. Shake in a shaker with ice and strain, or pour over ice.

-end



**FLU
FIGHTERS**

Join the Team on Friday, October 12th

CREATING AND MAINTAINING A HEALTHY WORKSPACE

- TOTAL WELLNESS HEALTH



When you take a look at your office desk, what do you see? Are there papers sprawled everywhere? Lingered trash from yesterday's lunch? Or is there simply nothing but blank walls and empty desk space? Believe it or not, your personal workspace has the power to either positively or negatively impact your overall health and mental wellbeing.

Unhealthy workspaces can cause stress and make it difficult to concentrate at work. Not to mention, a chaotic workspace doesn't exactly scream professionalism. By taking the time to organize and revamp your desk, office, or cubicle, you can boost productivity and help reduce some workplace stress.

Creating and maintaining a healthy workspace is about more than just getting rid of some clutter. It's about creating a space that promotes healthy habits and helps you feel comfortable and calm throughout your workday. If your workspace makes you feel anything but zen, it might be time for a little makeover. Check out these simple steps for creating and maintaining a healthy workspace:

STEP #1: REORGANIZE

A cluttered, unorganized desk is a recipe for disaster. In fact, a survey by OfficeMax found that 90% of Americans believe clutter has a negative impact on their lives and work. Decluttering and reorganizing your desk is the first step to a healthier workspace.

Start by sorting through everything sitting on your desktop and inside your desk drawers. Recycle or shred all old papers, throw away old coffee mugs, and return any excess office supplies to your supply closet. Only keep the essentials. And don't forget about your junk drawer!

It's also a good idea to invest in a desk organizer. There are many different types of desk organizers for any budget. You can also check with your office manager to see if you can order a desk organizer from your company's office supplier.

STEP #2: GET CLEANING

Many employees don't clean their desks on a regular basis. In fact, only about 64% of employees clean their desktops once a month or less. Between food and shared office supplies, it's no wonder desks are a hotspot for germs. The average work desk harbors 400 times more bacteria than the average toilet seat – yuck.

To keep your desk clean and reduce the number of germs you spread around the office, you should aim to clean your workspace at least once a week. Keep a pack of antibacterial wet wipes in your drawer and use these to sanitize your entire area. Don't forget to wipe down your telephone, keyboard, mouse, chair arms, and stapler!

STEP #3: STOCK UP!

Once your workspace is clean and tidy, it's time to start stocking up on some healthy snacks! *(Continued on page #5...)*

HEALTHY WORKSPACE—CONT. FROM PAGE #4

Load up on some healthy desk snacks that you can eat during the workday when you start getting hungry. Having healthy snacks on-hand will make the vending machine and leftover birthday cake in the break room a little less tempting when your stomach starts growling. Some of our favorite healthy desk snacks include:

- Almonds
- 100% whole-wheat crackers
- Nut butter
- Healthy trail mix
- Raisins
- Dried fruit
- Roasted chickpeas
- Granola
- Popcorn
- Jerky
- Tuna packs

STEP #4: MAKE IT YOURS

A bare, empty desk isn't great for productivity – and it certainly won't help you feel comfortable at work. Sprucing up your desk a bit will help make your workspace feel a bit more like home. Add some plants, family pictures, and some small, colorful décor.

STEP #5 MAKE IT MOVEMENT-FRIENDLY

Sitting all day is anything but healthy. To create a healthy workspace, you'll want to redesign your desk to provide opportunities for standing and stretching. If your company doesn't supply standing desks, you can easily DIY with some supplies from around the office! If you have the room for it, bring in an exercise ball to sit on every few hours of the day, or store a travel-sized yoga mat under your desk for afternoon stretches.

Feeling comfortable and calm in your office space are basic needs that contribute to your overall work performance. Redesigning your workspace is one small thing you can do to help you feel healthier, happier, and more productive. *—end*

Nebraska Public Agency Investment Trust—2019-2020 \$500 Academic Scholarship Application

Each year, NPAIT awards two \$500 academic scholarships provided by Union Bank & Trust Company and Miles Capital, Inc. A committee comprised of NPAIT Board of Trustees judge and select the recipients of these scholarships.

1. Applicant must be the daughter, son or under legal guardianship of an elected or appointed official or an employee of a Public Agency that is a participant of the Nebraska Public Agency Investment Trust.
2. Applicant must be a graduating high school senior.
3. Applicant must complete application in typewritten form. Either by completing the PDF fillable form online (document will need to be saved to your computer to print/email) or by typewriter.
4. Applicant must complete an essay on any subject matter relating to local, state or national government.
 - ◆ Essay needs to be two hundred-fifty to five hundred words.
 - ◆ Essay must be original work.
 - ◆ Essay needs to include a title.
 - ◆ Essay must be in typewritten form.
5. Applicant must attend a post-secondary institution within Nebraska during the next academic year.
6. Find the Application at <https://www.npait.com/scholarship.html>.

TIPS TO KEEP YOUR LIVER HEALTHY & HAPPY

BY TREVOR MCDONALD



You might not think much about your liver. It's not the most glamorous organ, but it's one of the hardest working. Your liver is responsible for many of your body's metabolic functions and does the lion's share of toxin removal to keep you healthy and strong. The liver also plays a role in blood health, acting as a "blood recycler" that breaks down old or damaged blood cells in the body, and regulates iron and plasma levels.

To put it bluntly, your liver is irreplaceable. Unlike the heart, if your liver becomes severely damaged, there are no medical procedures, short of a liver transplant, to replace it. But if you take

care of your liver, your liver will take care of you. Here are five ways you can keep your liver healthy:

LIMIT ALCOHOL CONSUMPTION

Probably the most well-known function of the liver is the role it plays in metabolizing and breaking down alcohol. Everything you eat and drink passes through the liver, including alcohol – and it's your liver's job to get rid of harmful chemicals and toxins that come from those extra beers or cocktails.

Long-term alcohol abuse can lead to severe liver problems. Consuming excessive amounts of alcohol can damage cells in such a way that the liver becomes swollen and scared, which can, in turn, lead to a painful and fatal disease called cirrhosis. The real danger of cirrhosis is that it prevents blood flow in and out of the liver, which eventually leads to organ failure.

As with many things, an ounce of prevention is worth a pound of cure, so stave off liver problems due to excessive alcohol consumption by limiting your drinking habits – many doctors recommend a limit of two drinks per day for men and just one per day for women.

READ MEDICINE LABELS

Even when you're trying to do right by your body, you need to be watchful about potential side effects, specifically with medications. Certain drugs have the unfortunate side effect of liver damage. For example, the common pain reliever acetaminophen (which is found in Tylenol) can hurt your liver if taken in massive quantities or overused. Acetaminophen is also especially harmful to the liver when it is consumed with alcohol.

To combat this potential risk, take medicines like Tylenol in moderation, never use them with alcohol, and always read the label of new medicines before you take them.

(Continue on page #7...)

HEALTHY & HAPPY LIVER—CONTINUED FROM PAGE #6

GET REGULAR EXERCISE

Just like most of your other vital organs, regular exercise and a healthy diet can help keep your liver healthy and productive. By exercising consistently, you'll burn triglycerides for fuel, help to keep your weight under control, and can also reduce liver fat, which in turn helps to prevent nonalcoholic fatty liver disease (or NAFLD).

NAFLD is a condition in which excess fat is stored in your liver. It can be caused by an unhealthy lifestyle, like being excessively overweight. Heavy alcohol consumption can lead to NAFLD as well. The real danger with NAFLD is that, like overmedicating, it can also lead to cirrhosis, a deadly liver diagnosis.

To keep your liver healthy, aim to exercise for at least twenty minutes a day, and eat everything in moderation. Find an exercise schedule that works for you, and commit to it.

WATCH FOR TOXINS

Like we mentioned above, a key role of the liver is helping to remove toxins from the body. While many toxins come in the form of unhealthy food and drink items that we knowingly ingest, they can also come from things that we may not mean to put in our bodies, such as “toxins from cleaning and aerosol products, insecticides, chemicals, and additives.”

When you use these types of products, be sure to use them outside or in a very well-ventilated area. Using a mask is also an option. And of course, do not smoke.

PROTECT YOURSELF FROM HEPATITIS

Hepatitis is a very serious disease that has a harmful and lasting impact on the liver. This is true with all forms of hepatitis, but particularly chronic hepatitis C, which is a shockingly common disease. Approximately 3.5 million people in the United States are living with chronic HCV.

Chronic hepatitis C (or HCV) creates ongoing inflammation in the liver, which is not only uncomfortable, but can also cause the body to be vulnerable to other serious health issues, like scarring and cirrhosis, and even develop other issues, such as damage to the central nervous system.



Protect yourself against hepatitis with regular vaccinations, being cautious of consuming strange water and food when traveling.

While you probably don't give much thought to your liver, it's vital to your overall health. So be sure to give your liver a little TLC! —end



FINANCIAL FITNESS

Oct. 1-Oct. 26
Financial Fitness
Get a checkup on your current financial fitness levels and learn how to make the most out of your money. *HelpNet-based online challenge.*
***See the attached information flyer for participation instruction.*

Continuum • WELLNESS CHALLENGES • 402.476.0186 / 800.755.7636 • 4continuum.com • easpecialist@4continuum.com •   

NIRMA Online University

“Understanding Depression 101”

Depression is among the most prevalent psychiatric conditions, yet it remains challenging to understand and treat. "Understanding Depression 101" establishes an organizational framework for understanding the multiple pathways that can lead to depression.

Successful completion of this course, through the end of December, provides 75 Wellness Points.

*Next Wellness Committee Meeting: Wednesday, October 10, 2018 in the Courthouse Conference Room, 8:30 a.m.

*Next Safety Committee Meeting: Wednesday, November 28, 2018 in the Courthouse Conference Room, 8:30 a.m.

WELLNESS COMMITTEE

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salinewellness@gmail.com

co.saline.ne.us/webpages/
committees/wellness.html

Log onto the Wellness webpage online to review meeting minutes, Wellness newsletters, annual Program document and Fitness Center information.



2018 Flu Shot Clinic

Saline County will be offering our Annual Flu Shot Clinic to employees, and any of their BCBS dependents, on Friday, October 12, 2018. Public Health Solutions will be providing the immunizations. Locations and times are as follows:

- Courthouse: 10:00 a.m. to 1:00 p.m.
- LEC: 2:00 p.m. to 4:00 p.m.

Those wishing to take advantage of this important immunization are instructed to complete a PHS Client Information Form provided in the last newsletter. These **forms** are to be completed by each person requesting immunization and **returned to the Wellness Committee/HR by Thursday, October 4th**. Beyond this, no reservations needed.

There will also be the availability of a “high dose” formula for those requiring it and a “Tdap” (*Tetanus, diphtheria, and Pertussis*) to those due to receive it. Please call 821.3900 for additional information.

PHS will also need a copy of each participant’s Insurance Card. Please ensure this is brought to the clinic with you. *-end*

October Challenge “Financial Fitness”

The upcoming month long, Continuum HelpNet-based, online financial training program will kick off October 1st. Those wanting to participate must log into the Continuum website at www.4continuum.com using Saline County’s login and password. Please contact HR for those credentials if you don’t already have them. Additional information will accompany this newsletter in which the County login information will be shared—*outside of this publication*. Once logged into the site with the group login and password, additional registration for the Challenge will be required. You will use your “firstlast” (without a space) so that the outcome report can reflect your success in order to earn seventy-five (75) incentive points. *-end*

NOTE: Articles found in this newsletter are for informational purposes only and are not intended as medical advice. For further information, please consult a medical or legal professional.