

The B Line

FIND OUT WHAT ALL THE BUZZ IS ABOUT HERE AT B AND B

NOVEMBER 2020

B AND B
MAINTENANCE, INC.



STAY SAFE AND STAY HEALTHY!

With the cold and flu season fastly approaching, we must not lose sight of the importance of staying healthy. Even without COVID, the flu season reminds us that proper hand washing, eating healthy, and staying home when feeling ill are key points in staying healthy. With COVID still actively present, these key points are even more crucial to follow.

-David Grum, EHS Director



NOTES FROM HR

Have you moved!?

Please be sure to go online and check that we have your correct address.

Any correspondences from the office, insurance documents or your W-2 comes from your address on file. If you have moved, please go online and change your address. When it is time for W-2's to be mailed out we want to ensure you get yours in a timely manner.

Mandatory Trainings!

Please note that all mandatory training must be completed prior to year end. This includes both the Annual Safety Training and the Sexual Harassment Prevention Training

B and B Maintenance Sexual Harassment Prevention Training can be found on the BBMaintStaff website. Please be sure that you take the quiz associated with the training to get credit. If you have any questions please reach out to your supervisor or Human Resources.

Welcome New Employees!!

Please be sure to visit our website at
www.bbmaintstaff.com

There you will find:

- Employee handbook
- Insurance forms
- Important phone numbers
- Training and more!



We are so glad you joined us!

"WHAT IF TODAY, WE WERE JUST
GRATEFUL FOR EVERYTHING"

- CHARLIE BROWN



Don't forget to clock in and out!

Clocking in and out is mandatory! All employees MUST clock in and out from a designated phone at the client's site. Use of personal cell phones is prohibited. Clocking in and out ensures you are paid properly.

Please check with your manager or HR if you still have questions.

Corporate Office: (847) 550-6060