

April 24, 2020



We know there is no substitute for your favorite THPRD activities, but to help connect and offer our patrons programming content, we are really excited to share that next week we will be launching a “Virtual Recreation Center.” This addition to our website is almost ready, and we hope it will be posted by mid-next week at the latest. Major kudos to the staff on the Innovative and Summer/Fall Programming teams as well as the Social Media Team for their collaboration on this project.

The site will provide video content, tips for staying active and fit, activities for youth and seniors, and more. We can’t wait to share with you what staff have been working on and know this will be a

great benefit to the public. Here's to the future of programming at THPRD!



Open Enrollment 2020



**It's time to make your
benefits elections for
coverage July 1, 2020
- June 30, 2021!**

**Open enrollment is
May 4 - 22, 2020**



TUALATIN HILLS
PARK & RECREATION DISTRICT

thprd.org



Open Enrollment for benefit changes effective July 1, 2020 will be from May 4th to 22nd and for the first time, this year's event will be 100% virtual. On Monday, May 4 at 11:00am, we will kick off the event with an Open Enrollment Webinar featuring presentations from our benefits vendors. Emails will be sent out to your district and personal email addresses with instructions on how to access enrollment forms and register for the webinar and other virtual events. Please be sure to share these emails with covered family members on the district's health insurance, and invite them to participate in webinar events.

This year HR will also provide Open Enrollment consultations with HR Business Partners via phone or Teams video chat, as an alternative to the desk phone and in-person conversations we would typically have. This is the one time per year outside of a qualifying event (such as the birth of a child) to add or drop dependents, change your health plan, choose to participate in tax advantaged flexible spending plans, and make other changes. Please email HumanResources@thprd.org to schedule a time to talk to your HRBP and keep an eye out for emails and future employee updates for more information. Be well!



Did you know May 6th is National Nurses Day? Help us share our gratitude for all the amazing nurses in our country who are doing so much for us right now. We want to make a collective THANK YOU video. If you could, please record yourself, and if you like, your loved ones as well, saying “THANK YOU.” We’d like you to include a homemade thank you sign. All you need to do is record yourself saying thank you, and moving the sign from left to right in the frame. We will edit everyone’s thank you messages together into one video as part of our May 6th social media post. By everyone moving the signs from left-to-right, it will look like we’re passing the notes back and forth.

What a great way for THPRD to express our collective thanks to these amazing professionals whose careers are dedicated to helping take care of the most vulnerable in our community! If you could, please send in your video to us by Friday, May 1, by saving it here or email your video to hthompson@thprd.org.



We want to shine a spotlight on some of the work of staff in Maintenance and Park Patrol to help keep the public informed about the importance of physical distancing and following the temporary park rules. We knew we had talented staff – but who knew they were such super stars on camera too? Thanks to Everado Medina and Cameron Hall for their participation in public information videos. You can check out Everado's work on a video produced by the Washington County Sheriff's Office in partnership with THPRD and the Beaverton Police Department [here](#) or Cameron's work with our Social Media Team [here](#).



Please review the updated [COVID-19 Physical Distancing Supplemental Guideline](#) provided by our Social Distancing Officer. As the document says, "Safety is Everyone's Responsibility," and now we can add another layer of context by

reminding ourselves, “Physical Distancing is Everyone’s Responsibility.” Thanks to our Risk Management team for their work to keep us safe and for sharing helpful tips and guidance for us all to follow!



The Employee Support Group is organizing ways for us to stay connected and have fun while physically distancing. Check out these upcoming activities.

- **Due Sunday 4/26- Candy Bracket:** You have until Sunday to turn in your Candy Bracket to thprdsupport@thprd.org and the competition starts on Monday (4/27). Click [HERE](#) for instructions and [HERE](#) for the fillable bracket.
- **Currently Happening- Step Challenge:** Twenty-nine staff members are participating and collectively, they’ve made more than 1 MILLION steps! That’s the equivalent of walking from the HMT Complex to Sacramento! Final results will be shared on Tuesday.
- **Completed- Fitness Bingo Leaderboard:**
 - Lisa Payne, BLACKOUT, *First one to turn it in*
 - Aimee Krieger, BLACKOUT
 - Lori Leach, BLACKOUT
 - Jen Smirl, 22 squares, 7 bingos
 - Stefanie Pace, 22 Squares, 6 bingos
 - Ann Satterfield, 20 Squares, 3 bingos

Badges Added!

The Employee Support Group and Communications team have created special badges for participating in our virtual challenges and events. We have added four more badges to earn along the way. After earning these badges you can display them in your email signature. You may have already seen them on some of your co-workers' signatures. See what the new badges look like down below!



**Work Safety - Recommended Remote
Workplace Self-Inspection**



Every three months the safety committees inspect THPRD facilities to ensure a safe and healthy workspace. Safety committees cannot inspect closed facilities, and for those staff currently working remotely the safety committees cannot inspect your individual work environments. In lieu of typical inspections, we recommend that those working remotely use the following checklist to promote a safer remote workspace and ensure your own safety while working remotely!

- Are floors and surfaces in your workspace free of clutter?
- Are phone lines, computer cords, and electrical cords secured to the floor, under furniture, or along the wall?
- Are portable heaters located away from flammable items?
- Are power strips only plugged into a wall outlet? (Do not piggy back cords. Piggy backing is when one power strip is plugged in to another power strip.)
- Is your work station ergonomically correct?
 - Is the computer screen free from noticeable glare?
 - Is the top portion of the computer screen at eye level?
 - When typing, are your arms close to parallel with the floor?
 - Are your feet flat on the floor or supported by a footrest?
 - Is your back well supported?
 - Should you need any related information or have ergonomic questions, please contact Nancy Agnesse, nagnesse@thprd.org.

Were you able to answer YES to all of these questions? If so, you are on your way to a safe remote working environment!