

## Live Well, Work Well

Click the link below to find out more information regarding:

- Making Every Bite Count*
- Prioritize Your Sleep*
- Properly Cleaning Your Earbuds*
- Chicken and Broccoli Bake*
- ...and more

Link to Flyer: [Live Well, Work Well Flyer](#)  
[Live Well, Work Well Flyer – Healthy Eating 101](#)  
[Tips for Healthy Cooking](#)

## (216) 838- WELL

Your personal health and a securing a safe work and learning environment are our top priority - if you have a COVID-19 test result or concern regarding your health, please contact the CMSD COVID Support Hotline at 216-838-WELL. Our Hotline is staffed with trained school nurses who will guide you through next steps. In event of a positive test, school nurses will coordinate with local health departments and provide next steps to Facilities, Talent and Communications departments, while also keeping supervisors appropriately updated.

### Healthy Eating 101

Eating a well-balanced diet is key to maintaining your health. In fact, improving your diet could help you live longer and reduce the chance of developing costly chronic diseases. Here are 10 tips to move when you're getting started on your healthy eating journey.

**Get a personalized eating plan.**  
 Speak with your doctor to develop a plan that will give you the amounts of each food group you need daily. Your doctor may recommend you seek out a registered dietitian or nutritionist to create the best plan for you.

**Set realistic goals.**  
 You are more likely to succeed in reaching realistic goals when you make changes gradually. Start with small changes.

**Balance your plate with a variety of foods.**  
 25% percent of your plate should be filled with fruits and vegetables, 25% with lean meat, poultry or fish, and 25% with grains.

**Get slowly.**  
 It takes between 15-20 minutes for your brain to get the message that your body is getting food. When your brain gets this message, you may stop feeling hungry.

**Practice portion control.**  
 A portion is the amount of food you choose to eat. Talk with your doctor or visit the United States Department of Agriculture's website to learn more about proper portion sizes and daily food intake customized for your age, gender and activity level.

Please speak with your doctor about what other health screenings would be beneficial for you and your health.

HYLANT

### Eat Well to Live Well

Eating a well-balanced diet is key to maintaining a healthy body. In fact, improving your diet could help you live longer and reduce the chance of developing costly chronic diseases. Here are 10 tips to move when you're getting started on your healthy eating journey.

**Talk to your doctor.** What's considered a healthy diet change for your friend might not be considered healthy for you. Use the best way to determine how to best change your diet by talking with your doctor first.

**Start small.** Changing your whole diet at once may prove to be too much, too fast. In fact, experts recommend starting with small changes, such as the following:

- Eat breakfast every day. Studies have shown that eating a healthy breakfast can lead to better strength and endurance, clearer concentration and better problem-solving abilities.
- Plan at least one home-cooked meal a day. They usually have fewer calories, more reasonable portions and contain more nutrients than fast-food restaurants.
- Eat plenty of fruits and vegetables. Half of your plate at each meal should be vegetables or fruits.
- Choose low-calorie drinks. Soda and sports drinks are high in calories, and calories in juice can also quickly add up. Instead, opt for water.
- Choose food carefully when eating out. Restaurants are often required to make nutritional information readily available. If you do not see brochures listing out, or nutrition information listed on the menu, ask.

**Don't get discouraged.** Putting consistently eating habits with healthier ones can be difficult. Stick with it and focus on how improving your diet will benefit your health in the long term. Remember, eating a healthy diet can help you keep costly chronic conditions at bay and can help you lead a healthier life. If you want more healthy eating materials, don't hesitate to ask. We're here to help.

## Identity Theft: Unemployment

Identity theft is a widespread national challenge and many Ohioans have become victims with their identities used to file fraudulent unemployment claims. The Ohio Department of Job and Family Services offers resources if you are a victim of this type of fraud. Please report any identity theft related to unemployment immediately at the link below:

<https://unemploymenthelp.ohio.gov/IdentityTheft/>

If you do not have access to report the identity theft online, contact ODJFS at (833) 658-0394, 8 a.m. to 5 p.m., Monday through Friday. In addition, please notify the District by emailing [Compensation@ClevelandMetroSchools.org](mailto:Compensation@ClevelandMetroSchools.org) so that we may report the suspected fraud on behalf of the employer.

## Emergency Room or Urgent Care?

If you're faced with a sudden illness or injury, making an informed choice on where to seek medical care is crucial to your personal and financial well-being. Making the wrong choice can result in delayed medical attention and may cost hundreds, if not thousands, of dollars. More than 10 percent of all emergency room visits could have been better addressed in either an urgent care facility or a doctor's office.

If you're suddenly faced with symptoms of an illness or injury, how can you determine which facility is most appropriate for your condition?

	EMERGENCY ROOM		URGENT CARE
	<p>The <b>emergency room (ER)</b> is equipped to handle life-threatening injuries and illnesses and other serious medical conditions. Patients are seen according to the seriousness of their conditions in relation to the other patients.</p> <p>You should go to the nearest ER if you experience any of the following:</p> <ul style="list-style-type: none"> <li>Compound fractures</li> <li>Deep knife or gunshot wounds</li> <li>Moderate to severe burns</li> <li>Poisoning or suspected poisoning</li> <li>Seizures or loss of consciousness</li> <li>Serious head, neck or back issues</li> <li>Severe abdominal pain</li> <li>Severe chest pain or difficulty breathing</li> <li>Signs of a heart attack or stroke</li> <li>Suicidal or homicidal feelings</li> <li>Uncontrollable bleeding</li> </ul>		<p><b>Urgent care centers</b> are not equipped to handle life-threatening injuries, illnesses or medical conditions. These centers are designed to address conditions where delaying treatment could cause serious problems or discomfort.</p> <p>Some examples of conditions that require a visit to an urgent care center include:</p> <ul style="list-style-type: none"> <li>Controlled bleeding or cuts that require stitches</li> <li>Diagnostic services (x-rays, lab tests)</li> <li>Ear infections</li> <li>High fever or the flu</li> <li>Minor broken bones (e.g., toes, fingers)</li> <li>Severe sore throat or cough</li> <li>Sprains or strains</li> <li>Skin rashes and infections</li> <li>Urinary tract infections</li> <li>Vomiting, diarrhea or dehydration</li> </ul>

**REMEMBER: Unless it is a true emergency – a serious or life-threatening condition that requires immediate treatment that is only available in a hospital – consider your options for appropriate, quality care that is efficient and economical.**

For additional information and considerations, please visit the [Employee Benefits Guide 2021](#) located on the [Employee Benefits Website](#).

## Qualifying Events: Making Changes During the Year

Qualifying events are events that may trigger a Benefits event outside of the Open Enrollment period. Below is the list of qualifying events and the amount of time, you have as an employee, to notify the Benefits Department via Workday. Notification of qualifying events must be made **through Workday**, within the noted days from the event, as presented below. Failure to notify the Benefits Department and provide all necessary documentation within the timeframe noted will require you to wait until the next open enrollment period to make your change.

**Unless you experience a life-changing qualifying event listed below, benefit elections cannot be updated until the next open enrollment period.** For more information, please visit the [Employee Benefits Guide 2021](#), Page 11, on the [Employee Benefits Website](#).

Qualifying Event	Timeframe to Notify Benefits*
Marriage, divorce or legal separation	30 days
Birth, adoption or placement for adoption	30 days
Death of a dependent	30 days
Change in your Spouse's employment status	30 days

Change in coverage status under your spouse's plan	30 days
A loss of eligibility for other health coverage	30 days
Change in dependent child's status, either newly satisfying the requirements for dependent child status or ceasing to satisfy them	30 days
Judgment, decree or court order allowing you to add or drop coverage for a dependent child	30 days
Change in eligibility for Medicare or Medicaid	60 days
Termination of eligibility for Medicaid or a state Children's Health Insurance Program (CHIP)	60 days
Becoming eligible for a premium assistance subsidy under Medicaid or a state CHIP	60 days

\*days from the qualifying event

**TOTAL WELL-BEING**  
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**A TOTAL WELL-BEING EAP**  
Ease@Work provides Total Well-Being solutions for organizations and employees by combining high touch services through high tech delivery capabilities. Our Total Well-Being services are available anywhere at anytime to address any problem.

**LEGAL & FINANCIAL RESOURCES**  
Ease@Work Legal and Financial assistance services are designed to provide employees and their household members with the legal and financial advice and guidance they need to help ease the stress of legal and financial burdens. Our legal assistance connects individuals with a qualified attorney for a 30-minute free consultation. The financial assistance connects individuals with certified financial planners, certified public accountants and credit counselors based on their needs.

**WE HELP WITH:**

**Legal Assistance:**

- Bankruptcy
- Divorce/Custody
- Estate Planning/Wills
- Real Estate
- Adoption
- Elder Care

**Financial Assistance:**

- Bankruptcy
- Home Buying
- Identity Theft
- Retirement Planning
- Planning for College Funding

Telephone: 1-800-521-3273  
Website: www.easeatwork.com

**EASE@WORK**

**ASK THE COACH**

**Strengthening Talent by Advancing Wellness**

Ease@Work offers a variety of helpful resources to support your overall wellness. Our program provides:

**FITNESS COACHING**  
One-on-one sessions with a certified fitness coach to develop a personalized fitness plan

**NUTRITIONAL COACHING**  
One-on-one sessions with a certified nutrition coach for weight loss or other health concerns.

**STRESS REDUCTION COACHING**  
One-on-one sessions with a certified stress reduction coach to help you better understand and effectively reduce your stress.

**NICOTINE CESSATION**  
One-on-one sessions with a counselor or coach for guidance and support with developing a quit plan.

**ONLINE RESOURCES**

**Our Worklife Website includes:**

- Comprehensive library of articles and tip sheets on health and wellness
- Health assessment tools
- Links to helpful medical, nutritional, and mental health resources

**CONTACT US**

**We Can Help**

Telephone: 1-800-521-3273  
Call Toll Free: 800-521-3273

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**LIFE COACHING**  
Life Coaching to help employees and their household members meet their personal and professional goals. A Life Coach works actively to help individuals assess their current situation, then develop goals and action steps to meet their stated expectations. A Coach is an accountability partner and helps individuals overcome obstacles to achieve their goals.

**WE HELP WITH:**

- Life transitions
- Enhancing communication skills
- Improving stress and time management
- Creating better work-life balance
- Managing multiple projects and demands
- Living a more purposeful life
- Setting goals and action steps
- Improving relationships

Telephone: 1-800-521-3273  
Website: www.easeatwork.com

**EASE@WORK**

To view information regarding Benefits, please visit the Benefits Website via the links below. All information available in this newsletter and subsequent newsletters can be found via the Districts website.  
Click here for the Benefits Website Link: [Employee Benefits Website](#)  
Click here for the Monthly Newsletter Flyers provided by our Providers: [Monthly Newsletter Flyers](#)