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New Jersey School Boards Association Insurance Group

Talking Turkey!

The holiday season (beginning with Thanksgiving) includes times of family celebration. When you're in charge you want everything to go perfectly. With some advance planning, any holiday celebration can go smoothly. Whether you're an experienced cook or preparing your first family feast, a little food safety review won't hurt at all.

Cooking & serving turkey dressing

If you've always cooked the dressing in the turkey cavity, you may want to consider roasting it separately for a change. It's the easiest, quickest, and safest method. An unstuffed bird takes less time to cook than one that is stuffed.

Thawing your turkey safely

To save yourself from a Thanksgiving morning disaster, plan ahead and allow plenty of time for that frozen turkey to thaw. Turkey, or any meat for that matter, should not be left a room temperature to thaw. Kept properly in the refrigerator, a whole bird takes about 24 hours for every five pounds of weight to thaw. If you purchase a fresh turkey, plan to cook it within two days of purchase or freeze it right away.



But if you decide to roast the dressing in the turkey, there are several precautions you need to follow. Don't stuff the turkey until just before roasting. To save time preparing the dressing, chop and refrigerate perishable ingredients the day before. Dry ingredients can be pre-mixed and stored separately. Combine dry and liquid ingredients just

before roasting. After the turkey is removed from the oven, check the dressing for doneness with a meat thermometer. To be thoroughly cooked, the dressing should reach 165 degrees. Remove all the dressing immediately after cooking and place it in a separate bowl for serving.

Roasting your turkey safely

In a 325 degree oven an 8 to 12 pound turkey will take 3 to 4 hours to cook, and a 12 to 16 pound turkey will take 3 1/2 to 4 1/2 hours to cook. To ensure that the bird is fully cooked, insert a meat thermometer into the thickest part of the thigh muscle, without touching the bone. The thermometer should register at least 180 degrees.

Storing left over turkey & dressing safely

Within two hours after cooking, debone the bird and divide the meat into smaller portions for storage in the refrigerator. Large amounts of leftover dressing should be divided into smaller portions and refrigerated.❖

Preparing for H1N1 and the Upcoming 2009-2010 Flu Season - Part Two

The Centers for Disease Control (CDC) predicts that the H1N1 virus could strike up to 40 percent of Americans in the next two years, or approximately double the number of individuals normally affected by seasonal flu.

Although it is impossible to predict with certainty how severe the flu season will be, the CDC and other federal agencies are urging employers to prepare a flexible plan to protect employees and to deal with absenteeism in the fall and winter when the workforce will face both H1N1 and seasonal flu.



Commentary and Checklist

The federal government offers resources online to help employers in different sectors prepare for a flu outbreak, including planning checklists, on its website flu.gov. Employers should formulate or review response plans before the flu season begins.

When formulating or revising your influenza pandemic plan, be sure to consider these important components:

- ✓ Be prepared to implement multiple measures to protect workers and ensure business continuity. A layered approach will likely work better than using just one measure.
- ✓ Identify possible work-related exposure and health risks to your employees. OSHA offers guidance in this area, and a link to that resource is found at the end of this article.
- ✓ Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.
- ✓ Allow employees to stay home if they are ill, have to care for ill family members, or must watch their children if schools or childcare facilities close.
- ✓ Explore whether you can establish policies

and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), when possible, to increase the physical distance among employees and between employees and others if local public health authorities recommend the use of social distancing strategies. Ensure that you have the information technology and infrastructure needed to support multiple workers who may be able to work from home.

✓ Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.

- ✓ Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- ✓ Plan to minimize exposure to fellow employees or the public if public health officials call for social distancing.
- ✓ Establish a process to communicate information to workers and business partners on your 2009 H1N1 influenza response plans and latest 2009 H1N1 influenza information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

You will find links to government flu information on our website at www.njsbaig.org ❖

***My Community Workplace
September 2009***

Claims Corner

Prevailing Wage Act Compliance

All of our Districts are now affected by recent legislation involving prevailing wages of its contractors and their employees.

This law now requires all school districts involved in construction or repairs to guarantee that its contractors comply with State-approved prevailing wages. Districts will immediately have to make sure that all contracts governing construction or repair matters contain a provision requiring compliance by their contractors as well as identifying and requiring exactly what the prevailing wage rate is.

As your insurer, the New Jersey School Boards Association Insurance Group cannot nor will not make any payment directly to a contractor that has not supplied to us a certified payroll record in compliance with stated Prevailing Wage levels.

Effective July 1 of 2009, the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.26) requires contractors to prepare and retain weekly certi-

fied payrolls and must include written certification that those payrolls comply with the PWA. In order to protect each district from liability, those contracts should contain a provision that in the event it is found that any worker employed by a contractor has been paid less than prevailing wages, that the contractor protect the District from any fines or penalties.

Again, as the Group is often asked to pay contractors directly, we cannot and will not make any payment ourselves as the insurer unless provided a copy of the certified payroll in compliance with the PWA rates as required by the State.

If you have any questions please feel free to call me at 609/386-6060 extension 3095 or Mr. Louis Giannetto, NJSBAIG Claims Manager at extension 3011.❖

**By William Miller, CPCU
NJSBAIG Claims Supervisor**

TEN WAYS TO BE A POSITIVE FORCE

1. Think before you speak.
2. Keep an open mind.
3. Discuss rather than argue.
4. Cultivate a soothing voice—how you speak often means more than what you say.
5. Never lose an opportunity to praise or say a kind word.
6. Exceed your employer's expectations.
7. Learn to be objective about personal criticism.
8. Respect the feelings of others; take time to show interest in their lives and families.
9. Refuse to discuss the shortcomings of others—discourage gossip and change the subject.
10. Let your virtues speak for themselves.❖

TopHealth



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Bloodborne Pathogens

School employees can become exposed to infectious diseases from blood or other bodily fluids. By completing this Train the Trainer class, a designated employee will become qualified to teach fellow employees about the hazards of bloodborne illnesses.

Date	Location	Time
November 20, 2009	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon
December 11, 2009	Somerset Executive County Superintendent of Schools Office 27 Warren Street, Somerville, NJ 08876 ■ 908-541-5700	9:00 a.m. till noon
February 12, 2010	Morris-Union Jointure Commission 340 Central Avenue, New Providence, NJ 07974 ■ 908-464-7625	9:00 a.m. till noon

Employment Practices

School districts face many kinds of personal injury claims including sexual harassment, discrimination, affirmative action, retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims. **THIS CLASS IS FOR ADMINISTRATORS ONLY.**

Date	Location	Time
December 4, 2009	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

Claims Coordinator

This class will provide a step by step instruction on how to properly handle a workers' compensation claim from its inception to its conclusion. Discussion topics will include proper claim reporting, accident investigation, employee follow-up, the duties of the claim coordinator, claimant, doctor, managed care company and insurance claim adjuster.

Date	Location	Time
March 26, 2010	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

Hazard Communication/Right to Know

HazCom (formerly Right to Know) is required training for staff. Each district should have a designated HazCom trainer. By attending this class your employee will become immanently qualified to teach other employees in the district about hazardous chemicals in the workplace.

Date	Location	Time
April 16, 2010	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 ■ 732-531-5600	9:00 a.m. till noon

For reservations contact Sue Williams at 609-386-6060 ext. 3005 or via email swilliams@njsbaig.org

Cost per person: \$20.00

Make checks payable to:

New Jersey School Boards Association Insurance Group (NJSBAIG), 450 Veterans Drive, Burlington, NJ 08016

TRAIN THE TRAINER