

RISK MANAGEMENT NEWS

Lubbock ISD— Risk Management

In this issue:

- Health and Wellness Reminders
- The Hartford (disability insurance) - Annual Enrollment
- Aflac - Annual Enrollment
- First Financial (life insurance, critical illness, accident, vision, etc.) - Annual Enrollment
- Sun Life Enrollment
- Annual Medical/Health Enrollment
- Flu Shots
- Risk Management Department Information
- Safety Tips

Health and Wellness Reminders:

- Wash your hands often (and always after visiting to the restroom).
- Keep a hand sanitizer at your desk and use it after touching communal doors or being in shared places.
- Be sure to stay hydrated throughout the day.
- Try not to come in close contact with anyone who is under the weather.
- Be sure you get your flu shot every year.
- Visit the doctor if you are sick and/or experiencing severe symptoms that persist—do not come to work.

Reminder— Annual Enrollment and Flu Shots:

- ⇒ The Hartford (disability insurance coverage) - annual enrollment is September 1, 2020 through October 31, 2020. Contact 806-748-0505. [Site Link.](#)
- ⇒ Aflac (cancer and accident, etc) - annual enrollment is September 7, 2020 through October 31, 2020. Contact 806-748-6100. [Site Link.](#)
- ⇒ First Financial (permanent life insurance, critical illness insurance, hospital indemnity insurance, accident insurance, vision insurance, flexible spending account, medical reimbursement, dependent care reimbursement, benefits flex card, identity theft protection, and legal shield) - annual enrollment is September 14, 2020 through October 16, 2020. *More information to come with campus call in/sign up hours pending—will notify each campus accordingly.* Contact Ty.Stovall@ffga.com. [Site Link.](#)
- ⇒ Sun Life (optional life insurance) - application with Health Questionnaire accepted year-round.
- ⇒ Annual Medical/Health Insurance Enrollment—planning in process—November 2020 (more information to come in October 2020).
- ⇒ Flu Shots—Campus flu shot clinics are being scheduled for each campus - be sure to watch your email for dates and times for your clinic; flu shots are FREE to all employees of Lubbock ISD (paid for by Lubbock ISD); and flu shots are FREE to all dependents that have Lubbock ISD insurance (paid by Lubbock ISD). You may also stop by any United Pharmacy with your completed consent form previously sent to you along with your employee ID and LISD insurance card to receive your flu shot at a United Pharmacy.

Risk Management Department:

- Lisa Thompson, Executive Director (ext. 0235)
- Vaun Murphrey, Specialist (ext. 0283)
- Lucinda Lucero, Secretary (ext. 0280)
- Ursula Ramirez, Clerk (ext. 0282)

Call Us—We Are Happy to Help!

Risk Management Work Safety Tips

- Keep floors and aisles clear of electrical cords; use appropriate surge protectors and cable ties to manage wiring.
- Refrain from eating or drinking at a computer station; spills and crumbs could get into the keyboard and cause malfunctions.
- If you must carry anything from one place to another, don't stack things up so high that you can't see directly in front of you.
- When carrying boxes, use the elevator if available. Ask for help or use a moving dolly to carry boxes or heavy items.
- Only open one drawer in a filing cabinet at a time to keep it from tipping over.
- Close desk or file cabinet drawers before walking away so others don't walk into them.
- Store supplies inside of cabinets or bookcases, and place heavier items in the lower drawers or shelves.

****Remember—Safety Is Not An Accident****

Claims Processing Reminder:

Dental Claims go to:
Lucinda.Lucero@LubbockISD.org

Living Better Diabetes & Bronze Maternity Reimbursement Claims go to: Vaun.Murphrey@LubbockISD.org

Gym Reimbursement Claims & Hospital Income Plan Claims go to:
Ursula.Ramirez@LubbockISD.org

All claims processed within 30-days