



## Project | SEARCH

*Project SEARCH Kalamazoo at Bronson Methodist Hospital is a collaboration among the following organizations: Kalamazoo RESA, Bronson Methodist Hospital, Michigan Rehabilitation Services, Integrated Services of Kalamazoo and Bureau of the Services for Blind Persons and other community agencies/organizations to support young adults with disabilities, designed to help further develop their employment skills and supports the intern in obtaining competitive employment in the community.*

*Intern Handbook* \_\_\_\_\_





Project | SEARCH

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## **Roles & Responsibilities**

### **Project SEARCH Intern:**

- Have their own active/usable cell phone with them at all times
- Attends Summer Job Club
- Attend and participate in meetings with support service organizations
- Participate travel training to the Project SEARCH program, if needed
- Follow Rules and Regulations of host business including; Cellular, Social, Confidentiality and Network Access
- Attends job orientation and training as scheduled with department manager or mentor
- Calling for themselves for an absent or arriving late to instructor and internship manager
- Maintains professional behavior and positive image the entire time while at the host business
- Bring a nutritional lunch (microwaves available) or money to purchase lunch (approximately \$6) from cafeteria(s)
- Being punctual to internship departments and instruction time
- Only taking scheduled and allotted times to and from breaks
- Strives for perfect attendance
- Learn and practice employability skills
- Interviews for internships
- Dressing appropriately; required uniform, interviews and events
- Maintaining proper personal hygiene and grooming
- Communicates any work related issues with instructor, skills trainer, manager, mentor
- Works with manager, mentor, instructor and skills trainer to successfully complete internship
- Actively participates in pursuing competitive employment
- Make adjustments with each internship; from intern to employee role
- Utilizes natural resources for support
- Communicates with family regarding progress in Project SEARCH program

## **Roles & Responsibilities**

### **Parent(s)/Guardian(s):**

- Support intern using public transportation when available; assists with travel training agencies
- Assist intern with transportation to and from program and paid competitive employment; if necessary
- Promote intern to have perfect attendance
- Encourage intern to use suitable employability skills
- Support intern to use and have mature, appropriate behavior
- Address issues and concerns regarding interns progress when not attending Project SEARCH; at home
- Participate in Employment Monthly Meetings to discuss intern's progress, issues, etc.
- Communicate with instructor, skills trainers and support service agencies regarding any concerns – will not communicate directly with any host business personnel
- Promote intern with job development and obtaining competitive employment
- Support intern with working in a paid employment position
- Promotes interns personal development of independence

### **Employee (once employment is obtained):**

- Adhere to personnel policies
- Follow daily/weekly schedule according to job position
- Abide by job and department standards
- Communicate with manager regarding all work related concerns
- Continue to learn new skills and advance in the job and career
- Communicate with support service agencies as needed for work related issues and concerns

## **Employment Planning Meeting**

Each month, all Project SEARCH Interns will be required to attend a personal monthly meeting. Employment Plan Meetings will be held as a Virtual Meeting. Each meeting may not be held due to weather, illness, shorter months, holiday breaks, etc. and all invited will be notified of these changes. The meetings will attempt to be scheduled for the same day and time each month for consistency and calendar purposes. Each meeting will last no more than thirty minutes.

The Intern will lead the meeting and the following individuals may attend: Project SEARCH Administrator, Project SEARCH Skills Trainer, department managers, mentors, Intern's parent/guardian, Vocational Rehabilitation Counselor, Integrated Services of Kalamazoo Specialist and KalamazooRESA individuals. The purpose of the Employment Planning Meeting is to review the intern's progress and areas of need. The progress on the Intern's IEP goals and objectives will be reviewed. It is critical that the parent/guardian attend all meetings to provide and gather information. The Intern can share their concerns, thoughts, and ideas about their rotation, as well as the support they will need to meet their postsecondary goals.

## **Networking/ Job Development**

### **Networking**

Networking is a critical component to finding employment. Networking is nothing more than getting to know people. Whether you realize or not, you're already networking every day and everywhere you go. You are networking when you strike up a conversation with the person next to you in line, meet a friend of a friend, catch up with a former co-worker, or stop to chat with your neighbor. Everyone you meet can help you move your job search forward. In Project SEARCH, Interns will have opportunities with network within Bronson Hospital as well as out in the community. This will increase the likelihood of finding sustainable employment.

### **Job Development**

Job Development is the process job seekers use to find the sustainable employments. In Project SEARCH, Interns begin this process the first day of attending and will continue throughout their time in the program. There are five components to job development: Preparing for the job, Job readiness and job matching, The role of further education and training, Get beyond tasks, Getting started, Preparing for the interview.

### **Sustainable Employment**

It is the goal of Project SEARCH to assist the Intern in finding competitive employment. Through networking and job development, the Intern will find employment in an integrated setting, year round work, 16 hours per week or more and earning prevailing wage or better.

## Attendance Policy

**\* Covid-19 is addressed on a separate page for policy and procedures if this were to occur during an internship at Bronson.**

**Planned Absence** – Absence for a legitimate reason that is requested using a “Time-Off Request Form” and approved by either the instructor or skills trainer **in advance**.

**Unplanned Absence** – When an intern misses class or work without advanced approval. For any unplanned absence, it is expected that the intern follow the Call in Procedure (see procedure on this page).

**No Call No Show** – When an intern misses class, work or both without calling in using the Call in Procedure (see procedure on this page).

**Project SEARCH CORE Team** – The Project SEARCH CORE Team is made up of Project SEARCH administrator, Instructor, Skills Trainer, VR Counselor, Bronson Manager and or Bronson Mentor. If at any time the intern’s unplanned absences or excessive tardiness adversely affect the business or how the business achieves its goals, the intern’s behavior will be addressed by the CORE Team. The intern’s sustainability for the program will then be reviewed and a Plan of Assistance will be developed. Plan of Assistance are designed to fit the situation and will vary by intern.

### Call in Procedure

1. Intern needs to determine if the absence is unavoidable. They should consult the “Am I Really Sick?” and “Attendance” section of the handbook.
2. Intern should call in on his/her own behalf. Parents/guardians are asked not to call for the intern. The intern is developing independent and responsibility skills.
3. Call the instructor and department manager before 8:00AM. If leaving a voice mail, make certain to leave your first and last name, date and why you will not be at Bronson Hospital for that day.
4. The day of returning after an absence, the intern needs to talk with the department manager, in person, to explain absence in more detail.
5. If an intern misses multiple days in concession to do an illness, injury or emergency situation. There are two types of documentation that may be required to verify legitimate absence. Talk with the instructor prior to returning to determine if you need proof of either A or B:
  - A. A doctor’s note that clarifies illness or injury and if applicable; a ‘may be fit for work’ statement for inter to return to work.
  - B. In case of family emergency; a note from the intern’s parent, guardian, or identified community support person.



**Multiple Unplanned Absences** – Unplanned absences may occur for legitimate reasons, such as an extensive illness or family emergency. Excessive absences without a legitimate reason will cause the following actions to occur:

**Verbal Strategy** – The instructor, job coach and intern meet to discuss the cause of the absences, develop a strategy for avoiding such absences in the future and determine if support is needed to reach the goal of good attendance.

Project SEARCH CORE Team will assist with and provide support, as needed.

If a *Verbal Strategy* is not successful in assisting the intern with improving their attendance, a second meeting will produce a *Written Strategy*.

**Written Strategy** – The Verbal Strategy will be put into writing with the intern signing; agreeing that they understand and will put into action to improve their attendance.

Project SEARCH CORE Team will assist with and provide support, as needed.

If a *Written Strategy* is not successful in assisting the intern with improving their attendance, a *Positive Behavior Support Plan* will be established.

**Positive Behavior Support Plan** – The Project SEARCH CORE Team will meet with the intern and natural supports to provide a more extensive assessment of the settings and situations that are affecting the intern's attendance. The *Positive Behavior Support Plan* is being put into action to assist the intern understand the importance of good attendance behavior, to ensure that the right strategy and support is being provided.

**Excessive Unplanned Absences or No Call No Shows** – Continues to have an extreme amount of unplanned absences after a written strategy and/or *Positive Behavior Support Plan* has been put in place or has multiple No Call No Shows.

The intern's case will be discussed with the Project SEARCH CORE Team. The intern's suitability for the program will then reviewed and a response plan will be designed if it is deemed appropriate for the intern to stay in the program.

**Tardiness** – Being late to rotation, class or being late returning from breaks.

**Multiple Tardiness** – Multiple episodes of tardiness are handled in the same way as multiple absences. See above sections for definitions of *Verbal Strategy*, *Written Strategy* and *Positive Behavior Support Plan*.

**1 - 4 Tardiness** - *Verbal Strategy*

**5 - 9 Tardiness** - *Written Strategy*

**10 - 14 Tardiness** - *Positive Behavior Support Plan*

**15 Tardiness** - The intern's suitability for the program will be reviewed by the Project SEARCH CORE Team and a response plan will be designed. If the team deems it appropriate for the intern to stay in the program.

## **AM I REALLY SICK?**

We expect that Project SEARCH interns attend every day. However, we do understand that people can get sick. Sometimes a person isn't feeling their best, but it isn't necessary to stay home. Sometimes your condition can be contagious which makes it necessary for you to not be around people.

### ***Symptoms that can be contagious and when you should stay home:***

- Vomiting
- Diarrhea
- Fever of 100 degrees or more
- Sneezing - Running - Drippy Nose
- Coughing/Hacking
- Sore throat
- Goopy - Inflamed eye(s)

### ***Symptoms of Covid-19 and when you should stay home:***

- Fever
- Chills
- Coughing
- Shortness of breath
- Loss of taste/smell

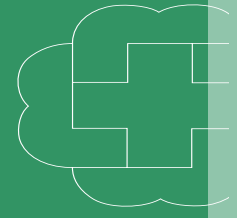
### ***Severe Symptoms of Covid-19 that require you to seek immediate medical treatment***

- trouble breathing
- bluish skin color
- unable to eat or drink
- unresponsive
- sudden dizziness
- confusion
- flu-like symptoms that improve, but then return

### ***When to come to work even if you're not feeling you're best:***

- Mild headache
- Cramps
- Personal relationship issues
- Bad mood
- Being tired/did not have enough sleep
- Sore/achy feet or legs

# COVID – 19 Screening Process for Students



Every Bronson team member, including volunteers and students, must be assessed for COVID-19 symptoms and risk factors before they can work in our facilities. You must complete this survey each shift before you report for work. This survey must be taken by all Bronson team members regardless of if you have a direct patient care role. The survey should be completed **no greater than two hours before the start of your shift.**

**Step 1: The screening questionnaire can be accessed here:**

<https://webapps.bronsonhg.org/EmployeeScreening>

**Step 2: Click Student**

**Step 3: Fill in Information    Step 4: Respond to questions**

Every Bronson team member must be assessed for COVID-19 symptoms and risk factors before they can work in our facilities. You must complete this survey **each shift** before you report for work. This survey must be taken by all Bronson team members regardless of if you have a direct patient care role. The survey should be completed **no greater than two hours before the start of your shift.**

Choose Role

- Employee
- Non-Employed Physician
- Resident
- Contractor
- Volunteer

Role: Student

First Name  
John

Last Name  
Smith

Organization / School  
Project SEARCH/KRESA

Next

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COVID-19 Contact?

In the last 10 days have you been in contact with someone with a confirmed or suspected diagnosis of COVID-19?

Yes  No

Next

Fever?

Have you had a fever or chills in the past 72 hours\*?

\*Fever is a temperature of at least 38.3C (101F) once, or of at least 38.0C (100.4F) twice over a two-hour period.

Yes  No

Next

Cough

Do you have **new** onset cough, new shortness of breath, new difficulty breathing or new loss of taste or smell within 10 days?

Yes  No

Next

**Step 3: Complete the screening questions**

**Step 4: Approved to enter or No entry based upon your responses**

Mask Required

- All persons, whether fully vaccinated or not, must wear face masks when they are in a health care setting where patients may be present.
- Those health care settings include, but are not limited to, the hospitals, common areas in the hospitals (including hallways, stairwells, elevators and conference rooms), medical offices, and rehab facilities.

I Understand

Cleared for work  
08/12/2021

- Wearing a face mask is required at all Bronson facilities.
- The type of mask will be determined by your role and patient contact.
- Notify your leader if you develop symptoms during your shift.

No Entry  
08/16/2021

- Go home and self-quarantine.
- Remotely notify your leader.
- If you have received a negative COVID-19 test result in the last 24-48 hours, please contact your leader and await clearance via email from HR/Prohealth to return to work.
- otherwise ---
- Call Bronson Care Advisors (269-341-7788) for symptom assessment.
- Follow quarantine CPG.

# Project SEARCH Kalamazoo

## Time-Off Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_ Medical/Doctor Appointment

\_\_\_\_\_ Dental Appointment

\_\_\_\_\_ Personal

\_\_\_\_\_ Other (please describe below)

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I will make up my missed assignment(s) provided by the Project SEARCH Instructor or Skills Trainer in a timely manner.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

Do Not Write Below This Line

---

Time-Off Request Approved

- Yes
- No

Instructor/Skills Trainer Signature \_\_\_\_\_

Date \_\_\_\_\_

## Uniform and Dress Code

Interns will be provided with 3 Project SEARCH uniform polo shirts and 1 long sleeved white shirt for cold weather. Interns are expected to provide a minimum of 3 pairs of properly fitting khaki dress pants. Shirts need to be tucked in at all times. Pants and shirts are to be wrinkle free and clean. Interns are required to wear tennis shoes that are clean and laces pulled so shoe fits to the foot (safety purposes).

When working in Food and Nutrition Service Departments, the intern is required to provide a pair of black non-skid shoes. While working in food service departments a hairnet, gloves and aprons will be required to be worn and are provided on a daily basis.

Bronson identification badge is required to be worn, face out and clipped to their uniform collar everyday while at Bronson.

If an intern reports to work without their full uniform, the intern will be sent home. They will either return properly dressed, if able to or stay home and are given an absence for the day.

- Students must maintain excellent personal habits of cleanliness
  - Shower on a daily basis (wash body with soap and hair with shampoo)
  - Brush teeth, floss and use mouth wash
  - Use an antiperspirant deodorant
- Hair must be clean, combed and neat in appearance
- No unnatural hair color (blue, green, pink. . . ) or extreme colored hair extensions/feathers
- Nails must be clean and kept trimmed
- Only plain white long or short sleeve T-shirts may be worn underneath uniform shirt (no thermal style)
- Coats or hoodies are not to be worn after entering the hospital, while working or during break time
- No Denim: jeans, shirts, or denim attire of any color (even khaki)
- No sweatpants, yoga, stretch pants
- Must wear matching socks (no bright colors or designs)
- No sandals, flip-flops, open toe or backless shoes
- No pins, stickers or alterations to identification badge
- No lanyard or necklace-style badge holders
- No body jewelry: nose rings/studs, eyebrows, lip, tongue, etc...
- No personal hats are to be worn after entering the hospital, while working, or leaving the building
- Dark glasses will not be worn unless medically specified
- If wearing a belt, chose a conservative style (no bling)

## **Female interns**

- Jewelry may be worn: 3 earrings per ear, rings and bracelets 2 per hand
- No artificial nails
- No bright or black colored nail polish
- Pants are not to be too low, must be at waist
- No tight fitting clothes
- Avoid strong perfumes, body sprays or lotions

## **Male interns**

- Will wear a belt and have their pants pulled up appropriately
- Shirts will be tucked in at all time
- No chain wallets or keys hanging from pants. This includes when entering building, working or leaving the building
- Freshly shaved face each morning – No facial hair, this includes large side burns
- Avoid strong colognes or body sprays

## **Interviewing Dress Code**

### **Female**

- Casual blouse; buttoned down or pull over
- Sweater
- No exposed midriff
- No sleeveless tops
- Modest neckline
- Dress pants
- Skirt or dress at or just below knee
- Dress shoes: clean and polished
- Small earrings and minimal amount of jewelry (rings, bracelets, necklaces)
- If wearing a belt, choose a conservative style (no bling)

### **Male**

- Dress pants
- Buttoned down shirt with a tie
- Sweaters or sweater vest
- If wearing a belt, choose a conservative style (no bling)
- Dress shoes – clean & polished
- Dress socks – No white socks

## **Confidentiality and Network Access**

**Confidentiality** – May not disclose confidential or propriety information, or any information regarding co-workers, family members, friends, neighbors, celebrities or myself.

**Network Access** – Right to use Bronson Hospital/ Bronson HealthCare's computers systems.

- I will protect all Confidential Information to which I have access to.
- Protect my password. Not sharing my password with others.
- Use password protection and other appropriate security measures to ensure that no unauthorized person may access Confidential Information from my workstation or other devices.
- Appropriately disposing of Confidential Information in a manner that prevents a breach of confidentiality; shredding of documents.
- I will comply with Bronson Hospital access and security procedures, policy's that apply to my use of the computer systems.
- I will not access, use or disclose Confidential Information in electronic, paper or oral forms for personal reasons.
- I will not engage in any personal use of Bronson Hospital computer systems that inhibits or interferes with productivity of operations or business, or that is intended for personal use and gain.
- I will not utilize the Bronson Hospital network to access Internet site that contain content that is inconsistent with the mission, values, and policies of Bronson Hospital.
- I understand that Bronson Hospital will monitor my access to, and my activity within computer system.
- \*Specific to Bronson Hospital E-mail system, I understand that Emails sent received or stored on Bronson Hospital systems are treated as business records.

## **Cellular Telephone and Social Media Policy**

- **Cellular Telephone Usage** - The policy for the use of cellular telephones while at Bronson Hospital.
- Personal cell phones, phone internet usage and text messaging are permitted in designated areas only, are to be used during breaks, lunch periods, or for emergencies.
- Cell phones may not be used to defame, harass, intimidate or threaten any other person.
- Will not use cell phone in an unsafe manner (talking on cell phone or texting) while walking, riding on motorized vehicle or operating other equipment provided by Bronson Hospital.
- Interns are prohibited from taking photos of any Bronson Hospital employees, physicians, customers, clients, guests or patients without permission.
- Under no circumstance are the cameras or recording devices feature to be used while on Bronson Hospital premises, or while engaged in Bronson Hospital business unless authorized to do so.
- Taking pictures while at work of Bronson Hospital employees, physicians or patients; posting pictures of Bronson employees, physicians, customers, clients, guests or patients to social media outlets for personal use is prohibited.

## **Cellular Telephone Etiquette**

- Never use cell phone when servicing a customer or caring for a patient.
- Refrain from using your cell phone/texting while in meetings.
- Turn cell phone ringer off, or set to silent/vibrate mode while in Bronson Hospital and Radisson Plaza Hotel premises.
- Be courteous to others by keeping our voice at a low volume, or by leaving an area so as not to be overheard.



**Social Media Policy** - Online communication outlets include but not limited to, websites, blogs, vlogs, forums, discussion groups, photo sharing online, online communities, and more. Examples include Snapchat, TikTok, Twitter, Instagram, YouTube, Facebook, LinkedIn and any other form of social media. This policy establishes guidelines while interacting online, both on-duty and off-duty but not to discourage any communication protected by law.

Online communications that must be reframed from:

- Any false or malicious statement, pictures or images that could injure someone's reputation or expose someone to public ridicule, hatred or contempt or otherwise defame an individual;
- Threats, retaliation or intimidation;
- Language, images or pictures that are offensive, obscene or in poor taste that may create an intimidating, hostile or otherwise unpleasant work environment. This includes, but not limited to 'humor' and 'jokes'.
- Avoid Commenting or posting about Bronson, Bronson-related matters, make it clear that the views you express are yours alone and that they do not necessarily reflect the views of Bronson Healthcare.
- Inaccurate, distasteful, or defamatory commentary about Bronson Hospital employees, physicians, customers, clients, guests or patients should not be posted.
- Do not refer to Bronson Hospital or identify your connections with Bronson Hospital if your vlog, blog, postings or any form of communication is inconsistent with, or would be negatively impact to Bronson's Hospital reputation.
- When engaging in personal online communications separate business and personal, do not reference Bronson Hospital or identify your connection to Bronson Hospital.
- Assume full responsibility for content posted.
- You are expected to be courteous, respectful, honest, and thoughtful about how others may be affected by their postings.
- Apply the good judgment test. Comment with the knowledge that anything posted online is public.
- Social media outlets are not appropriate platforms for addressing employment and personal concerns.

## **Cellular, Social, Confidentiality and Network Access Agreement**

- I understand and agree that under no circumstances are the camera and recording device features of a cell phone to be used while on Bronson Hospital premises, or while engaged in Bronson business.
- Interns are prohibited from taking photos of any Bronson Hospital employees, physicians, patients, customers and clients without permission.
- I will not use my cell phone in any illegal, illicit, or offensive manner.
- Will not use cell phone in an unsafe manner (talking on cell phone or texting) while walking, riding on motorized vehicle or operating other equipment provided by Bronson Hospital.
- I understand and agree that I will adhere to the cellular telephone etiquette guidelines as outlined in the Cellular Telephone Policy.
- I understand and agree that in the event I do not adhere to any part of this agreement or policy of the Cellular Telephone Policy, I may lose my cell phone privileges, and may be subject to corrective action up to, and including termination of my placement at Bronson Hospital.
- May not disclose confidential or propriety information, or any information regarding co-workers, family members, friends, neighbors, celebrities or myself.
- I will not engage in any personal use of Bronson Hospital computer systems that inhibits or interferes with productivity of operations or business, or that is intended for personal use and gain.
- I will not utilize the Bronson Hospital network to access Internet site that contain content that is inconsistent with the mission, values, and policies of Bronson Healthcare.
- I understand and agree that in the event I do not adhere to any part of this agreement or policy, Confidentiality and Network Agreement, may be subject to corrective action up to, and including termination of my placement at Bronson Hospital.

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**Intern Signature**

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**Date**

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**Parent/Guardian Signature**

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**Date**

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**Project SEARCH Instructor Signature**

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**Date**

**Documentation:**

You will need the original or physician signed documentation of the below items. You may bring forms to your ProHealth appointment or have them faxed to 269-341-6295.

Your immunization records may also be available through MCIR, an online State of Michigan Immunization Registry. MCIR was created in 1998 to collect childhood immunization information. In 2006, MCIR was expanded to include adult information. ProHealth has access MCIR records. For more information on MCIR go to: [mcir.org/publicrequestimmuniz.html](http://mcir.org/publicrequestimmuniz.html)

**Requirements:**

If you do not have documentation of immunization, you will either:

- need to have a blood test (titer) to prove immunization - or -
- receive the immunization at your ProHealth appointment
  
- Immunizations
  - MMR (Measles, Mumps, Rubella)
  - Tdap (Tetanus, Diphtheria, Pertussis)
  - Varicella - (Chicken Pox)
  - Hepatitis B Series
    - Required in the Laboratory
    - Highly recommended, but not required, if you will be in a patient care area
  - Hepatitis A Series
    - Highly recommended, but not required, if you will be in food service or an area with babies (i.e. changing diapers)
- TB Test \* - Completed within the last 90 days
- Drug Screen - 10-Panel, non-regulated
- Flu Shot - Required October through March
- Latex Allergy Questionnaire
- N-95 Respirator fit test
- Infection Screen Questionnaire or Volunteer Bloodborne Pathogen NetLearning course  
Required if you will have contact with pediatric inpatients or in food service

\* If you are given a TB Test at your ProHealth appointment, you **must** return to ProHealth 48 - 72 hours after the test is given to have the result interpreted. If you do not, the test will have to be repeated.

## Project SEARCH Kalamazoo Intern Contract

Please read and sign, date and return to Project SEARCH staff.

I, \_\_\_\_\_ understand that I am being accepted into the  
(INTERNS NAME)  
Project SEARCH Kalamazoo at Bronson Methodist Hospital or Radisson Plaza Hotel, I must abide by the following terms and conditions:

- I will complete unpaid job rotations within the host business.
- I will attend the program every day (when scheduled)
- I understand that the Project SEARCH program correlates with Kalamazoo RESA school calendar.
- I will wear required uniform, dress appropriately for events, and maintaining proper personal hygiene and grooming.
- I will call my instructor and department manager when I am absent or tardy.
- I will make up any assignments missed due to absences.
- I understand that I am responsible for transportation to and from Bronson Methodist Hospital or Radisson Plaza Hotel.
- I will adhere to Bronson Hospital and Radisson Plaza Hotel Cellular, Social, Confidentiality and Network Access Agreement.
- I will attend monthly Employment Planning Meetings with my instructor, skills trainer, rehabilitation counselor, parents/guardians, host site department manager, and mentor.
- I will be an active participant and communicate any issues at my monthly Employment Planning Meetings.
- I will actively pursue employment that is, year round/12 month, minimum of 16 hours or more per week and meets Prevailing Wage requirements or better.

***I have read the above terms and conditions and agree to accept my placement in the Project SEARCH Kalamazoo. I understand that I may be asked to leave Project SEARCH if I fail to follow the terms and conditions.***

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

Kalamazoo Regional Educational Service Agency

## Photo and Video Release Form

Periodically we have requests for staff to have their pictures or video taken to be used for release to newspaper, television and other publications, or for use on our website or social media accounts, for the purpose of promoting educational programs.

If you are comfortable with your likeness being used in this manner, please check the appropriate box, sign the release where applicable and return it to Kalamazoo RESA, 1819 E. Milham Ave., Portage, MI 49002.

I am 18 years of age or older and give consent for my picture or video to be taken to publicize Kalamazoo RESA programs or for other educational purposes.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand the use of my picture or video may include, but is not limited to, newspapers, television, brochures and other publications; our websites and our social media pages, to provide information Kalamazoo RESA programs and services, or for other educational purposes or quality assurance.

I understand this information is permanent, and that we will not be contacted further regarding this. I understand the photo or video may be used beyond the current year.

**Kalamazoo RESA Communications**

Phone: (269) 250-9206 | Email: [communications@kresa.org](mailto:communications@kresa.org)

# Corporate Communications Photo, Image or Other Media Consent

Please print \_\_\_\_\_ Date: \_\_\_\_\_  
Last name First name

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Telephone number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
Street address Apt. E-mail

\_\_\_\_\_  
City State Zip code

Topic: \_\_\_\_\_

## Print, Electronic or Interactive Media

Bronson Healthcare Group or its subsidiaries, contractors or agents may record, edit and reproduce my image, performance, name and story. I know that I will not be paid in any way. My image may refer to my picture, video or medical images. I understand that Bronson representatives may review my medical records to confirm my story.

I agree that my image may be used for (check one or both):

- Advertising, marketing, promotional or fundraising
- Medical, scientific, educational or clinical purposes

I agree that the photographs, negatives, audiotape, slide program, electronic images and files are the sole property of Bronson Healthcare Group or its subsidiaries and contractors or agents. This consent will be in effect for five years. I can cancel my consent in writing by contacting Bronson Corporate Communications by email at [CorpComm@bronsonhg.org](mailto:CorpComm@bronsonhg.org) or by phone at (269) 341-6328.

## Media Story

I give consent to (name of media outlet) \_\_\_\_\_  
to photograph, tape, film or interview me. I know that Bronson does not prepare stories for outside media. Bronson has no control over story content. The media outlet named above may publish a story about me. I release Bronson from all liability resulting from the story.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent or guardian's signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signed by:  Patient  Patient's parent or guardian (relationship to patient: \_\_\_\_\_)

Program participant  Minor participant's parent or guardian (relationship to patient: \_\_\_\_\_)

Employee \_\_\_\_\_  
supervisor's name (print) supervisor's signature date

If patient, Notice of Privacy Practices form was signed per \_\_\_\_\_  
name title date time

## **Bronson Hospital Emergency Management Announcements (Codes)**

### **Code Red**

Code Red signifies that visible smoke or flame has been observed or detected. Employees will initiate Fire Emergency Procedures.

### **Code Blue**

Code Blue is used to provide prompt intervention in the event of respiratory or cardiac arrest/unresponsive. The Code Blue response plan will be activated.

### **Tornado Watch**

Tornado Watch signifies that a Tornado Watch has been issued for Kalamazoo County or surrounding geographical areas. Weather conditions are favorable for a tornado to occur.

### **Tornado Warning**

Tornado Warning signifies that a tornado has been sighted or has touched down in the southwest Michigan area. Tornado response plans will be activated.

### **Winter Storm Warning**

Winter Storm Warning signifies severe snowfall or blizzard conditions, which may cause a staffing compromise or jeopardize visitor safety.

### **Code Black, Level 1**

Code Black, Level 1 is an internal or external event involving incoming medical emergencies and casualties. This stage is managed by the Trauma and Emergency Center only. Incident Command Center is not activated.

### **Code Black, Level 2**

Code Black, Level 2 is a catastrophic community event requiring additional inpatient services/resources at Bronson. The Incident Command Center will be activated.

### **Code Black, Level 3**

Code Black, Level 3 is a catastrophic community event requiring multiple involvements of local agencies/hospitals including Bronson. The Incident Command Center will be activated.

### **Code Black, Plan E**

Code Black, Plan E is an event which requires the evacuation of an area/department or part/all of the hospital. The Incident Command Center and evacuation plans will be activated.

### **Code Yellow, Level 1**

In the event that an internal or external event threatens, or potentially threatens, the safety or security of the Emergency Department (ED), the ED will go into full controlled access.

### **Code Yellow, Level 2**

Code Yellow signifies an internal or external event that threatens the security of Bronson Hospital, which results in a full facility controlled access.

### **Code Gray**

Code Gray signifies a bomb threat. The Code Gray Response Plan will be activated.

### **Code Pink**

Code Pink signifies an infant or child abduction. The Infant or Child Abduction Response Plan will be activated.

### **Code Orange**

Code Orange signifies a chemical spill or release/decontamination. The Code Orange Response Plan will be activated.

### **Code Silver/John Silver**

Code Silver signifies that a person(s) is acting in a threatening manner. Security should respond immediately to these events.

# Bronson Project SEARCH Kalamazoo 2022 - 2023 Calendar

Start dates from breaks	
Rotation #1 Starts	
Rotation #2 Starts	
Rotation #3 Starts	
No Project SEARCH	
No Interns - Staff Only	

August				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November				
M	T	W	TH	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>Start dates from scheduled breaks</b>
Aug. 29, Nov. 28, Jan. 9, Feb. 27, April 3, May 30
<b>Professional Development Days - Staff Only</b>
Nov 17,18 and 23. Jan 20, March 23
<b>New Rotation dates</b>
Sept 19, Nov 14, March 6
<b>Labor Day Break - No Project SEARCH</b>
September 2 and September 5
<b>Thanksgiving Break - No Project SEARCH</b>
November 24 - 26
<b>Winter Break- No Project SEARCH</b>
December 23 - Jan 6
<b>Mid Winter Break - No Project SEARCH</b>
February 25
<b>Spring Break - No Project SEARCH</b>
March 24 - March 31
<b>Memorial Day - No Project SEARCH</b>
May 29
<b>Last Day of Project SEARCH</b>
June 2

Please note dates, times and events may change. You will notified of any changes that may occur.



# Guideline to Standard day of Project SEARCH Kalamazoo at Bronson Hospital

## 2 HOURS PRIOR TO ARRIVAL

- Bronson Covid-19 online check-in

## Arrive in Work Site/Department

- If arriving prior to shift starting - wait appropriately until start time
- Enter arrival time on Time Management App
- Uniform, badge

## Work Site/Departments

- Appropriate communications and behaviors
- Appropriate task work rate
- Quality work performed/completed
- Accept suggestions and feedback with appropriate responses
- Follow safety rules and directions

## Lunch

- Enter departure time from department on Time Management App
- Practice Covid-19 social distancing correctly
- Work place integration
- Social skills with co-workers, customers, clients, visitors and patients

## Interns transition from lunch to classroom

- Appropriate communications and behaviors
- Timeliness
- Dress attire/uniform

## Classroom/Instructional Time

- Budgeting
- Team Building exercises
- Resumes – creating and modifying
- Interview preparation
- Life skills
- Computer skills
- Communication skills
- Seeking competitive paid employment

## Adverse Weather Procedure and other reasons for closing:

Project SEARCH will be closed when Kalamazoo Public School is closed (*not individual schools Ex: Kalamazoo Central High School*).

This includes; snow day(s), tornado watch, flooding, public health precaution (school wide illness) and safety concern of students and interns.

Interns are **NOT** to attend Project SEARCH *if their home school district is closed due to adverse weather.*

## Alerts:

Please listen to local radio stations, check websites for local school closing and/or receive texts or email of *your home school district and Kalamazoo Public School closings.*

## **Volunteering in the community**

Project SEARCH interns will be participating in various volunteering at different events or programs. These events or programs will be during the scheduled calendar year of the program.

Volunteering will either occur during the hour's the interns would be at Bronson Hospital on rotation/class or weeknights and or weekends. We encourage all interns to participate in these opportunities to learn; giving back, team building skills, cooperation, communication, community awareness and volunteer experience (which looks great on their resume) and fun times!

Information in regards to these events; date, time, appropriate clothing attire and transportation, will be discussed with the Intern and information will be forwarded to parents/guardians on a timely basis. On occasions parent/guardian participation is sought to provide transportation, support and parent/guardian share about their experience about the program.