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April Birthdays

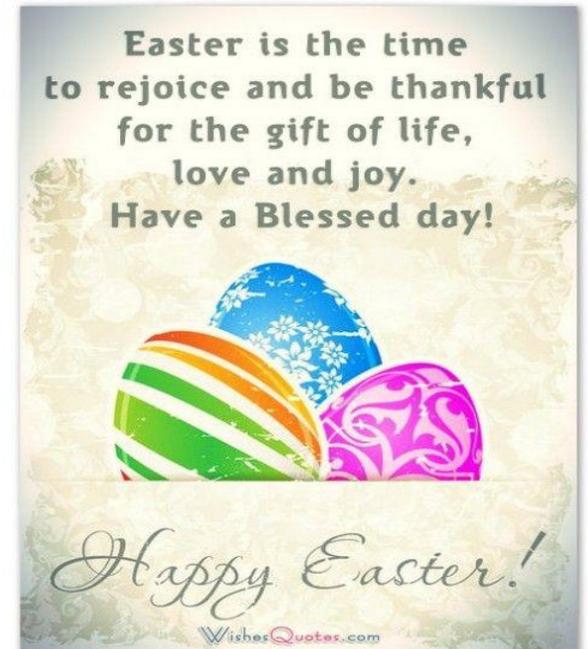
- Gabriela Underwood ----- 04/02
- Isaac Cesar De La Rosa ----- 4/15
- Antonio Marrufo ----- 4/19
- Juan Zavala ----- 4/22
- Daniel Hernandez ----- 4/23
- Jorge Saldaña ----- 4/28
- Isaac Urquidi ----- 4/30

April Anniversaries

- Chávez, Linda ----- 7yrs
- Ríos, Natividad ----- 4yr



After your 1<sup>th</sup> anniversary with C&E you are eligible for 1 week of vacation and after your 5<sup>th</sup> anniversary you are eligible for 2 weeks of vacation!!!!!!



# HUMAN RESOURCES

BY: LINDA CHAVEZ



A friendly reminder to all we will be entering our open enrollment for Colonial Life Supplemental Benefits beginning in April. Maria Palomares will be contacting you all via phone. Please look out for her call if you are interested in enrolling. Remember that they offer a free \$10,000 life policy for being a C&E employee. Please make sure you take advantage of this free benefit!

Un recordatorio amistoso a todos nosotros estaremos entrando en nuestra inscripción abierta para Colonial Life Supplemental Benefits a partir de abril. María Palomares se pondrá en contacto con todos ustedes por teléfono. Por favor, de tomar su llamada si usted está interesado en inscribirse. Recuerde que ofrecen una póliza de vida gratuita de \$10,000 por ser un empleado de C&E. Por favor, asegúrese de aprovechar de este beneficio gratuito!



Hello April

A good day isn't always  
Perfect. It challenges you to  
Release your potential and  
Inspires you to appreciate the  
Little, amazing things in life



## How do I know if I have a cold, the flu or COVID-19?

Experts say testing is the best way to determine what you have since symptoms of the illnesses can overlap.

The viruses that cause colds, the flu and COVID-19 are spread the same way — through droplets from the nose and mouth of infected people. And they can all be spread before a person realizes they're infected.

The time varies for when someone with any of the illnesses will start feeling sick. Some people infected with the coronavirus don't experience any symptoms, but it's still possible for them to spread it.

Cough, fever, tiredness and muscle aches are common to both the flu and COVID-19, says Kristen Coleman, an assistant research professor at the University of Maryland School of Public Health. Symptoms specific to COVID-19 include the loss of taste or smell.

Common colds, meanwhile, tend to be milder with symptoms including a stuffy nose and sore throat. Fevers are more common with the flu.

Despite some false portrayals online, the viruses have not merged to create a new illness. But it's possible to get the flu and COVID-19 at the same time, which some are calling "flurona." With many similar symptoms caused by the three virus types, testing remains the best option to determine which one you may have. At-home tests for flu aren't as widely available as those for COVID-19, but some pharmacies offer testing for both viruses at the same time, Coleman notes. This can help doctors prescribe the right treatment.

Laboratories might also be able to screen samples for various respiratory viruses, including common cold viruses. But most do not have the capacity to routinely do this, especially during a COVID-19 surge, Coleman says.

Getting vaccinated helps reduce the spread of the viruses. The U.S. Centers for Disease Control and Prevention says it is safe to get a flu and COVID-19 shot or booster at the same time.



# QC: By Hugo Lopez

## Communication is Key

We have all experienced the frustration of dealing with someone whose communication is vague, unclear or even aggressive simply when that person is a fellow worker. That person can be a huge drain on both productivity and optimism. Communication is a two-way street, and we aren't always aware of our own strengths and weaknesses when communicating and no matter how experienced a communicator you are, improvement is welcomed.

Try active listening. This is a strategy for improving communication and understanding messages. When someone is talking, listen for the following:

- The **what**: the actual words they are saying
- The **how**: what their tone of voice and body language send
- The **what else**: what they may be implying but not stating

Everyone's way to communicate is different and one may need to adapt to that. Some people may be direct, indirect, bold, timid, focused more on feelings where others focus on results. One of the greatest lessons on effective communication in the workplace is this:

When communicating, it's your job to ensure that the other person understands your message correctly. Work from this paradigm: No matter how clearly you communicate, it's on you to be understood.

If someone misunderstands you, don't expect them to change their communication style. Take it on yourself to adapt to what they seem to need.

One weakness of face-to-face communication is that both parties can leave the conversation with different ideas of what the message was. If you're communicating in a way that doesn't leave a paper trail, a good rule of thumb is to document conversations by using a written recap. If the receiver thought the conversation went a different way, the written recap provides them an opportunity to respond and helps both parties remember what happened in the future.

Communication is hard, and there's always more to learn and while communication is only one of the keys to successful work, it's a crucial one.



Hugo Lopez – Quality Control Dept.