



## Your Free Monthly Shred & Med Waste News! June 2020

### Your Monthly News & Updates

As the leader in information management, destruction and medical waste disposal, we continue to set ourselves apart from the competition by offering our clients piece of mind combined with the very best service.

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Website

## No-Touch Friday Shred Events at All Points



Every Friday All Points Mobile Shredding is Offering No-Touch Shred Events for people who are working from home or just finding themselves with time to clean out old documents.

**When?** Every Friday from 9:30-10am

**Where?** All Points Mobile Shredding, 505 SE Central Parkway, Stuart, Florida

**What?** All confidential documents, hard drives, and media

**How Much?** \$20/box (Cash only. Credit Cards for 5 or more boxes). \$25/hard drive if it's out of the tower. Extra \$10 to remove from the tower.

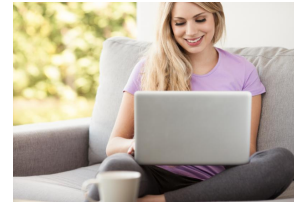
**Important:** Please place all your documents in your truck and remain in the car. Our Experts will do all the heavy lifting

**Everything will be shred on-site!**

**For More Information Call Now:  
772.222.3266**

## Top Tips for Working From Home

Recently we have seen a big trend of employees working from home. Whether it's temporary, for an indefinite period of time or permanently, these are a few tips to be productive while you work from home.



**Have a separate workspace** - Try to have a separate room, or just a desk set up in the corner. Ideally it should not be a room where you typically sleep or relax.

**Establish "working hours"** - It is toxic to make yourself available 24/7. The most efficient remote employees start working around the same time every day, stop around the same time, and establish routines.

**Get some outdoor time daily** - Vitamin D is important for our mood, well-being and immunities. Working remotely can feel isolating. Getting out for a walk or non-work break will make you healthier and more efficient.

**Dress for work** - There is a tendency to stay in pajamas all day, however research shows that those who get dressed and work the same hours daily are far more productive. Be comfortable, but prepare yourself in clothes to work.

**Don't neglect your confidential documents** - Research polls are finding that employees working from home are still producing confidential documents that need to be properly disposed of. The employer is still responsible for the proper disposal of sensitive documents produced while working from home. Create a plan to have your employees [take their confidential documents in to be shredded](#) (click to learn more) or arrange for [residential shredding](#) (click to learn more.)

## Why You Should Only Shred On-Site

Many companies offer on-site and off-site shredding. We are often asked "Why Is On-site Document Shredding Better?"



On-site document shredding is your safest option. Everything is destroyed in front of you. The documents are destroyed before they ever leave the premises. This significantly reduces your risk of liability and data breaches. Here are some considerations before you have your documents shred off-site:

- Does the collection truck make other stops after it picks up your documents?
- Is the collection truck ever left unattended?
- Are the doors always locked and properly secured?

- Could your documents get in the wrong hands?
- What is the chain of command?
- How many people handle the documents before they are shredded outside of your sight?

In Ft. Meyers Florida an off-site collection truck driver did not properly secure the truck door, resulting in more than 480,000 confidential medical records blowing all over the street.

Hundreds, and possibly thousands of medical records flew out of a shredding truck when the driver failed to properly lock the door in Omaha Nebraska.

### **Security of Shredding On-Site**

Shredding your paper before it leaves your place of business is far more secure. On-site shredding is more secure because:

- Locked shredding containers enhance security
- You can witness the entire destruction process at your place of business
- We end the chain-of-custody right there on-site in front of you
- We issue a Certificate of Destruction after your documents have been shred on-site to verify that your confidential documents have been securely destroyed.

[Click Here to Learn More About On-Site Mobile Shredding.](#)

## **How To Stop Face Masks From Irritating Your Skin**

We find ourselves in a time where we need to wear face masks to protect ourselves and others from COVID-19. Wearing masks often can cause "maskne," which is acne caused from the dirt and oil that get clogs in the pores. It's similar to "backne" (back acne).



It can cause skin conditions such as miliaria and rosacea. It's especially common in workers who are expected to wear their masks all day.

It's important to use a moisturizer, especially on the areas that are red or sensitive. A thicker emollient, such as Aquaphor, can be helpful.

Make sure to cleanse and exfoliate often. And, throw away disposable masks. Make sure if the mask is cloth that you are washing it daily. The build up of oil, dead skin and cells can be irritating to skin.

If these tips still do not eliminate your irritation, see your dermatologist for prescription medication. They can be prescribed with a televisit.

Source: Healthline

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