

# THE ACHIEVER

Business & Professional Women of Tennessee, INC.

JANUARY/FEBRUARY 2021

VOLUME 5, ISSUE 4



## Message From Your Editor

Amber Farley

To say that 2020 was an eventful year is such an understatement. Not only have many of us experienced our first global pandemic, we have also witnessed surge in political and social issues, and now we are witnessing our country transition into new leadership. This past year has been difficult on many levels but also brought about needed change not only in our professional lives but also our personal lives.

This past year with the guidance and leadership of our President, Lee Ann Gaddis, 1st Vice President, Martha Ervin, and Parliamentarian, Beth Bates we have been able to transition to virtual meetings and held our 2020 State Convention online so that members statewide could still video conference in or call in via telephone to participate in a safe and socially distanced manner.

Unfortunately, because of Covid-19 restrictions many of our locals have not been able to meet in person or hold usual events which has led to an increased decline in information being sent in for *The Achiever*. In this issue you will see that. In spite of that we have included information on the coronavirus and well as some history of various women. I am sending out this request to all members that if you have not been featured in one of the issues since August 2019 that you reach out to me and I can get you the form to fill out. This form can be printed and mailed in or you can fill it in online and submit to me. I am also requesting that each local send in an update. This can be on anything. Choose a female owned business in your town and write something up, write up about your latest scholarship recipient, or a fundraiser you are doing. Ultimately it is my goal to highlight as many women and locals as we can. I know that BPW/TN is doing great things and I cannot wait to hear from each of you.

Thank you,  
Amber Farley  
BPW/TN State Secretary '19-'21  
Elizabethton BPW President '20-'21  
Editor, The Achiever

### In This Issue:

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## Debbie Burchett

### Elizabethton BPW Woman of the Year 2020

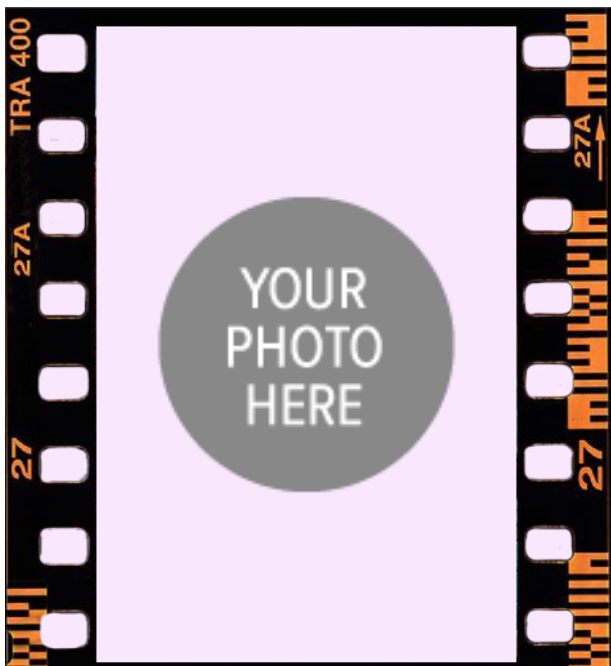
Debbie Burchett was announced as Elizabethton BPW's 2020 Woman of the Year. Debbie is currently employed with Burleason Construction and and recently retired from Pampered Chef after reaching her goal of \$1M in product sales!

Debbie, has played a vital role in Elizabethton BPW's local fundraising efforts over the past few years to raise funds to provide scholarships to local graduating students from Elizabethton and Carter County High Schools. Debbie's own daughter's were awarded this scholarship years ago before she became a member and so in addition to helping raise funds she has also served on the scholarship committee from Spring 2018-Fall 2019.

In addition to hosting local fundraisers, Debbie has also supported fundraising at the state level with BPW/TN through her business with Pampered Chef.



Debbie's dedication to raising funds and serving on the Elizabethton BPW Scholarship committee over the past few years speaks volumes to how our organization can support not only our professional members by purchasing from their businesses but also provide opportunities to young women entering higher education to better themselves and our world.



## Featured BPW/TN Members

We are looking to feature BPW/TN members from across the state. If you would like to be featured in an upcoming issue or would like to submit another member from your local, please send a photo and brief bio to [publication@bpwtn.org](mailto:publication@bpwtn.org).

In addition to member profiles, if you are an entrepreneur and would like to showcase your business, please send an article along with photos to Amber Farley at the same e-mail address, [publication@bpwtn.org](mailto:publication@bpwtn.org).



## East Region Fundraiser

The East Region would like to thank everyone who has already participated in their RADA fundraiser. It is the Region's goal to allow members from both the East and West to earn free tickets to the spring meeting as well as build their treasury. Details can be found in the September/October 2020 issue of *The Achiever*. This fundraiser will continue through July and will allow the East Region to build a treasury and bring in great speakers for upcoming meetings as well as provide some great opportunities for members in the future.



### Congratulations are in Order!

- The following members have already placed an order and gotten their names into the member drawing!
  - Beth Bates
  - Kristi DeMoss
  - Martha Ervin
  - Amber Farley
  - Joy Jarrett
  - Michelle White
- The following members have earned their free ticket!
  - Martha Ervin - Memphis
  - Joy Jarrett - Elizabethton
  - Michelle White - Elizabethton

## Join Us!

Unhappy Hour For Equal Pay Day  
Time: Mar 24, 2021 07:00 PM Central Time

### Join Zoom Meeting

[https://zoom.us/j/93622138671?](https://zoom.us/j/93622138671?pwd=eZlclNKV1o5RUh1TGdReHQwQnl6UT09)  
[pwd=eZlclNKV1o5RUh1TGdReHQwQnl6UT09](https://zoom.us/j/93622138671?pwd=eZlclNKV1o5RUh1TGdReHQwQnl6UT09)

**Meeting ID:** 936 2213 8671

**Passcode:** 367054

### Dial by your location

+1 301 715 8592 US (Washington DC)

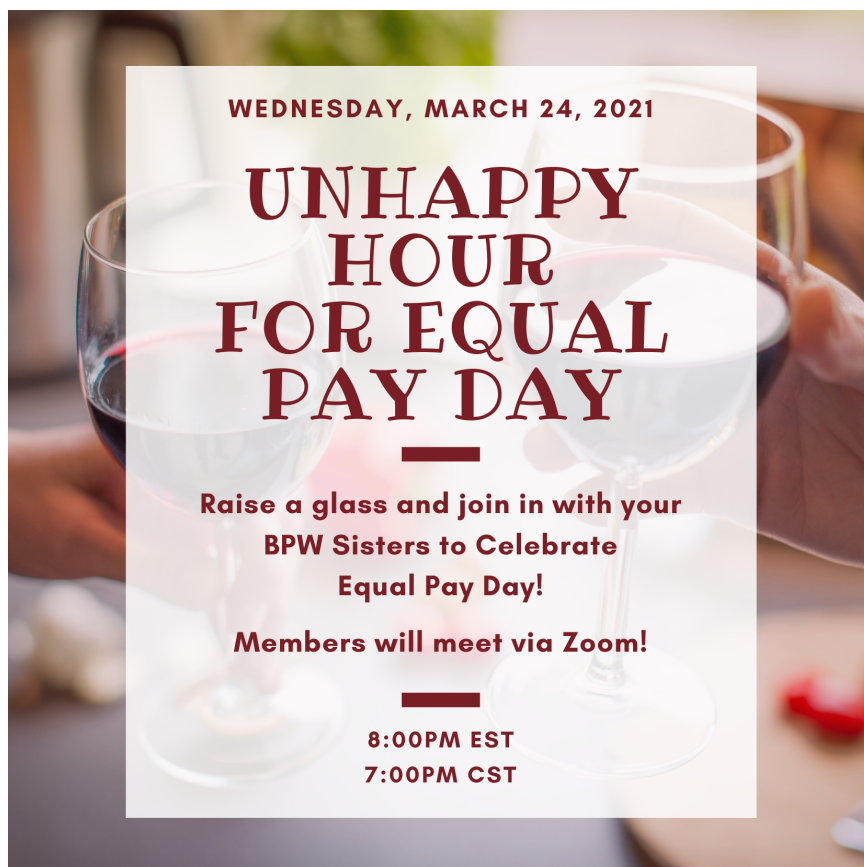
+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 936 2213 8671

Passcode: 367054

Links were also sent via e-mail to all members.





# ELIZABETHTON BPW



## CHRISTMAS DINNER

Elizabethton BPW met for their annual Christmas dinner in November. Due to the pandemic the local chapter decided to combine their November and December meetings and meet early so that members could not only enjoy the holiday season with families but also to keep members safe. This year members met at a favorite local restaurant, Primo's where they enjoyed fellowship, games, and gifts.



## IVY HALL



Each year Elizabethton BPW take donations and create gift bags for residents of Ivy Hall nursing home. This year these bags were even more important as many residents were spending the holidays alone due to the Covid-19 pandemic. President, Amber Farley, was told that many of the residents were not only spending the holidays alone, but some had spent most of the year without visitors so these gifts would bring a lot of joy.



*Members Pictured Above: Joy Jarrett, Amber Farley, Kristi DeMoss, Elaine Sheets, Ginger Holdren.*



## ANGEL TREE

Over the past few years members from Elizabethton BPW have participated in adopting angels from the T.A. Dugger Middle School Angel Tree where 1st Vice President, Robin McKamey is a teacher. These children are usually children that have not been adopted so Elizabethton BPW members step up and adopt some of those students. This year members adopted one child and with each of those participating were able to gift them everything on his Angel Tree wishlist.





State Officers from the past.

# STATE OFFICE NOMINATIONS 2021-2022

Each local organization and other BPW/TN members will be receiving information on candidates for office for the 2021-2022 BPW/TN year. Each Local Organization member seeking office must be endorsed by her local organization and complete the form correctly. Members at Large who wish to run for state office may obtain a Data Form for Members at Large from the nominations committee. Members at Large who wish to be a candidate for state office should send their forms to the committee chair, Virginia Bates. Forms are also posted on the website [www.bpwtn.org](http://www.bpwtn.org). Forms in duplicate, and pictures for candidates for state office and regional director must be returned to the nominating committee chair or committee member no later than April 10, 2021. Please send digital copies of pictures. All candidates for state office or regional director must have been a member of BPW/TN for at least two years as of the convention at which they are candidates. Candidates for line officers, President, 1st or 2nd Vice President, must have served as president of a local organization, current or past, in Tennessee. [Bylaws, Article XII].

Completed Candidate Data Forms should be returned to the nominating committee member in each region:

West Region  
Virginia Bates  
35 Walnut Grove CV.  
Jackson, TN 38305  
731-427-0465  
[batesv28@gmail.com](mailto:batesv28@gmail.com)

East Region  
Joy Jarrett  
298 Lewis Road  
Bluff City, TN 37618  
423-956-5655  
[joyljarrett@icloud.com](mailto:joyljarrett@icloud.com)

Parliamentarian  
Beth Bates  
35 Walnut Grove CV.  
Jackson, TN 38305  
731-427-0465  
[batesv28@gmail.com](mailto:batesv28@gmail.com)

It is important for the continuation of BPW/TN that qualified members take advantage of the opportunity to share their leadership skills by participating in the state organization. Please encourage all members. Serving as an officer helps build leadership skills as well.

**BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)  
OFFICIAL DATA FORM FOR CANDIDATES FOR OFFICE**

The \_\_\_\_\_ Business and Professional Women's Local Organization of \_\_\_\_\_, Tennessee, presents \_\_\_\_\_

as a candidate for the office of \_\_\_\_\_ of the Business and Professional Women of Tennessee, Inc. (BPW/TN). She has been endorsed for such office by this local organization.

Current BPW office, if any \_\_\_\_\_

Previous State Service \_\_\_\_\_

Qualifications for Office \_\_\_\_\_

Date and local organization which you served as president \_\_\_\_\_

Number of years membership in a Tennessee BPW organization \_\_\_\_\_

LOCAL ORGANIZATION PRESIDENT \_\_\_\_\_

LOCAL ORGANIZATION SECRETARY \_\_\_\_\_

Date \_\_\_\_\_ Region \_\_\_\_\_

**Consent to Serve**

The duties of an elected officer for regional director of the state organization include attendance at executive committee meetings, state board meetings, planning meetings, regional meetings, and state conventions.

The duties of district director include conducting district meetings, attendance at meetings of the state board of directors, state convention, and regional meetings.

I have carefully studied the requirements for office for which I am a candidate. Neither my job nor my membership in any other organization in any way prevent my support of the organization's objectives and policies, including active support of our state legislative platform.

The \_\_\_\_\_ Business and Professional Women's Local Organization has my permission to submit my name as a candidate for the office of \_\_\_\_\_ of the Business and Professional Women of Tennessee, Inc. (BPW/TN).

I agree to serve as \_\_\_\_\_, if elected. I am able to give the required time to the duties of such office and there is nothing in my health or personal affairs to prevent my serving.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Return form in duplicate to: Nominations Chair.

*[Candidates for Executive Committee offices also submit photo. Attach bio and photo for publication.]*

Candidate \_\_\_\_\_

Address \_\_\_\_\_

Place of employment: Name & Address \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (FAX) \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_



**BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)  
OFFICIAL DATA FORM FOR MEMBER AT LARGE CANDIDATE FOR OFFICE**

\_\_\_\_\_ Member at Large in good standing of the  
Business and Professional Women of Tennessee (BPW/TN), presents herself as a candidate for the office of  
\_\_\_\_\_ of the Business and Professional Women of  
Tennessee, Inc. (BPW/TN).

Present business or profession \_\_\_\_\_

Current BPW office, if any \_\_\_\_\_

Previous State Service \_\_\_\_\_

Qualifications for Office \_\_\_\_\_

Tennessee local organization of which you were a member \_\_\_\_\_

Number of years of membership in a Tennessee BPW organization \_\_\_\_\_

Date which you served as president \_\_\_\_\_ (for candidates for line officer)

**Consent to Serve**

I have carefully studied the requirements for office for which I am a candidate. Neither my job nor my membership in any other organization in any way prevents my support of the organization's objectives and policies, including active support of our state legislative platform.

I agree to serve as \_\_\_\_\_, if elected. I am able to give the required time to the duties of such office and there is nothing in my health or personal affairs to prevent my serving.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Return form in duplicate to: Nominations Chair.

*[Candidates for Executive Committee offices submit photo. Attach bio and photo for publication.]*

Candidate \_\_\_\_\_

Address \_\_\_\_\_

Place of employment: Name & Address \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (FAX) \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# BPW FOUNDATION HISTORY MONTH

The Business and Professional Women's Foundation was formally organized in February 1956 by the National Federation of Business and Professional Women's Clubs and was hailed as the first exempt Foundation and research center devoted exclusively to the interests and advancement of workingwomen. BPW Foundation was incorporated under the laws of the District of Columbia on February 27, 1956. BPW Foundation was granted a tentative exemption under 501(c)(3) from the Internal Revenue Service and would be entitled to permanent exemption by operating in accordance with the representation in the application.

BPW Foundation is working to transform the workplace by making it more diverse, flexible and family friendly. Your involvement and support of BPW Foundation, provide the opportunity to show your commitment to working women and their families. Working together we will make positive changes in our workplaces that support today's businesses and their workforces.

## *Do You Want to Become a Donor?*

As a BPW Foundation donor, you will have access to resources to become an effective advocate for successful workplaces. In addition, you have the opportunity to become an integral part of a grassroots movement. Use our grassroots tools and Advocacy Center to impact both national policy and policies that directly affect your community. The current economy has forced employers and employees to make changes and difficult choices, but, with your support, BPW Foundation is confident that we will collaborate to meet the needs and goals of the work place. Now, more than ever, the organization relies on individuals like you to support our mission from both a grassroots and a donor perspective.

To donate and/or sign up for advocate toolkits, please email: [foundation@bpwfoundation.org](mailto:foundation@bpwfoundation.org).

## *BPW Mentorship Award*

Being part of a mentoring relationship can help to hold women accountable to both their personal and professional goals. It helps make career development and leadership easier and more achievable. Mentors help women set goals and track their progress by providing them with and guiding them through the information they need. Mentors are responsible for guiding their mentees' through policies and procedures while valuing their time and commitments, while empowering them to make decisions and learn at their own pace.

BPW's longstanding members have so much information to share with the younger generation and have the opportunity to be a mentor to those coming up through the ranks. Please take time to nominate one of these women for their time and efforts to passing along not only the history of BPW but the traditions and empowerment of the organization.

Award Nomination forms can be found on page 9 of this Achiever issue.

If you are interested in becoming a mentor or becoming a mentee please reach out to one of the state officers for information.



# BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE

## MENTOR AWARD

### NOMINATION FORM

DEADLINE for submission is April 30, 2021

#### NOMINEE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Contact Information Preference:

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

#### NOMINATOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Contact Information Preference:

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Local Organization: \_\_\_\_\_ Region: \_\_\_\_\_ Year Joined: \_\_\_\_\_

#### Eligibility

**Member must have been in BPW for at least three years and must be in good standing with the organization.**

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**INSTRUCTIONS:** on a separate sheet of paper, please type (Double-Spaced) your responses to the following questions.

Do not use the name of the Nominee in the answers; simply refer to the Nominee as "She or He."

1. What is the Nominee's BPW history? What offices have she/he held?
2. How have she/he helped BPW local organizations?
3. How has she/he helped you? What have you learned from her/him?
4. How are you a better and/or more successful person because of her/him?
5. How has she/he helped other working women?
6. Why do you believe she/he deserves the "BPW/TN Mentor" award?
7. In a summary paragraph, you may make other comments about the Nominee.

Forward the nomination form, along with the information requested above to the committee Chair.

Carol Turpen, Chair  
622 Lanier Road  
Alamo, TN 38001  
731-677-4102  
[mentor@bpwtn.org](mailto:mentor@bpwtn.org)

# BLACK HISTORY MONTH

Black History Month is an annual celebration of achievements by African Americans and a time for recognizing the central role of blacks in U.S. history. Also known as African American History Month, the event grew out of "Negro History Week," the brainchild of noted historian Carter G. Woodson and other prominent African Americans. Since 1976, every U.S. president has officially designated the month of February as Black History Month. Other countries around the world, including Canada and the United Kingdom, also devote a month to celebrating black history

This year we are going to take a look at five African American Suffragists; Frances Ellen Watkins Harper, Mary Ann Shadd Cary, Mary Church Terrell, Nannie Helen Burroughs, and Ida B. Wells. These five women were featured on the History Channel's History Stories webpage.

## Frances Ellen Watkins Harper (1825–1911)

*Orator, Poet, Essayist, Novelist*

Frances Ellen Watkins Harper was born in 1825 in Baltimore to free black parents and received her education at the Watkins Academy for Negro Youth. This academy was founded by her uncle, Rev. William Watkins.

As a teenager Frances began sending her poems to African American newspapers and published her first collection of poetry "Autumn Leaves" in 1845. Frances' writings focused on abolition, enslavement, and Christian faith. She had one of the first novels to be published by a black woman in the US titled "Iola Leroy".

Frances believed that women's suffrage would not be achieved without black and white women working together. She worked alongside leaders such as Stanton and Susan B. Anthony, however she was not afraid to confront them on terms of racism.



Frances was one of the most prominent African American writers in her time and became a well known poet, essayist, and novelist who went on tour to speak about slavery, civil rights, and suffrage. She donated many of the proceeds from her books to the Underground Railroad.



# Mary Ann Shadd Cary (1823–1893)

## *Publisher*



Mary Ann Shadd Cary was born in 1823 in Delaware and was the oldest of 13 children. She was raised in a family that was dedicated to the abolition of slavery and her home served as a shelter for fugitive slaves.

Mary became the first black woman to publish a newspaper in North America, *The Provincial Freeman*, she used this platform to advocate for abolition. This weekly paper encouraged blacks to emigrate from the United States to Canada.

Mary also taught children of freed slaves and graduated from Howard University as the first black female law graduate in 1883. Her legal background helped her later as in the 1870s after the passage of the 15th amendment granting black men the right to vote she became an activist for women's rights and their right to vote.

# Ida B. Wells (1862–1931)

## *Journalist, Activist, Researcher*

Ida B. Wells-Barnett was a prominent journalist, activist, and researcher, in the late 19th and early 20th centuries.

Ida was born in 1862 in Holly Springs, Mississippi into slavery during the Civil War. After the war Ida's parents became politically active in Reconstruction Era politics. Her parents instilled into her the importance of education and she enrolled at Rust College but was expelled when she started a dispute with the university president.

In 1884 after the lynching of one of her friends, Ida focused her attention onto white mob violence. She was skeptical and decided to investigate the reasons black men were lynched. She published her findings in a

pamphlet and wrote several columns in local newspapers. Her expose about an 1892 lynching enraged locals, who burned her press and drove her from Memphis. After a few months, the threats became so bad she was forced to move to Chicago, Illinois.

Later in life, Ida traveled internationally, speaking on lynching to foreign audiences. Because she openly confronted white women in the suffrage movement who ignored lynching she was ostracized by women's suffrage organizations in the United States. Nevertheless, she remained active in the women's rights movement and was a founder of the National Association of Colored Women's Club which was created to address issues dealing with civil rights and women's suffrage.



# Mary Church Terrell (1863–1954)

## Activist

Mary Eliza Church Terrell was born in 1863 in Memphis, Tennessee to former slaves. Her father was Robert Reed Church, who was a successful business man and became one of the first African American millionaires in the South. Because of her parent's belief in the importance of education, Mary was able to attend the Antioch College Laboratory School in Ohio as well as Oberlin College where she earned both a bachelor's and master's degree.

In 1892 her friend, Thomas Moss was lynched in Memphis, TN because his business competed with another white owned business. This event led Mary in anti-lynching campaigns. However, according to an article by Debra Michals, from the National Women's History Museum, Mary's work focused on the notion of racial uplift, the belief that blacks would help end racial discrimination by advancing themselves and other members of the race through education, work, and community activism.

She also actively fought for women's suffrage, as she saw as essential to elevating the status of black women.



### **Accomplishments:**

- 1896 she helped found the National Association of Colored Women (NACW) where she served as president from 1896-1901.
- 1909, she was among the founders and charter members of the National Association for the Advancement of Colored People.
- 1910, she co-founded the College Alumnae Club, later renamed the National Association of University Women.
- 1940, she published her autobiography, *A Colored Woman in a White World*, outlining her experiences with discrimination.
- 1948, she became the first black member of the American Association of University Women, after winning an anti-discrimination lawsuit. 1950, at age 86, she challenged segregation in public places by protesting the John R. Thompson Restaurant in Washington, DC. She was victorious when, in 1953, the Supreme Court ruled that segregated eating facilities were unconstitutional, a major breakthrough in the civil rights movement. Terrell died four years later in Highland Beach, Maryland.



# Aspiring Leaders of Tomorrow Career Advancement Scholarship

## **Deadline for entry: April 30, 2021**

Aspiring Leaders of Tomorrow (ALT), formerly Business & Professional Women's Young Careerist (YC), is a program to recognize the skills and support the career development of Tennessee's future female leaders. The program is open to any female resident of Tennessee who:

- Is a high school graduate or holds a GED equivalency
- Is under age 35
- Is enrolled in a post-secondary institution of higher learning such as an accredited 4-year college, community college, technical school or in a recognized apprenticeship program. The institution of higher learning does NOT have to be in Tennessee.

Any young woman who meets these criteria is encouraged to participate. Although not required, participants are strongly encouraged to develop a relationship with the members of the local Business & Professional Women nearest to them for mentoring.

## **Program Details:**

Interested applicants should submit a 400-500 word essay on one of the topics recommended by the ALT committee. Topics will be chosen by the committee each year. Applications and essays must be postmarked deadline. Any submissions after the deadline will be returned to the applicant unopened.

The 1st, 2nd, and 3rd place recipients will each be awarded a textbook stipend.

## **Topics include:**

- Pay Equity - on average, for every \$1 earned by a man, working women earn only 82 cents. Comment. How can this disparity be addressed?
- The United Nations has declared March 8th as International Women's Day. Considering all the girls who are being denied educations, the many women being treated as property, the millions of oppressed women around the world - what can American women do to promote the equality of women worldwide?
- What are today's "Women's Issues"? What are some steps that would help address and correct them?

## **Questions about the program?**

Feel free to contact the Aspiring Leaders of Tomorrow Chairs: Beth Bates or Lee Ann Gaddis email: [AspiringLeader@bpwtn.org](mailto:AspiringLeader@bpwtn.org)

# COVID GENERAL GUIDELINES

Below are the general guidelines provided by the TN Government Department. You can find more detailed information on the Tennessee Pledge and other up to date information on Covid-19 by visiting the [tn.gov](https://www.tn.gov) website.

## *General Guidelines*

- Face coverings are strongly encouraged for all persons (employee and guest) in all public places where close proximity to others is anticipated. Businesses and organizations may determine to require the use of face coverings by those on premise. There is increasing evidence that cloth face coverings help slow or prevent the spread of COVID-19. Face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the mask without assistance
- Persons should stay home when feeling ill
  - Any person who has symptoms consistent with COVID-19 or who has been diagnosed with COVID-19 must isolate at home for 10 days from the onset of their symptoms (or the date they were tested, if asymptomatic) AND must be fever-free (without the use of fever-reducing medications) AND have improvement in symptoms for at least 24 hours
  - Any person who has been a close contact (within 6 feet for 15 minutes or longer) of a person with suspected or confirmed COVID-19 should quarantine at home for a period of 14 days from their last exposure to that individual. A negative COVID test does not affect this quarantine requirement
- Screen for COVID-19 symptoms, or ask individuals to self-screen
  - Symptoms include: cough, shortness of breath, difficulty breathing, sore throat, fever (temperature of 100.4 degrees or greater), chills, new loss of taste or smell, nausea, vomiting or diarrhea
  - Take appropriate precautions to maintain the confidentiality of health information
- Mitigate exposure in the workplace by implementing social distancing practices to the greatest extent possible
  - Take into account critical factors such as venue capacity and physical characteristics, type of activity involved, and location (indoor vs. outdoor) to properly assess risk and exercise good faith judgment in maintaining appropriate social distancing for each unique situation
  - Such measures could include: spacing workstations appropriately; limiting capacity of gatherings in confined, indoor spaces; utilizing larger and/or outdoor spaces; limiting congregation in common and break areas; utilizing virtual/remote capabilities where possible; allowing work from home where appropriate; and/or modified scheduling
  - Consider the use of barriers at counters or between workstations where helpful
- Improve ventilation for confined, indoor spaces. Circulate outdoor air where possible and when code compliance and security may be maintained
- Increase hygiene practices—encourage frequent handwashing with soap and water, make hand sanitizer (60% alcohol) readily available, encourage practicing good respiratory etiquette when coughing or sneezing and avoiding touching one's face

## General Guidelines Continued...

- Implement cleaning and disinfection practices according to CDC recommendations, with frequent disinfection of shared/common or high-touch surfaces
- Plan for potential COVID-19 cases and work with health department officials (including observing isolation/quarantine protocols, assisting with contact tracing, planning for personnel absences or remote work, and deep cleaning facilities). Notify the local health department of employee positive cases and cooperate with the local health department in notifying close contacts
- If a facility becomes aware that a person has a confirmed case of COVID-19: Close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the areas
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Educate persons about COVID-19 with signage (resources available from ERG and CDC) Use signage, floor markings or other cues to direct human traffic flow and manage lines
- Consider appropriate precautions for people at increased risk of severe illness from COVID
- Increase remote, curbside, pickup, and/or delivery options to minimize contact and maintain social distancing. Use contactless methods where practical (e.g., payment, check-in, etc.) Be mindful of applicable state or local COVID-19 regulations or orders and ensure your operations facilitate compliance
- Evaluate the profile of customer and employee engagement with the venue and other persons at such venue to make appropriate adaptations as necessary to protect against COVID-19, even if not recommended or described in this document
- Take steps to ensure that all mechanical, electrical, and water systems are properly functioning and safe for use after a prolonged facility shutdown
- Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms



# Homemade Cloth Masks

## CDC on Homemade Masks

CDC recommends that you wear masks in public settings when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

Masks with at least 2 layers of fabric are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

Simple masks can be made at home using washable, breathable fabric and may help prevent the spread of COVID-19.

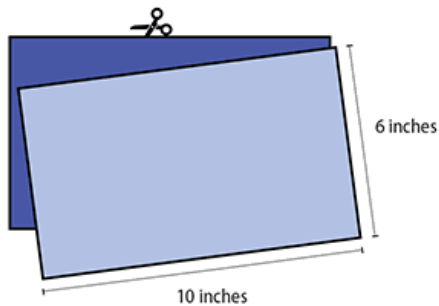
## Sewn Masks

### Materials

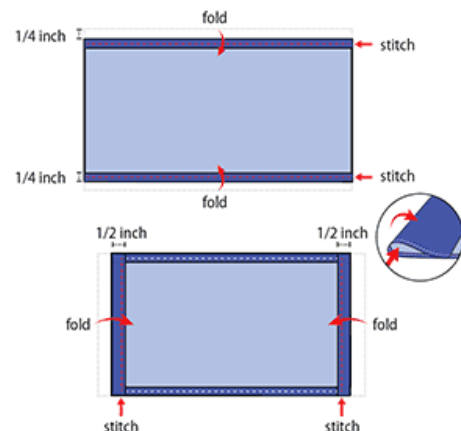
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

### Tutorial

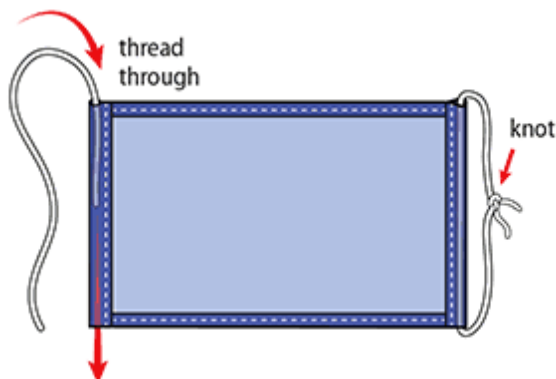
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



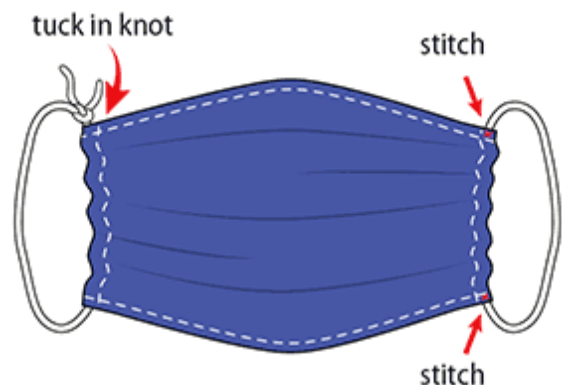
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



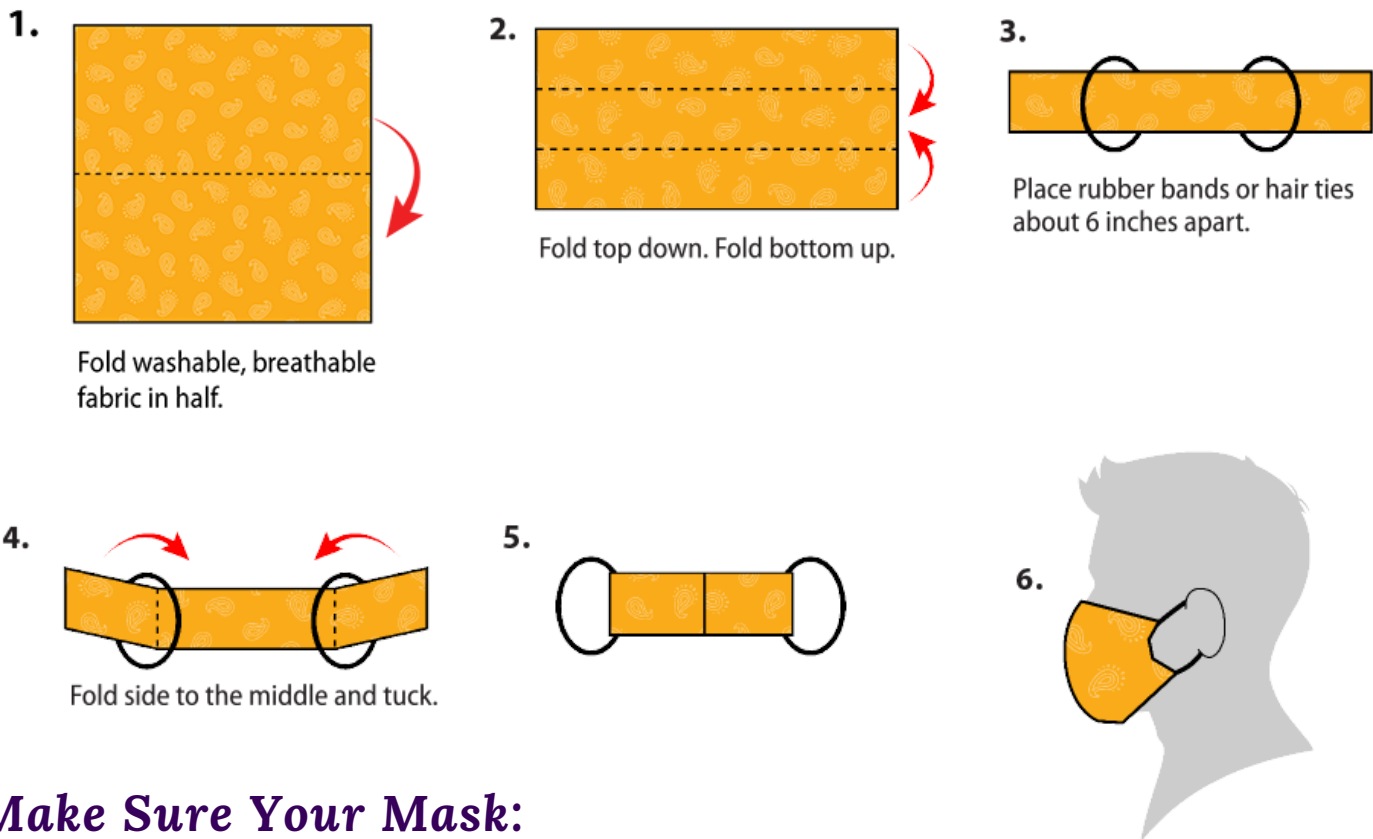
# Homemade Cloth Masks

## No Sew Masks

### Materials

- Washable, breathable fabric (cut approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

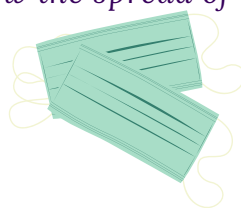
### Tutorial



## Make Sure Your Mask:

- Fits snugly but comfortably against the side of the face
- Completely covers the nose and mouth
- Is secured with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Can be laundered and machine dried without damage or change to shape

Information on how to make a cloth mask was obtained from the Center for Disease Control website. For more information on how masks can help slow the spread of Covid-19 you can visit [www.cdc.gov](http://www.cdc.gov).



Send Amber a photo of you in your mask to be featured in the March/April Achiever Mask Up BPW/TN feature!

Photos can be sent to  
[publication@bpwtn.org](mailto:publication@bpwtn.org)  
or  
[amberfarley.bpw@gmail.com](mailto:amberfarley.bpw@gmail.com)

# Handwashing Best Practices

## Handwashing Best Practices

Washing your hands with soap and water for at least 20 seconds is one of the easiest and most effective ways to reduce the spread of germs.



**Wet hands with clean water**



**Scrub every surface**



**Clean in between nails**



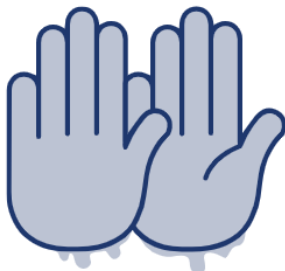
**Wash for at least 20 seconds**

### Instructions:

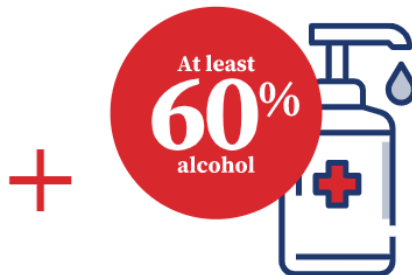
1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap.
3. Lather the backs of your hands, between your fingers, and under your nails.
4. This should take at least 20 seconds.
5. Rinse your hands well under clean, running water.
6. Dry your hands using a clean towel or air dry them.

## How Hand Sanitizer Works

Alcohol-based hand sanitizer can be a great option when you don't have access to soap and water.



**Cover all surfaces  
of your hands**



**Clean for at least  
20 seconds**

### Instructions:

1. If you don't have soap and water, use a hand sanitizer with at least 60% ethanol or at least 70% isopropanol. This concentration is the minimum required to kill microbes on your hands.
2. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
3. Rub your hands together.
4. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take at least 20 seconds.

*This information was obtained from the  
[covid19.tn.gov](https://covid19.tn.gov) website.*





If you have been diagnosed with COVID-19, follow the steps below:

### Isolate Yourself

- You should strictly isolate yourself at home for at least 10 days after you became ill, and you should be feeling well (and without fever) for at least 24 hours before resuming normal activities.
- Other members of your household should also stay home, and no visitors should be allowed.
- Stay in a specific room and away from other people in your home to the extent possible. Use a separate bathroom, if available. Household contacts can consider relocating to a separate, uninhabited housing location if available to decrease their risk of exposure.
- Where possible, ask others such as friends or family, to get food or necessities for you.
- If you must leave home, such as to seek medical care, wear a face covering if you have one.

### Inform Your Close Contacts

- Your close contacts will also need to quarantine according to TDH guidelines: [www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CloseContactGuidance.pdf](http://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CloseContactGuidance.pdf)
- Close contacts include anyone that you were within 6 feet of for >15 minutes while feeling ill. Close contact is defined as being within 6 feet for at least 15 minutes. However, this depends on the exposure level and setting. The final decision on what constitutes close contact is made at the discretion of public health.

### Monitor Your Health

- There is no specific treatment for COVID-19. Get plenty of rest, stay hydrated and, if needed, take medication to reduce your fever.

### Communicate with Public Health

- After your diagnosis, you may receive a call from public health for additional investigation. It may take a few days for public health officials to contact you, and they will ask about your activities before and after you became ill.

### Arrange for Care

- If your symptoms get worse and you need to seek healthcare, call ahead and tell the provider that you have been diagnosed with COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

### Practice Healthy Habits

- Wear a cloth face covering in public settings where social distancing is difficult.
- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for  $\geq 20$  seconds, or use alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

### Returning to Regular Activities

- Once you've completed your isolation period at home (minimum of 10 days, with at least 24 hours of feeling well), you can return to your regular activities.
- You do not need to be retested in order to resume your regular activities. This recommendation is consistent with CDC's [Symptom Based Strategy](#).
- CDC does **not** recommend retesting within 3 months after the first day you became ill from the initial COVID-19 infection: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

### Consider Donating Plasma to Help Others

- You may be able to help patients currently fighting COVID-19 by donating your plasma.
- As a result of your infection, your plasma now contains COVID-19 antibodies, which is one way your immune system fought the virus when you were sick.
- Learn more here: <https://covidplasma.org/>

### Learn More

- Tennessee Department of Health: [www.tn.gov/health/cedep/ncov](http://www.tn.gov/health/cedep/ncov)
- Centers for Disease Control and Prevention: [www.cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov)

# BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE

## CALENDAR OF EVENTS: 2020-2021

### **2021**

### **Event / Deadline**

March 2021	BPW Foundation Month
March 2021	Women's History Month
March 6th, 2021	Region I (East) Spring Meeting (Michelle White)
March 15th, 2021	Women's Day on the Hill
March 24th, 2021	Equal Pay Day & Virtual UnHappy Hour
March 27th, 2021	The Achiever Published Online and Mailed to Printed Subscribers.
March 27th, 2021	Region III (West) Spring Meeting
April 10th, 2021	Deadline: Nominations (State Officers, Regional Directors) to Nominations Chair. (60 days before the first business session of Convention).
April 10th, 2021	Deadline: Submitting bylaws amendments tbc at BOD (60 days prior)
	Approve all committee appointments for upcoming year (60 days prior to Convention)
	Executive Committee approve convention budget
April 10th, 2021	Submission Deadline for May Achiever issue.
April 20th, 2021	Deadline: Membership Dues for Awards.
April 30th, 2021	ALT-YC Scholarship Application Deadline

### **May 1st, 2021**

### **All Reports for Convention Due**

Deadline: LO Officers Information form to Treasurer and Webmaster  
 Deadline: President's Reports (award qualifications, officers) to President, 1st & 2nd VPs, and Legislative Chair at [www.bpwtn.org](http://www.bpwtn.org).  
 Deadline: Reporting Foundation Contributions  
 Deadline: All reports to State President for Convention  
 Deadline: All reports to 1st Vice President for Post-Convention EC and BOD

### **May 5th, 2021**

### **2021 BPW/TN State Convention Begins Virtually**

More information will be available in the March/April Achiever  
 The Achiever Published Online and Mailed to Printed Subscribers.



## *BPW/TN Virtual Walk for Education*

BPW/TN will be hosting their second virtual fundraising walk during the last week of March to celebrate Equal Pay Day. This walk raises funds used to grant scholarships for Career Advancement and Aspiring Leaders of Tomorrow. The walk is open to members and non-members to walk, run, etc in their own towns so that they could practice social distancing as well as participate in a statewide walk. Each participant will receive a virtual bib and medallion for participating.

Participants will be able to register on the [BPWTN.org](http://BPWTN.org) website. More information will be in the March/April Achiever.

If you would like to contribute to the scholarship fund, please contact Beth Bates at [batesb@aol.com](mailto:batesb@aol.com)