

COVID-19 UPDATE

INCIDENT COMMAND

Tuesday 3.16.20

Work continues across the organization to prepare for COVID-19, while safeguarding our employees and patients. Please read the updates below as they include important information about pay and benefits, a new employee entrance location and a change to our Main Entrance.

Human Resources / Payroll

We know a number of employees have been impacted by the closure of daycares and local schools. Other employees have asked how our pay policy would apply to them if they became sick or needed to be sent home for any reason.

To help calm the uncertainty of missed work, we have committed to pay all our employees for the next 8-weeks, up to their regularly scheduled assigned FTE. More communications will occur in the days ahead with additional instructions and details.

Employee Entrance – Effective 5AM, Tuesday 3.17.20

To streamline our employee screening process and efficiently use the resources required to do that, employees will enter MCH through the entrance to our Healing Arts Gallery, located to the right of our Emergency Department. A screening station inside the entrance will be staffed from 5am-9am and from 6pm-9pm. Employees arriving outside of those hours will be instructed by signage to be screened in the ED before reporting to work.

Employees who work in the BWC can also enter via that entrance and will be screened as they arrive.

Main Entrance – Effective 5AM, Tuesday 3.17.20

Effective 5AM, Tuesday 3.17.20 we will no longer be using our Main Entrance doors by our Front Lobby. Instead, patients will be directed to use our MAB entrance nearest the Pediatrics Office where they will be greeted by screeners. This door will be unlocked and available for use from 6AM-7PM. Patients or visitors who arrive outside of those hours will enter through the ED.

Daily Bulletin

Essential Information from the past 48 Hours



MCH Process Updates

- Main Entrance Closed. Patient to enter via MAB doors near Pediatrics. / **Effective: 9PM, Mon 3.16**
- Employee Entrance moved to Healing Arts Gallery Entrance / **Effective: 5AM, Tues, 3.17**
- Screening of all visitors, patients & employees / **Status: in operation 3.16.20**
- Adult Respiratory Clinic (New Ipswich Satellite) / **Status: in operation 3.16.20**
- Pediatric Respiratory Clinic (3rd floor BWC, by Behavioral Health) / **Status: in operation 3.16.20**
- BWC Closed to the Public. / **Status: Done. 3.15.20**
- Entryway Restrictions / **Status: Done. 3.16.20**
- Volunteer Program Paused / **Status: Done 3.13.20**
- Employee Screening Process / **Status: in-progress. Due date Mon, 3.16.20**
- Symptom Signage for Exterior Doors / **Status in-progress. Due date Mon, 3.16.20**
- Cafeteria Changes / **Status: Done**
- Visitor Policy Revised / **Status: Done 3.13.20**
- Community Group use of Conference Rooms, discontinued / **Status: Done**

Essential Communications

- HAN Alert #8 Received. / **Emailed 3.16.20**
- HAN 7 Highlights and CURRENT TESTING ALGORITHM / **Emailed 3.16.20**
- Visitor Policy Update: Now limited access to 1 healthy visitor in select areas / **Emailed 3.13.20**
- Employee Travel Guidelines / **Emailed 3.13.20**
- State of NH announced "2-1-1" phone line for the NH residents (public) with COVID19 questions / **3.12.20**
- HAN Alert #7 Received. / **Emailed 3.13.20**
- Cafeteria Memo: changes to item locations and flow changes / **Emailed 3.13.20**
- Memo: Conservation of N95. PAPR training ongoing for needed departments / **Emailed 3.11**
- NH DHHS now hosting weekly call-in session for NH healthcare partners every Thursdays, 12-1PM, ph. (833) 709-6685, no access code required.

