

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:

- **Incident Command Team / Update**
- **BWC / Fitness Floor Closing**
- **Visitor Policy Update**
- **Incident Command Email**
- **Department Managers Meeting**

Incident Command Team / Update

- Personnel assignments of our Incident Command team have been updated.
- Current personnel serving in section chief roles include:
 - Incident Commander: Mike Flynn
 - Public Information Officer: Phil McFarland, internal / Laura Gingras, external
 - Planning Chief, Christy-Sue Solomon
 - Infection Control: Claudia Nichols
 - Emergency Prep Liaison: Michael Greenough
 - Logistics Chief: Todd Hudson
 - Operations: Jon Gullage
 - Safety: Tom Humphrey
 - Finance: Rich Scheinblum
 - Med Specialists: Dr. Lucas Shippee, Dr. Michael Lindberg and Dr. Shawn Harrington.
- A complete Organization Chart of the IC team can be found on our HUB
- Incident Command has added a central email address for non-urgent questions or suggestions to the team. Every effort will be made to reply to emails received within 24 hours: hics@mchmail.org. For urgent needs, please reach out to the section chiefs above, directly. Our HUB also lists contact information for IC personnel.

Bond Wellness Center Fitness Floor Closing

- With the first positive case in our community and 70+ patient tests awaiting results, we are closing the BWC Fitness floor to employees in an abundance of caution to reduce the risk of accidental transmission of COVID-19.
- Studies indicate the virus can survive up to 72 hours on hard, non-porous surfaces such as metal and plastic, according to research reported by Harvard University this week.
- While we want to encourage physical fitness among all our employees, we recognize the growing trend of gym closures that reflect the risk of transmission and difficulty of ensuring proper disinfection procedures in that environment. National gym closures include: Gold's, Orangetheory Fitness and NH-based Planet Fitness.
- The pools will remain open for use by Physical Therapy patients.

Visitor Policy Update

- Effective (Wed, 9am?), our Visitor Policy will be updated, per below:
- Oncology: No visitors allowed (no change)
- Birthing Suite: One healthy partner for laboring patients (no change)
- Med Surg: One healthy visitor for patients on Comfort Measures (no change)
- ED: Limited to One healthy Guardian for underage patients (**changed from one healthy visitor per patient**)

Department Managers Meeting

- A Department Managers' meeting has been scheduled for Tuesday, **@ 1pm** (details in-progress)

Daily Bulletin

Essential Information from the past 48 Hours

MCH Process Updates

- BWC Fitness Floor Closed to employees / **Effective 8p .3.24**
- Incident Command Team update / **Effective 3.23**
- HICS email address added / **Effective 3.23**
- Visitor Policy Updated / **Effective 3.25**
- Labor Pool w/ skillset list in development / **Status: ongoing as of 3.20**
- BWC Entrance No longer in use / **Status: Closed, Sat, 3.20.20**
- COVID Rule Out Unit/ **Status: Opens Sat, 3.21**
- Surge planning in development / **Status: ongoing as of 3.17**
- Cafe seating removed following state restriction on dine-in seating / **Effective 9am, Tues 3.17**
- Redeployment of staff from Rindge F.P. and Mon. Family Care / **Effective 5pm, Tues 3.17**
- 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**
- Adult Respiratory Clinic (New Ipswich Satellite) / **Status: in operation 3.16**
- Pediatric Respiratory Clinic (3rd floor BWC, by Behavioral Health) / **Status: in operation 3.16**
- BWC Closed to the Public. / **Status: Done. 3.15**
- Entryway Restrictions / **Status: Done. 3.16**
- Volunteer Program Paused / **Status: Done 3.13**
- Employee Screening Process / **Status: in-progress. Due date Mon, 3.16**
- Symptom Signage for Exterior Doors / **Status in-progress. Due date Mon, 3.16**
- Cafeteria Changes / **Status: Done**
- Visitor Policy Revised / **Status: Done 3.13**
- Community Group use of Conference Rooms, discontinued / **Status: Done**

Essential Communications

- First Positive Case, MCH / **Emailed to All. 3.23**
- Time Keeping and Payroll Communication / **Emailed to Dept. Mgrs. 3.20**
- N95 Mask Conservation Update / **Emailed to Clinicians 3.19.20**
- COVID update, Dr. Shippee / **Emailed to Clinicians 3.17**
- Red Cross Alert Received / **Emailed to Clinicians 3.17**
- HAN Alert #8 Received. / **Emailed 3.16**
- HAN 7 Highlights and CURRENT TESTING ALGORITHM / **Emailed 3.16**
- Visitor Policy Update: Now limited access to 1 healthy visitor in select areas / **Emailed 3.13**
- Employee Travel Guidelines / **Emailed 3.13**
- State of NH announced "2-1-1" phone line for the NH residents (public) with COVID19 questions / **Emailed 3.12**
- HAN Alert #7 Received. / **Emailed 3.13**
- Cafeteria Memo: changes to item locations and flow changes / **Emailed 3.13**
- 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.