

Thank you all for your hard work today, we are grateful for your efforts and teamwork. 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:

1. **Closure of Main Registration area, effective 5PM 3.26**
2. **Mask Conservation: addendum to Universal Mask Policy for Patient Care Areas**
3. **Centralized Scrub Station Opens 3.27, 5AM**
4. **EVS Support Resource Identified**
5. **Cloth Mask Distribution – In Progress**
6. **Par Levels Set for N 100 Masks – Complete**
7. **PAPR Distribution w/ Training – In Progress**
8. **Food Service Delivery to Patients –emailed to impacted departments**

Closure of Main Registration Area

- This will take effect as of 5PM tonight, 3/26/2020.
- We will have one Main Registration staff stationed in the ED Registration area Monday through Friday, from 8am to 4pm along with the ED Registrar. They will be sitting in the ED Registration Area as we have 2 desks in that area.
- Main Registration staff can be reached at ext. 4297.
- Additional documents on the HUB as they pertain to your area(s).

Mask Conservation

- This process is consistent with WHO guidelines for PPE conservation. When a mask is placed in a bag it should be done either folded or with a specific orientation i.e. outside up. When the mask is retrieved one should be wearing gloves and make an effort to retrieve by the strap/loop and avoid touching the inside of the mask. Gloves should be sanitized with hand sanitizer before donning the rest of PPE and changed or double gloved before patient contact

Centralized Scrub Station Opens 3.27, 5AM

- The center will be open from 5:00AM – 7:30PM 7 days a week (folks may not understand military time?)
- EVS will be responsible for stocking the center. Additional scrubs will be kept in the linen room
- OR / OB / Pharmacy scrubs will remain in their current locations.
- Patient care area employees will get issued one pair of scrubs per day, unless they return soiled scrubs during the workday.
- “Soiled Scrub” hampers will be placed in ER, Med/Surg, Rad, Bond Wellness Center Ladies room & Men’s room. There will also be multiple return bins outside the distribution center for the employees to drop off at the end of their shift.
- Soiled scrubs will be picked up from the collection bins on schedule set by EVS.
- There is adequate shelving to keep a large amount of scrubs on hand for distribution.
- (Proposed) The center will also be able to issue cloth surgical masks when instructed to do so. The return bins for these masks will only be located outside the distribution center and will be labeled “Soiled Masks Only” (Masks will get lost if mixed with other linen)
- Radiology has graciously covered this unit from 03/27/2020 5:00AM until 03/29/2020 7:30PM. We need to set up permanent staffing from the labor pool after that. This job can be done by most anyone including high risk individuals, because they will be behind a window and have no direct contact with employees.
- We have yet to determine how to support satellite practices with scrubs

EVS Support Resource Identified

- A 3rd-party vendor has been identified who will support our EVS staff, 24/7 for an initial 2-month commitment –with extended availability available as needed. Additional details to come.

Cloth Mask Distribution

- For staff that work in a patient care area but do not have direct patient contact, once they become available a re-usable cloth mask may be used to minimize hand to face contact. We are in the process of obtaining these masks and will make them available once we have an adequate stock. These masks should be laundered daily with soap and warm water

Par Levels Set for N 100 Masks

- The first wave of deployment of N100s was completed today, as well as information sent to managers to communicate to all of their staff about this new piece of equipment.
- There is a daily log that needs to be completed when an employee checks-out an N100 and then when it is returned at end of shift to be checked back in. It must be returned disinfected by the employee who used it all day.
- Note: an OSHA form has been sent to those managers to give to all of their employees to complete and send back to Occupational Health as soon as possible.
- Employees should not be using the N100s until after they have watched the short Youtube video. This Link is also on the HUB. <https://bit.ly/3bqx4dF>
- N100s should not be leaving the area that they were deployed to, or this facility.

PAPR Distribution w/ Training – In Progress

- All Level 3 Areas have been supplied w/ PAPRs
- Level 2 and Level 1 areas are being planned

Food Service Delivery to Patients

- To help reduce the traffic on the patient care floors as well as reduce the PPE usage, Dietary will only be delivering patient trays to the following patient care units (Med/Surg, Covid ICU, and ED) at set meal period times. Those times are as follows:
 - Breakfast – 8:00 am (orders in by 7:30 am)
 - Lunch – 12:30 pm (orders in by 12:00 pm)
 - Dinner – 5:00 pm (orders in by 4:30 pm)
- The Diet Office staff will call patients (unless otherwise identified) to get their food orders prior to these delivery times. The Diet Office staff will work with the Unit Staff to get orders for any patients that they are unable to reach.
- The Dietary Department will increase the availability of pre-made sandwiches to these units that should be utilized for patient food between meal periods. These par levels will be established and monitored by Dietary to make sure they are enough.

Daily Bulletin Below

Daily Bulletin

Essential Information from the past 48 Hours



MCH Process Updates

- EVS 3rd-Party Support Resource ID'd / **Effective 3.27**
- Central Scrub Station Open / **Effective 5a, 3.27**
- Main Registration Area Closed / **Effective 5p 3.26**
- Non-Essential Staff Release / **Effective end of day 3.26**
- 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

- Food Delivery to patients timing reduced / **Emailed to impacted depts. 3.26**
- Tyvex Suit Cleaning link added to Clinical Resources below. **3.25.20**
- Universal Mask Policy For Patient Care Areas / **Emailed to All 3.24**
- 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. PAPER 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.