

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. **News/Info Stations**
2. **Mask Cleaning Depot**
3. **Employee Resources/HUB**
4. **Surge Plan**
5. **Equipment: General News**
6. **Staffing: General News**

Info Stations

- Info stations on easels will be in place later this week. Locations will include our employee entrance screening station and other key locations. The goal is to communicate news updates daily in a visible format, in addition to email.

Mask Cleaning Depot

- The MAB Suite #102 (the office previously occupied by Dr. Cerroni) is being outfitted as a washing station for N100 masks.
- The schedule for staffing and instructions for operation are in development.

Employee Resources/HUB

- A team is working on compiling a list of resources for employees on our HUB. Once completed, that will be made available online, accessible by off-site employees as well.
- Reminder that our Employee Assistance Program is a robust group of available resources by phone and online. Instructions for accessing that can be found on the HR tab on the HUB.

Surge Planning

- Work continues on surge planning and a framework of prioritization for deploying employees from our labor pool to best meet the anticipated surge of COVID patients.
- Thank you to those Department Managers who completed their additional contingency plan information requested this morning. For those who have not done so, please complete that as soon as possible. Thank you.

Equipment: General News

- Posters to help easily identify PPE materials are in production
- PPE Donning & Doffing reference posters in production
- An additional source for face shields has been identified and an order is in process.
- Scrub distribution schedule has been assigned for the next week (thank you to all covering)

Staffing: General News

- The staffing schedule process for our screening station has been improved to clarify assignments (thank you to all covering)
- Inpatient units have developed a unified schedule to improve scheduling.

Daily Bulletin

Essential Information from the past 48 Hours

MCH Process Updates

- EAP access info added to HR, HUB / **Effective 3.30**
- News stations in-process for key areas / **Deployed by 4.2**
- N100 Mask Cleaning Depot created / **Effective 3.30**
- 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. 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.