

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. **Safety**
2. **Patient Transport**
3. **Scrubs Update**
4. **Policy Update Universal Mask Policy**

### **Safety**

- Our HVAC test was a success. Both patient care units have been reprogrammed to vent directly to the outside.

### **Patient Transport**

- COVID-19 patient transport routes now have visual cues labeled with yellow & green tape in our hallways.

### **Scrubs Update**

- We received a few questions following today's earlier message about recommendations to wear scrubs:
  - Clothes are worn under scrubs
  - There is not a changing station at the Scrub Station. They should be returned to your unit for changing.

### **Policy Update Universal Mask Policy (also sent via email)**

#### **Policy:**

To maintain the safety for employees working at Monadnock Community Hospital (MCH) during the COVID-19 Surge

#### **Purpose:**

To prevent transmission of infectious disease among employees

#### **Procedure / What to wear:**

- All employees and providers will be required to wear a procedure/surgical mask along with a washable cloth mask in ALL areas of Monadnock Community Hospital (MCH), including all satellite sites.
- Non-Monadnock Community Hospital practices located on the hospital campus will be encouraged to adhere to this policy.
- If the employee is scheduled to work on a unit with COVID patients they should wear an N-95 respirator with a washable cloth mask cover, a PAPR, or an N-100 respirator along with appropriate PPE.
- This will also include the Monadnock Health Partners offices inside the walls of the hospitals as well as those offices located off the main hospital campus, including but not limited to Antrim, Jaffrey, Rindge, and New Ipswich.

#### **Where to get it:**

- Employees can pick up their procedure /surgical masks on their unit. If they have a saved used mask they should use those first until they have become contaminated or compromised with wear and tear.

- A washable cloth mask can be obtained at the scrub station. This washable cloth mask is dedicated to that employee to be worn upon entering, within the building, and to leave the building. This is not to be worn around the community / outside of work.

**How to care for it:**

- The employee may be able to wear the same procedure mask for up to a week. These masks should be reserved for work time only and not to be used at home.
- If the procedure/surgical mask becomes compromised it should be discarded and a new one given. A compromised mask would be one with wear and tear such as the elastics no longer work, deep lacerations or tears, is wet, soiled or contaminated.
- At the end of the employee's shift in order to conserve the procedure/surgical mask, it should be placed in a brown paper bag with the employee's name on it to be used again for the employee's next shift. The mask should be turned clean side in, contaminated side out when stored.
- The washable cloth cover mask should be washed with soap and water by the employee that is wearing the washable cloth mask and air dried in the employee's unit dedicated room.
- If the washable cloth mask is being brought home to be washed it should be put into a small plastic bag, and brought home where it should be washed in a washer or by hand with soap and water, and air dried rather than dried in a dryer so as not to compromise a washable cloth mask that might contain elastics.

**Daily Bulletin is below**

# Daily Bulletin

## Essential Information from the past 48 Hours

### MCH Process Updates

- MAB entrance near Pediatrics closed on Sat & Sun/ **Effective 4.2**
- Transportation of COVID inpatient pathways labeled / **Effective 3.31**
- 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**

### Essential Communications

- Universal Mask Policy Update / **Emailed 4.2**
- Scrub Recommendation for all staff / **Emailed 4.2**
- Interim Work Restrictions, Return to work Policy / **Emailed 3.31**
- Transportation of COVID inpatient pathways / **End of Day report 3.31**
- 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**