

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. **Employee Entrance Moving to BWC 6AM, Wed, 4.8**
2. **Employee Housing Options**
3. **Universal Mask Policy for All Healthcare Locations at MCH**
4. **Facial Coverings throughout MCH**
5. **Employee / Family Care Unit**
6. **Equipment / General Updates**
7. **Changes to Food Delivery to ED Patients**

EMPLOYEE ENTRANCE MOVING TO BWC 6AM WED, 4.8

- Effective 6AM Wednesday, 3/8, the Employee Entrance will move to the Bond Wellness Center. Screening upon entry, and access to masks and scrubs will take place there. In addition, employees will have access to locker rooms, towels and washing amenities for donning, doffing and showering.

EMPLOYEE HOUSING OPTIONS

Short-term employee housing options have been created for a number of scenarios. To access or schedule these services, email Christy-Sue Solomon at ChristySue.Solomon@mchmail.org

- **Jack Daniel's Inn (6 rooms available)**
 - **Intended Usage:** Employees with short-term local accommodations, due to long distance commuting or similar challenges.
 - **Health Criteria:** Healthy employees
 - **Duration:** Short-Term, 2-5 Day Stays.
 - **Amenities:** linen & towels are supplied, washed weekly by them.
 - **Food:** Responsibility of employees
 - **Cost:** : No cost
- **MacDowell (28 rooms available)**
 - **Intended Usage:** Employees who have an immuno-compromised family member preventing their stay at home.
 - **Health Criteria:** Healthy employees
 - **Duration:** Multi-week Stays
 - **Amenities:** linen & towels are supplied, washing them is the responsibility of the employee.
 - **Food** Responsibility of employee
 - **Cost:** : No cost
- **Barbara Harris Center (25 rooms available)**
 - **Intended Usage** Care of employees who are COVID positive or symptomatic
 - **Health Criteria:** COVID positive or symptomatic, awaiting test results
 - **Duration:** Multiple weeks, as needed
 - **Amenities:** Linen & towels provided and washed weekly for employees
 - **Food and Basic Medical Care** Provided by MCH.
 - **Cost:** No cost

UNIVERSAL MASK POLICY FOR ALL HEALTHCARE LOCATIONS AT MCH

Policy: To maintain the safety for employees working at MCH during the COVID-19 response.

Purpose: To prevent transmission of infectious disease among employees

Procedure / What to wear:

- All employees and clinicians will be required to wear a procedure/surgical mask or 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 are required to wear an N-95 respirator with a washable cloth mask cover, a PAPR, or an N-100 respirator along with appropriate PPE.
- This procedure includes 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 washable cloth mask should be brought home and washed with soap and hot water, air dried and used when entering the facility on next shift.

How to care for masks:

- Employees may be able to wear the same procedure/surgical mask for up to a week. These masks should be reserved for work time only and are not to be used at home.
- If the procedure/surgical mask becomes compromised, it should be discarded and a new one obtained. A compromised mask would be one with wear and tear such as, the elastics no longer work, the mask has 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 mask can also be washed in a washer or with soap and hot water when brought home at end of shift and air dried rather than dried in a dryer so as not to compromise a washable cloth mask that might contain elastics.

FACIAL COVERINGS THROUGHOUT MCH

POLICY UPDATE: Facial Coverings are to be worn within the facility at all times by employees, clinicians, patients and their escorts [family members or otherwise]

PROCESS KEY POINTS FOR STAFF: When entering any of the MCH buildings whether on campus or at a satellite practice site, everyone should be wearing a facial covering such as a cloth mask, surgical/procedure mask or N95 respirator mask.

This facial covering should be worn at the time of entry until you leave the facility buildings. Staff and clinicians can re-use their issued cloth facial covering to enter the building the next day. Washing with hot water and soap and overnight drying is recommended.

PROCESS KEY POINTS FOR PATIENTS: In accordance with CDC and NH HAN recommendations, we recommend Staff and Clinicians remind their patients that when they are coming in to be seen, the patients should be arriving with a facial covering on at all times. This would include going to the lab, radiology, surgery or provider offices etc. If the patient/escort/family does not have a facial covering at the time of entry, they will be given a procedure mask to wear while they are in the facility. They will be advised that they need to keep this facial covering on at all times while in the facility.

EMPLOYEE / FAMILY CARE UNIT

- Employee/Family care unit continuing with hospitality cart, snacks for off-shifts. No calls to phone line to date. Evaluating implementation of photo booth

EQUIPMENT / GENERAL UPDATES

- Occ Health has fit tested ~70 clinical staff with respirators, majority are passing. 8 people have been returned to work
- Additional devices (handheld scanners, laptops, phones, iPads) ordered and being evaluated to deployment. Additional remote work application licenses purchased. Community health outreach app is near go-live.
- Distillery sources hand sanitizer being prepped for deployment

CHANGES TO FOOD DELIVERY TO ED PATIENTS

The following changes are being made to the ED Patient Food Ordering/Delivery Process during the Covid Pandemic

- **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 Room Service Menu has been suspended in the ED effective immediately. All patient trays ordered for the ED will now be **“Non-Select”** meals that have been predetermined by Dietary for that meal period.

In other words, please do not hand out the Room Service Menus to any patients other than ones that have been in the ED for more than 48 hours. If someone is there for an extended stay, we will make accommodations to allow the Room Service Menu to be utilized. This will be implemented on a case by case basis.

The Dietary Department will have “Diet Specific” Non-Select meal options for each meal period. If a specific diet is ordered by the ED Nursing Staff (Cardiac, Diabetic, etc.), they will automatically send the meal for that diet. If a diet is not specified at the time of ordering, they will automatically send the “Regular” diet meal for that meal period.

The ED Staff will now call and place orders for trays as follows:

Example: “We need 2 trays to the ED for lunch, 1 of them is a Cardiac Diet”

Delivery to the ED will be limited to the above stated times for each meal period. These are the same delivery times that are being utilized in all other Inpatient Areas already.

These changes are being implemented to help properly utilize limited staffing and increased demand during the Covid Pandemic. We appreciate your help and understanding during this challenging time. Thank you and Be Safe!

DAILY BULLETIN IS BELOW

COVID-19 Daily Bulletin

MCH Process Updates

- Room Service Menu discontinued to ED Patients / **Effective 4.7**
 - Scrubs & Masks picked-up in BWC 6a 4.7 / **Effective 4.7**
 - Employee Entrance moved to BWC 6A 4.7 / **Effective 4.7**
 - 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**
- a complete listing of all prior material is at the bottom right on this page -

Essential Communications

- Employee Housing Options / **Emailed 4.7**
 - Universal Mask Policy for All / **Emailed 4.7**
 - Facial Coverings Throughout MCH / **Emailed 4.7**
 - Tyvex Suit Cleaning & Disinfection / **Emailed 4.3**
 - Universal Mask Policy Revision / **Emailed 4.3**
 - 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**
- a complete listing of all prior material is at the bottom right on this page -