

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. **Surge Plan Communication Guideline**
2. **No Employee Parking in front of BWC**
3. **Scrubs: Arrival & Departure: Donning/Doffing Requirements**

SCRUBS: DONNING / DOFFING REQUIREMENTS

- Employees arriving for work are required to acquire their scrubs in the BWC with the exception of departments with their own supplies: OR, Pharmacy and OB.
- To minimize the number of dirty scrub pick-up locations: All scrubs picked up in the BWC must be returned to a bin in the BWC at your shift’s end.

SURGE PLAN COMMUNICATION GUIDELINE

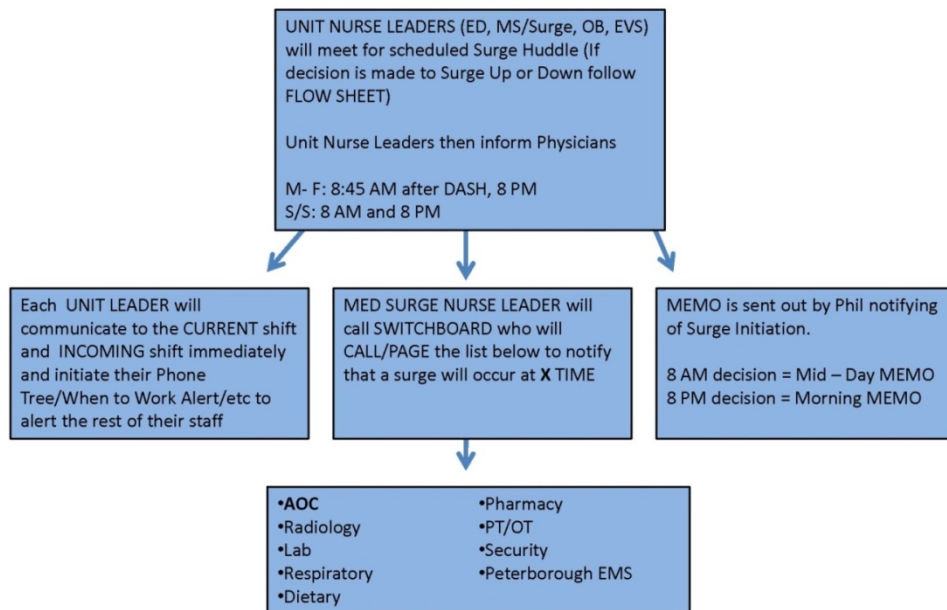
Clinical response plans have been created to support significant increases or decreases in COVID-related patients.

“**Surge-up**” or “**Surge Down**” will be communicated via the matrix below to initiate the transition of patients between various locations to maintain separation of COVID positive/rule out patients and non-symptomatic patients.

“Surge Huddles” will be held twice a day to assess our patient status and determine if a “Surge Up” or “Surge Down”. When required, the process in the flow chart below will be used to communicate this status change to all employees.

Note: Those departments required to support these processes will receive additional communication, as needed

SURGE PLAN COMMUNICATION FLOW CHART



EMPLOYEE PARKING

- Employees are reminded that the parking lots directly in front of the BWC are reserved for patients. In the map at right, the employee parking lots are color-coded green.



