

Dear Colleagues,

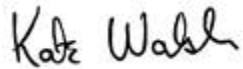
As the COVID-19 situation around the world and here in Massachusetts continues to evolve, I want to let you know that our work to be prepared across our organization is well underway. The dynamic nature of this challenge will require all of us to work together and be nimble.

Here is some essential information that I want you to know at this time:

- BMC is in constant contact with local, state, and national public health officials and other hospitals to ensure that we are coordinating efforts and sharing the most accurate, up-to-date information.
- We continue to operate in our Incident Command Structure under the leadership of Ravin Davidoff, CMO, and Nancy Gaden, CNO, and with participation from ambulatory and inpatient providers and staff. While our focus is always on caring for our patients, please be especially responsive to any requests related to our COVID-19 preparations.
- Your safety is our highest priority. I ask that everyone work together to conserve our personal protective equipment, including N95 respirator masks. I know that the availability of protective gear is of the utmost concern right now. The conservation measures we have put in place have not been undertaken lightly, but allow us to be strategic about protecting our employees both now and in the future.
- In order to help keep employees and our patients safe, we have implemented a [travel policy](#) that bans all work-related travel to highest-risk areas as identified by the CDC. We anticipate that this policy will evolve, so I encourage all employees to exercise prudent judgment when making any travel plans.
- If you have potentially been exposed to COVID-19, through travel or other means, you need to contact the Working Well Clinic at 617-638-8400 or [workingwellclinic@bmc.org](mailto:workingwellclinic@bmc.org) as soon as you know about the possible exposure. This is one of the best ways you can keep yourself and our community safe.
- We appreciate that the situation about COVID-19 may cause anxiety for everyone, particularly as it rapidly changes. Our [Employee Assistance Program](#) is available for free, confidential counseling to all employees and their families.
- Please check [the Hub](#) for current information related to BMC protocols and preparedness efforts.

We have a responsibility as healthcare providers in that we are on the front lines of emerging public health issues and will serve our patients and the community regardless of the circumstances. BMC, along with our peers across the state, have long been recognized for our collective leadership in responding to emerging infectious diseases over the years. I am confident that this preparation and expertise will ensure that we remain focused in providing exceptional care for our patients and support for each other.

Thank you,

A handwritten signature in black ink that reads "Kate Walsh". The signature is written in a cursive, slightly slanted style.

Kate Walsh  
*President and CEO*