

Bulletin

COVID-19 Update

For more information, visit the Hub @ internal.bmc.org



Dear Colleagues,

The safety and wellbeing of our staff is our top priority and we want to update you on the policies we have put in place to protect our staff and our community, as well as remind you of resources available to support you and your family.

COVID-19 information will be posted on [the Hub](#) as well as <https://www.bmc.org/covid-19-employees> for off-campus availability.

Staff Support

We appreciate that the situation around COVID-19 may cause anxiety for everyone, particularly as it rapidly changes. We are committed to providing wellbeing support for any employee who needs it.

- Our [Employee Assistance Program](#) is available for free, confidential counseling to all employees and their families. They are available 24/7 by calling 800-327-1850.
- Beth Milaszewski, LICSW, the employee assistance clinician, is available to speak to individuals and teams and provide support related to stress management, anxiety, work conflicts, and traumatic events and situations. You can reach Beth at Beth.Milaszewski@bmc.org, 617-414-4357, or by paging 8010.
- The Working Well Clinic has established an email address (Covid19WWC@bmc.org) for staff questions related to your health and safety such as travel, exposure, and staying home/self-isolation or when to return to work.
- Please reach out to your leader if you have questions or concerns.

NEW: Conducting and Attending Meetings

- All meetings larger than 25 people should be canceled or held via teleconference.

NEW: Clinical Observer Policy

- BMC has temporarily prohibited nonemployees from coming in to the hospital to learn from, observe, or shadow staff at work.

NEW: Preparedness Planning/Drills

- A tent has been set up in the Shapiro driveway to prepare for potential scenarios related to COVID-19 as the situation rapidly evolves.

- While the tent is currently only being used for drills, it could be used as a testing location or additional ED space should we get a large number of patients requiring screening and testing for COVID-19.

NEW: Cafeteria Changes

- Effective Thursday, March 12, all self-service food in the cafeterias will be eliminated, including the salad bar, self-service pizza, and soup.
- Further changes related to the cafeteria will be coming soon.

Disinfecting Equipment and Cell Phones

- Employees should continue to disinfect equipment by following BMC's established [policy on equipment disinfection](#).
 - In particular, stethoscopes should be cleaned after each use, with an alcohol wipe if there is no blood present. If caring for a COVID-19 patient, clean stethoscope with a bleach wipe.
- Cell phones can be cleaned with any disinfectant wipe. Avoid using hand sanitizer on phones.