

## February 24, 2021

### **N95 Reprocessing Program Ending**

The federally funded program to reprocess N95 respirators through Battelle will be ending in March. The Hospital's final pick up is scheduled for Friday, March 12. Supply Chain Services has an adequate supply of N95s which can be maintained without the reprocessing program. The N95 reprocessing policy will be retired on Thursday, March 25.

### **Reopening Location**

Family Medicine of Evangelical – Milton is scheduled to reopen the week of March 8.

The following clinics and offices remained closed: SUN Orthopaedics of Evangelical, Elysburg; SUN Orthopaedics of Evangelical, Miller Center; Physical Therapy of Evangelical – Meadowgreen, Mifflinburg; and Pulmonary Rehabilitation.

Physical Therapy of Evangelical locations in Elysburg and the Miller Center, Lewisburg, are open.

Kendra Aucker,  
President and CEO

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## February 19, 2021

### **Alternate Testing Site Changes**

Due to lower weekend volumes, the Alternate Testing Site on St. Mary Street in Lewisburg will be closed on Saturdays and Sundays beginning Saturday, February 20. The site will be open from 9 am to 6 pm Monday through Friday.

Hours of operation for the COVID-19 hotline will now be limited to 9 am to 5 pm Monday through Friday.

Employees who may need COVID-19 testing or test results over the weekend should contact Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com) or [570-522-2597](tel:570-522-2597).

Kendra Aucker,  
President and CEO

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## February 17, 2021

### **Changes to Visitor Restrictions**

With our COVID-19 census trending in the right direction, we are revising our visitor

restrictions in some locations. The changes are effective Monday, February 22, 2021, and some highlights are listed below.

One designated, healthy support person over the age of 18 will be permitted to accompany patients to outpatient surgeries and procedures in One-Day Surgery, the Catheterization Lab, the EASC, and the Endoscopy Center. Similarly, a designated, healthy support person over 18 will be permitted to accompany patients to outpatient Imaging, Laboratory, and Physical Therapy appointments.

At all of these locations, it's important to note that support people may be asked to wait outside the facility if proper physical distancing is no longer possible in the designated waiting area.

In the Emergency Department, a healthy, designated support person over the age of 18 will be permitted to accompany the patient after the patient has been assigned a room and deemed not to be COVID-19 positive.

Visitors will still not be permitted to accompany patients to appointments in our physician and clinic offices. Exceptions will be made for certain types of appointments (pregnancy confirmation, prenatal care, fetal demise, poor prognosis, end-of-life care planning, and surgical confirmation) and certain types of patients (those under 18, those with cognitive issues, or those with ambulatory challenges).

The fully revised policy with additional changes and exceptions can be found using the button below. It will also be updated in Policy Manager just prior to February 22.

[Visitor Restriction Guidelines Related to COVID-19 - as of 2.15.21](#)

[Visitor Restriction Guidelines](#)

[Related to COVID-19 - as of 2.15.21](#)

### **Temperature Screening Changes**

Effective Monday, February 22, employees, patients, and visitors will no longer be required to complete temperature screening upon entering our facilities. Thermometers will remain available for individuals who are concerned they may have a fever.

All other screening protocols remain in place. Employees are still required to complete the daily screening form, available on EvanNet or the Employee Portal, prior to beginning their shifts.

### **COVID-19 Vaccine Update**

While the Hospital has continued its efforts to fully vaccinate as many individuals as possible, we learned this week that the PA Department of Health has encountered a distribution issue with its supply of second Moderna doses.

Due to the state's vaccine distribution disruption and the pending inclement weather, the vaccine clinic scheduled for Thursday, February 18, has been cancelled. We will be communicating directly with anyone whose appointment needs to be

rescheduled.

The vaccine clinic planned for February 19 will continue as scheduled. This clinic is for primary Pfizer doses and is not impacted by the second dose distribution issue.

### **Employee COVID-19 Vaccinations**

Approximately 55% of our workforce has opted to get the COVID-19 vaccine.

We all have our own opinions about the pandemic and the vaccines. But, if you are truly interested in getting our community back to some semblance of normalcy, you need to do your part and sign up for vaccination.

We simply are not going to turn the corner and get to a place where restrictions can safely be lifted until around 80 to 85% of the population is vaccinated.

Please—if you have not already done so—register today.

Any employee interested in registering for COVID-19 vaccination should contact Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com) or [570-522-2597](tel:570-522-2597).

### **ICU Changes**

The non-COVID-19 Intensive Care Unit (ICU) established in the Cath Lab's Pre/Post Care Unit on the first floor will be closed effective Monday, February 22. We will be returning to a single ICU on the second floor for both COVID-19-positive and non-COVID-19 patients requiring that level of care.

### **Reopening Clinics and Services**

Cardiac Rehab restarted operations on Monday, February 15; pulmonary function testing will resume on Tuesday, February 23; and the Sleep Lab is scheduled to begin operations again on Monday, March 1.

Pulmonary Rehab will remain closed at this time.

Kendra Aucker,  
President and CEO

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## **February 11, 2021**

### **Update on Ramping up Operations**

With our COVID-19 census significantly lower than in December and January, we've started a phased approach to returning to more normal operations. Please understand this process will not happen overnight and we must remain prepared to pivot in the event we see another surge of the virus.

Upcoming changes to be effective **Monday, February 22**, include:

- Employee Recalls to Home Departments—While many employees are expected to be returned to their home departments by Monday, February 22, there will be some who will remain in their redeployed status into March. These decisions, like all of our decisions, will be driven by the needs of our patients. All redeployed employees will be notified of their anticipated return dates and the process you can expect through the transition. On behalf of the Executive Operating Team, the Board of Directors, and the community, thank you to all employees for your cooperation and your continuing commitment to this organization. We wouldn't have made it without you!
- Emergency Department (ED) Spaces—The physical changes to the ED waiting area and the ambulance bay will remain in place. The ED overflow waiting space in the former Main Lobby will also remain available. However, we will be making adjustments to the on-call personnel associated with the overflow process. More information will be communicated directly to impacted employees.
- Food Service—Food service in the Dining Room and at the Café will no longer be free. The Dining Room will remain open to employees only and both it and the Café will return to normal, posted hours.
- Internal Transfers—We will initiate a phased approach to releasing employees whose internal transfers were frozen by the pandemic. As with redeployment, internal transfer decisions will be based on patient and organizational needs. Employees with pending internal transfers will be contacted by People and Culture.
- Visitor Restrictions—We will be changing visitor restrictions for some areas of our operations. Those changes will be announced in detail when they are finalized. Inpatient visitor restrictions will remain in place.
- Employee Temperature Checks—Employees will no longer be required to complete a temperature check before or upon entering Hospital property unless required to self-monitor at the direction of Employee Health. All employees must continue to complete the daily self-screening form found on EvanNet or the Employee Portal on the Hospital website.
- Rooke Entrance—The Rooke Entrance will remain open to employees only. Please redirect patients to either the Main Entrance or the Donehower-Eisenhower Entrance, depending on the services they are seeking.

While we can all celebrate our phased move toward normalcy, we must be patient with the process and with one another. Opening back up, just as closing down, will not be without its challenges.

### **COVID-19 Vaccination Update**

Vaccine supplies remain an issue for our continued effort to vaccinate those eligible for the state's Phase 1A. In fact, we are receiving needed shipments just in time for scheduled clinics. At this time we are continuing to build a wait list through the hotline (570-522-4530, option 1) and our website ([evanhospital.com/virus](https://evanhospital.com/virus)).

Please encourage family, friends, and neighbors who are registered for vaccination through the Hospital but get vaccinated elsewhere to call the hotline ([570-522-4530](tel:570-522-4530)).

option 1) and cancel their appointment. We need to ensure every available dose is utilized effectively.

### **Virus Variants**

There has been substantial media coverage regarding variant COVID-19 strains from the United Kingdom, South Africa, and Brazil. These variations were not surprising. Infectious disease professionals anticipated COVID-19, like most viruses, would mutate over time.

The good news is our current COVID-19 testing capabilities do allow us to confirm if someone is positive with COVID-19 regardless if they are infected with the original strain or one of the variants.

However, our testing technology does not provide us with the ability to determine which strain has infected the individual. As a result, there is no way for us to know if any of the variants are active locally.

Kendra Aucker,  
President and CEO

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## **February 4, 2021**

### **Ramping Up Operations**

With our COVID-19 census moving in the right direction, we are continuing to re-introduce surgeries that require inpatient beds to the schedule for our operating rooms and looking to re-open other services and practices.

The process, while not without its challenges, seems to be going well.

It's important for you to understand this is a fluid situation. Our goal is to get the organization back to more normal operations—including surgical volumes, but we must contend with a number of hurdles. Staffing is an issue throughout the organization, and we have to remain nimble enough to pivot should we see another spike in COVID-19.

While some redeployed staff have been moved or are moving back to their home departments, some will likely remain in redeployed status beyond the February 20 date communicated when we began shifting staff to new assignments.

We ask for your patience as we work through this process.

For employees moving back to their home departments, we are trying to provide as much notice as possible but there are times when it might happen very quickly. If you are tapped for a return to your home department, you will be notified by your redeployed supervisor and contacted by your home department supervisor. If you have questions about your schedule, please address them with your home department supervisor.

It's important to note changes in department assignment may not be immediately reflected in Kronos and other Hospital systems.

### **Visitation Restrictions**

Restrictions on visitors remain unchanged across the organization. However, with the COVID-19 census falling and additional surgeries and procedures being scheduled, we are monitoring those restrictions. We will make changes as conditions allow.

### **Storeroom Hours**

Effective immediately, the storeroom is returning to its normal operating hours—7 am to 3:30 pm. Nursing leadership expressed its thanks to the storeroom for expanding hours and supporting supply services during the COVID-19 surge.

Kendra Aucker,  
President and CEO

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## **February 1, 2021**

### **Vaccine Clinic Update**

The employee vaccine clinic scheduled from 3 to 6 pm Tuesday, February 2, in the new Conference Center in PRIME will continue as scheduled. Remote employees arriving for vaccinations on Tuesday afternoon are reminded to use the new Main Entrance to access the clinic.

The community vaccine clinic scheduled from 9 am to 1 pm Tuesday, February 2, has been delayed until Wednesday, February 3. All individuals with appointments will be contacted directly.

### **Inclement Weather Reminders**

As the region is inundated with another sizable snowstorm, we have a number of reminders for all employees.

Anyone needing accommodations during inclement weather should contact the Administrator on call. The Administrator on call can be paged through Telecommunications (dial "0" from any Hospital phone). Linens will be provided in the room. Please do not reserve a room longer than it is needed and do not change rooms or use a room without contacting the Administrator on call.

Employees should refer to the Inclement Weather Policy for information on attendance expectations. Please follow your department policy for weather-related call-offs. Redeployed employees should contact the supervisor in their redeployment letter. Any employee redeployed to a Nursing unit should contact the House Supervisor, if calling off due to inclement weather.

Transportation may be available for employees struggling to get to work during inclement weather. Employees seeking transportation should contact the House Supervisor; requests will be prioritized based on organizational needs and answered based on available resources.

### **COVID-19 Testing Site**

The Hospital's COVID-19 testing site on St. Mary Street in Lewisburg closed at noon Monday, February 1, due to the weather. The site will re-open at 11 am Tuesday, February 2.

Kendra Aucker,  
President and CEO

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## **January 29, 2021**

### **Temporary Suspension of Vaccine Registration**

Over the last week, we have been overwhelmed with requests for COVID-19 vaccination.

The Vaccine Team has been working diligently to answer as many calls and schedule as many qualifying individuals as possible. To date, we've scheduled vaccination appointments through the end of March.

Due to the uncertainty of future vaccine supplies, we are temporarily suspending vaccine registration effective at noon today. We will be moving to a wait list that individuals qualifying for Phase 1A can access through our website: [evanhospital.com/virus](https://evanhospital.com/virus) or by calling the hotline ([570-522-4350](tel:570-522-4350), option 1).

In addition to taking information for the wait list, the hotline will also remain available for questions about the vaccine, questions about previously scheduled appointments, and cancellation of appointments. The hotline will now be staffed from 9 am to 5 pm Monday through Friday.

If and when we resume vaccine registration, we will begin with those who are on the wait list.

New hires and employees interested in being added to the wait list are asked to email their name, department, and preferred contact phone number to Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com). You will be contacted to schedule an appointment if and when vaccine registration resumes.

Kendra Aucker,  
President and CEO

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## January 28, 2021

### Expanding Surgical Cases

We are beginning to see our COVID-19 census moving in the right direction and our predictive data models suggest this is a trend that could continue.

As a result, we are preparing to start the process of ramping back up our surgical cases and other procedures impacted by the recent spike in COVID-19.

Next week, we will add a limited number of surgical cases that will require inpatient beds to the schedule along with additional outpatient surgical cases. To accomplish this, some redeployed employees are in the process of returning in full or in part to their home departments. Others will need to remain in their redeployed status to assist with operational needs associated with the vaccination effort, the ancillary infusion center, and bed changes on the nursing floors.

As we move into the re-opening plan, it's important to understand that the recall of employees to home departments will not necessarily coincide with the same order individuals were redeployed. These decisions, like all of our decisions, are based on what is best for the care of our patients.

The re-opening process will not happen overnight; it will evolve slowly over the next several weeks. We must retain our ability to effectively deliver the care all of our patients need now and remain flexible enough to pivot operationally in the event we see another spike of COVID-19 cases in the region.

This transition is a balancing act. With your cooperation, patience, and support, we can successfully move toward more normal operations once again.

### Virtual Learning Support Closing

With most area school districts back to in-person learning and lower participation levels, we will no longer be providing subsidized virtual learning support at the Miller Center. This change is effective Monday, February 15; employees whose children participated in the program will be contacted individually.

If the need to re-open the program arises, we are in position to do so quickly.

The Lewisburg YMCA will continue to offer before and after school programming. For more information, contact Keith Jacobsen, Youth Director, at [kjacobsen@gsvymca.org](mailto:kjacobsen@gsvymca.org).



Kendra Aucker,  
President and CEO

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## January 27, 2021

### **Vaccine Distribution Update**

While we continue to schedule as many individuals qualifying for Phase 1A as possible for COVID-19 vaccination, the response from the community has been overwhelming over the last two days.

More than 3,900 calls came into the hotline on Tuesday alone. That volume crashed our telephone provider's 522 and 523 exchanges in the area. The disruption prompted the provider to reduce the number of incoming call lines we have available for the vaccine registration hotline.

At the same time, internet disruptions across the East Coast further impacted our system.

We are continuing to take incoming requests on the hotline ([570-522-4530](tel:570-522-4530), option 1). However, the limited number of lines available means many people trying to connect with us will receive a busy signal or a message that the line is down. We have no ability to change that messaging and we can no longer place incoming calls above our available lines on hold. We are asking for patience as we answer as many calls a day as our resources allow.

Please continue to direct family and friends to our website ([evanhospital.com/virus](https://evanhospital.com/virus)) and our social media outlets for the latest information. In addition, encourage those seeking vaccination to explore all of their options. Other healthcare providers and entities are offering Phase 1A vaccinations.

Our primary focus is helping as many qualifying individuals as possible receive their vaccination, moving our community toward herd immunity and returning to a degree of normalcy.

### **Vaccine Supply Update**

On Tuesday, Gov. Tom Wolf and other state officials reported that Pennsylvania has received 1.5 million doses of COVID-19 vaccines. At two doses per person, that's enough to vaccinate 750,000 people.

To put this in perspective, there are approximately 2.3 million PA residents who are 65 and older, according to the U.S. Census Bureau. On top of that, you have additional qualifying individuals who are 16-64 with high-risk conditions as well as healthcare workers.

Clearly, this is a supply and demand issue. The state—and subsequently vaccine

outlets like the Hospital—does not have enough supply to meet the demand.

The supply and demand imbalance will likely impact our vaccination process in the near future. In fact, our latest request for additional vaccine doses was reduced.

### **Rooke Entrance**

As reminder, the Rooke Entrance is for employees only. Please do not allow patients seeking services to access the facility through this entrance.

Direct patients to the new Main Entrance or the Donehower-Eisenhower Pavilion, depending on the service they are seeking. Patients seeking The Family Place, One-Day Surgery, the Infusion Center, and Pre-Admission Care should use the new Main Entrance. For Cardiology, Imaging, and Laboratory Services, please direct patients to the Donehower-Eisenhower Pavilion.

Kendra Aucker,  
President and CEO

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## **January 25, 2021**

### **Lewisburg YMCA at the Miller Center Re-opening**

The Lewisburg YMCA will resume operations at the Miller Center on Monday, February 1. In-person fitness classes are slated to begin Monday, February 8. Virtual classes will continue for members who are not comfortable returning to the center.

Additional information, including on-going COVID-19 safety precautions, will be provided to members by email from the YMCA.

It's important to note we are still closely monitoring the community's positivity rate, hospitalization rates, and bed capacities; if any of these measures spike in the wrong direction, we may have to close the facility again.

### **Vaccine Registration Reminder**

Today, we launched our new vaccine registration phone number for all those now qualifying for Phase 1A. That line ([570-522-4530](tel:570-522-4530), option 1) will be answered by staff members from 8 am to 6 pm Monday through Friday. In addition, established patients of any Family Medicine of Evangelical or the Internal Medicine of Evangelical practice who are 65 and older or 16-64 with a qualifying condition can also call their physician's office to register for their vaccination.

Our telephone service provider has opened more lines to help accommodate the high volume of incoming calls. However, there are still a tremendous number of people trying to schedule their vaccinations. Please ask friends and family to be patient as we are answering calls as quickly and efficiently as we can.

For more information, please direct people to our COVID-19

webpage: [evanhospital.com/virus](http://evanhospital.com/virus).

New hires and Evangelical employees who declined the vaccine previously but would now like to register for it will be asked to use the hotline beginning Monday, January 25. Please indicate your employer as Evangelical Community Hospital when registering. Any employee who has already received their first dose of the vaccine does not need to call the hotline. You are already scheduled for your second dose through HealthStream.

There's no timeline for moving to Phase 1B or Phase 1C at this time. In addition, we do not know when we will be directed to move to vaccinating the general public who are 64 and younger with no qualifying condition. Please continue to direct family and friends to our website ([evanhospital.com/virus](http://evanhospital.com/virus)) and our social media channels for up-to-date information.

### **Vaccine Efficacy**

We are beginning to see data-supported indications that the vaccine is having a positive impact. The number of Evangelical employees with confirmed cases of COVID-19 is decreasing; to date, there have been no confirmed positive cases among employees who completed the vaccination series and are at least two weeks out from receipt of the second dose.

If you have not completed the vaccination process and you are medically eligible, please consider registering now. The data we are seeing suggests the best path to herd immunity and a return to some level of normalcy at the Hospital and in our community is to vaccinate as many people as possible.

Kendra Aucker,  
President and CEO

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## **January 22, 2021**

### **Glove Shortage**

Nationally, there is a shortage of nitrile exam gloves.

We are working to maintain appropriate supply levels consistent with our average census. Supply Chain Services is exploring alternative vendors and secondary suppliers.

In order to maintain an adequate supply, please observe the glove conservation guidelines found using the button below.

[Exam Glove Conservation](#) Exam Glove Conservation

### **Vaccine Registration Hotline**

Beginning Monday, January 25, 2021, the existing COVID-19 hotline ([570-522-4530](tel:570-522-4530)) will include a Phase 1A vaccine registration option. Those who qualify for Phase 1A and would like to register for an upcoming clinic will be directed to call the hotline and select option 1. They will then be transferred to a live set of employees who will help them through the registration process.

The registration line will be staffed from 8 am to 6 pm Monday through Friday. The line will not be answered outside of these hours and callers will not be able to leave a message.

This information will be communicated publicly on Monday through the local media, our website, and our social media channels.

New hires and Evangelical employees who declined the vaccine previously but would now like to register for it will be asked to use the hotline beginning Monday, January 25. Please indicate your employer as Evangelical Community Hospital when registering. Any employee who has already received their first dose of the vaccine does not need to call the hotline. You are already scheduled for your second dose through HealthStream.

There's no timeline for moving to Phase 1B or Phase 1C at this time. In addition, we do not know when we will be directed to move to vaccinating the general public who are 64 and younger with no qualifying conditions. Please continue to direct family and friends to our website ([evanhospital.com/virus](https://evanhospital.com/virus)) and our social media channels for up-to-date information.

### **Employee PUI Breakroom Changes**

Rooms 2502 and 2504, previously set aside as breakrooms for asymptomatic employees with potential exposure to COVID-19, are being converted to workspaces for our Hospitalists and other care providers.

Effective at 5pm Friday, January 22, Apple Conference Rooms AB will serve as an alternative breakroom for asymptomatic employees with potential exposure to COVID-19. Employees in this category should not remove their masks at any other location in the Hospital.

### **Free Film for Families**

As the on-going pandemic continues to impact school-age children with uncertainty and disruption of the norm, school psychologists and other mental health professionals are reporting a rise in anxiety and depression in this vulnerable population.

We are committed to providing a variety of resources to help you and your family openly discuss difficult topics like anxiety and depression.

Girls on the Run, in partnership with IndieFlix, will be screening a 55-minute documentary called "Angst" on January 28, 29, and 30. The film features candid

interviews with teens and young adults that explore their experiences dealing with anxiety, its causes and effects, and what we can do about it. The goals of the film are to raise awareness around anxiety, learn how to recognize the signs and symptoms, learn how to start a conversation, and understand where to find additional resources. The film is most appropriate for teens 13 and older but does provide resources for parents with younger children.

An optional panel discussion will be held from 6 to 7:30 pm Thursday, January 28.

Here's the link to register: <https://tinyurl.com/angst-doc>.

The Hospital is a primary sponsor of the Central PA Region's Girls on the Run chapter.

Kendra Aucker,  
President and CEO

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## January 20, 2021

### **COVID-19 Vaccine Update**

On Tuesday, January 19, the Pennsylvania Department of Health announced a significant expansion of the Phase 1A category for COVID-19 vaccine distribution. Phase 1A now includes individuals 65 and older as well as those 16-64 with certain underlying conditions.

It's important to note that we did not receive advance notice of this change. We learned of it at the same time the public learned of it. As a result, phone lines and online forms were overwhelmed on Tuesday as we worked to shift gears in real time.

On Monday, January 25, we will announce a hotline that will be staffed 8 am to 6 pm Monday through Friday to schedule those qualifying for Phase 1A for upcoming vaccination clinics. There will no longer be an online registration option. In addition, starting Monday, patients of any Family Medicine of Evangelical or the Internal Medicine of Evangelical practice who are 65 and older or 16-64 with a qualifying condition can also call their physician's office to register for their vaccination.

Effective Tuesday, January 26, the Phase 1A vaccination clinics will shift to the new conference center in PRIME. Employees can expect increased foot traffic to the new Main Entrance during vaccination clinics.

New hires and Evangelical employees who declined the vaccine previously but would now like to register for it will be asked to use the hotline beginning Monday, January 25. Please indicate your employer as Evangelical Community Hospital when registering. Any employee who has already received their first dose of the vaccine does not need to call the hotline. You are already scheduled for your second dose through

HealthStream.

There's no timeline for moving to Phase 1B or Phase 1C at this time. In addition, we do not know when we will be directed to move to vaccinating the general public who are 64 and younger with no qualifying conditions. Please continue to direct family and friends to our website ([evanhospital.com/virus](https://evanhospital.com/virus)) and our social media channels for up-to-date information.

### **Non-emergent and Non-urgent Surgical Cases Requiring an Inpatient Bed**

Non-emergent and non-urgent surgeries that would require an inpatient bed remain temporarily suspended through Friday, January 29.

As long as our COVID-19 and overall census remain steady, we will be opening two operating rooms in the Hospital on Monday, February 1, to begin working through the backlog of non-emergent and non-urgent surgical cases across the organization. This limited re-opening of the operating rooms in the Hospital does not include the Endoscopy Suite in the Hospital. The Evangelical Ambulatory Surgical Center (EASC) will continue operating as it is now.

We will expand the re-opening process as the census allows.

### **Reminder to Vaccinated Employees**

Employees who have completed the vaccination process must continue to adhere to all COVID-19 precautions and complete the daily self-screening prior to their shift. You should also continue to report any potential exposures to Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com) or [570-522-2597](tel:570-522-2597).

Kendra Aucker,  
President and CEO

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## **January 18, 2021**

### **COVID-19 Vaccine Update**

Any employee who would like to schedule a COVID-19 vaccination should now use the Phase 1A form on the Hospital website: [evanhospital.com/virus](https://evanhospital.com/virus).

Any employee who has already received their first dose of the vaccine through a Hospital clinic does not need to complete the form for the second dose. You are already registered for your second dose through HealthStream.

To register for the vaccine, click on the tab at the top of the webpage labeled, "Vaccine Registration—Healthcare Workers Only." Complete the form, indicating Evangelical Community Hospital as your organization, and someone from the vaccine team will contact you about scheduling a time during a planned clinic.

With very little guidance from the state, we are preparing to expand the vaccination process to Phase 1B. According to the most recent guidelines, the following individuals will be included in Phase 1B:

- People ages 75 and older;
- People in congregate settings not otherwise specified as long-term care facilities and persons receiving home and community-based services;
- First responders;
- Correctional officers and other workers serving people in congregate care settings not included in Phase 1A;
- Food and agricultural workers;
- U.S. Postal Service workers;
- Manufacturing workers;
- Grocery store workers;
- Education workers;
- Clergy and other essential support for houses of worship;
- Public transit workers, and;
- Individuals caring for children or adults in early childhood and adult day programs.

Additional information on the Phase 1B roll out will be provided here and through our public communication channels when the process and timeline are finalized.

We have not received any direction from the state regarding the vaccination of the general public who are 75 or younger. Please continue to encourage your friends and family to check our social media outlets and the website ([evanhospital.com/virus/virus](https://evanhospital.com/virus/virus)) for updates.

Kendra Aucker,  
President and CEO

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## January 13, 2021

### **Virus Variants**

The SARS CoV2 virus responsible for COVID-19 has experienced several mutations since it was first detected in China. Some of the newly identified variants appear to be more contagious but they do not appear to cause more severe symptoms.

To date, the test kits used in our laboratory are able to detect the variants.

There are ongoing studies assessing how effective the current vaccines will be against the variants. The U.S. Food and Drug Administration (FDA) has confirmed that the Pfizer vaccine is effective against the latest variants. Results for the Moderna vaccine have not been released.

## **COVID-19 Vaccine Update**

We will be holding vaccine clinics for healthcare workers not employed by the Hospital next week as a continuation of Phase 1A. Those clinics will be in the Apple Conference Rooms on Tuesday, January 19; Thursday, January 21; Tuesday, January 26; and Thursday, January 28.

Employees may see increased foot traffic between the Donehower-Eisenhower Pavilion and the Apple Conference Rooms on these days.

In an effort to streamline the process, any Evangelical employee who would now like to register for the vaccine is asked to register through the Hospital website: [www.evanhospital.com/virus](http://www.evanhospital.com/virus). Click on the button labeled "Vaccine Registration — Healthcare Worker Only." After submitting your registration, you will be contacted by someone from the vaccine team and placed in line for a future vaccination clinic.

Plans are being developed for transitioning to the Phase 1B distribution, which includes adults 75 and older who meet vaccination plan criteria. We'll announce those plans as soon as they are finalized.

The general public is included in Phase 2 of the state's vaccine distribution plan. Details on that distribution have not been released. Please encourage friends and family to check our website for updates ([www.evanhospital.com/virus](http://www.evanhospital.com/virus)); We will communicate information as soon as we receive it.

## **Temporary Suspension of Some Surgical Cases Extended**

With the Hospital continuing to see high numbers of COVID-19 positive inpatients and increased numbers of patients seeking care for other health issues, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Friday, January 22. They are now suspended through Friday, January 29.

## **Storeroom Extension**

As previously announced, the Storeroom will be staffed until 6 pm Monday through Friday. If a supply is needed urgently from the Storeroom, please call the main Storeroom at extension 4250 for assistance.

Kendra Aucker,  
President and CEO

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## **January 8, 2021**

### **Vaccine Answers**

We know the vaccine is on the minds of many in our community. However, no timeline or distribution plan has been established by the Pennsylvania Department of Health for



vaccinating the community at large.

If friends or family question you, please ask them to watch our social media platforms and [www.evanhospital.com/virus](http://www.evanhospital.com/virus) for any updates on when the COVID-19 vaccine may be available to the public.

If you are questioned by a healthcare worker who may qualify for the state's Phase 1A category, please refer them to [www.evanhospital.com/virus](http://www.evanhospital.com/virus). There, they can click on a form and register for an upcoming Phase 1A distribution. It's important to note, we don't have a timeline for our next Phase 1A distribution.

### **Childcare/Virtual Learning Support**

As a reminder, we are providing school closure childcare/virtual learning support plan for children of Evangelical Community Hospital employees as area school districts fluctuate between in-person and virtual instruction.

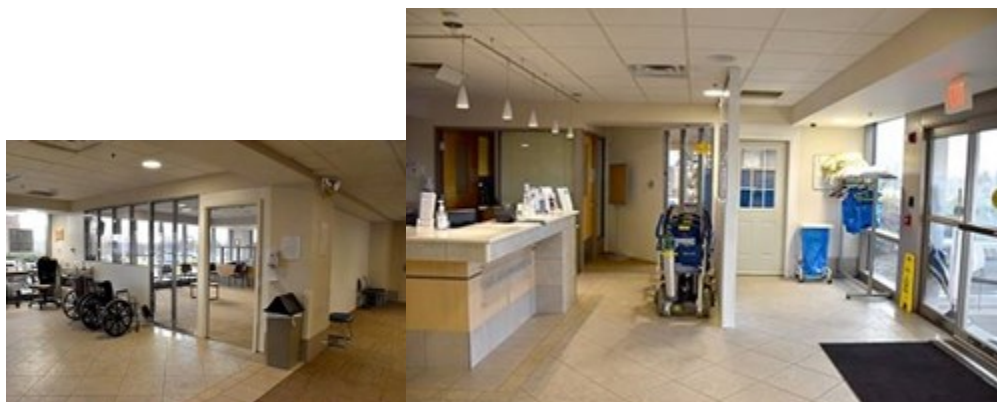
Children kindergarten through grade six will be accepted into this program. Staff will be available to help facilitate online learning with children bringing their own school provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

### **ED Waiting Area Work**

As previously reported, we have made some changes to the Emergency Department waiting area. It has been subdivided into two sections that can be used to accommodate patients suspected of having COVID-19 when the ambulance garage bay is filled to capacity. Both of the new areas can be converted to negative pressure as needed.

Here are some images of that work. Thank you to all involved in this project!





Kendra Aucker,  
President and CEO

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## January 6, 2021

### **Critical Period Ahead**

It's important to understand that while our COVID-19 census has remained steady, we continue to be stretched as an organization. Our critical and acute care resources are nearly exhausted; our Emergency Department is being pushed to the limit as it sees a rise in the sickest of patients and is being forced to board more and more patients.

Unfortunately, this all comes as our data suggests we will face a critical spike in COVID-19 over the next three weeks around the region.

The hard truth is we cannot expand much more than we have this week from a capacity standpoint. At times, we are near or at our maximum.

As we continue to focus on how to best care for our patients, we need all hands on deck during this critical period. Please be patient with one another, be prepared to answer your phone when the Hospital calls, and remain flexible—ready to support the organization in ways you may have never been asked to do so before.

Our patients, your co-workers, our ability to see our community through this crisis—it's all on the line and we need to continue to rise to the challenge.

This very well may be the peak of the pandemic. I'm hopeful that we will see more manageable numbers after we get through this difficult three-week stretch.

Remember, we are in this together and we will get through this together.

### **Update to Visitor Restrictions**

To better meet our commitment to compassionate care, we have made some changes

to the visitor restrictions for COVID-19-positive patients and suspected COVID-19-positive patients who are medically unstable or near end of life.

With Charge Nurse approval, two visitors will be permitted to visit with these patients at a time. If more than two visitors wish to see the patient, the others will need to wait outside the facility in their vehicle or in a designated area and take turns entering the room.

Visitors will be required to wear all appropriate PPE; visitors who have fully recovered from COVID-19 or completed the vaccination process more than two weeks previously will be permitted to enter the room in a gown and mask. Visitors under the age of 18 will be considered in these special circumstances.

Visitors must remain in the patient's room unless asked to step outside by a care provider or staff member.

For complete details, please review the full policy in Policy Manager.

### **Transfer Unit to be Established**

Due to the extraordinary strains on the organization, we are nearing our capacity to care for any additional critical patients. On Friday, January 8, we will be opening a transfer holding area for up to two patients who are being transferred to other facilities to receive the level of care we no longer have the resources to provide.

The purpose of this unit will be to provide the safest care possible for previously admitted inpatients who have decompensated due to COVID-19 or other illness and are waiting for transfer instructions from the state or other tertiary facilities.

Transfers will still occur from the Emergency Department as needed and this unit is not designed to hold those patients on a routine basis. Staffing for this unit will be redeployed from the Surgical Services team to the ICU team and will be able to manage patients awaiting transfers 24/7.

This staffing redeployment does require a further reduction in OR capacity. The teams are working to reconfigure schedules and extending hours at the EASC to accommodate patients who still need surgeries during the pandemic. During times of lower census these staff members will be assisting the ICU and other areas in and around the Hospital.

The hope is to never open this unit; however, the need has never been greater than it is now and as it is projected to be in the upcoming weeks.

### **COVID-19 Vaccine Process Continues**

The Hospital will conduct another round of COVID-19 vaccinations for employees during clinics on Tuesday, January 12, and Friday, January 15.

The following employees will receive HealthStream assignments to register for vaccination during next week's clinics:

- Employees in departments not previously included in Wave 1, such as remote workers;
- All new hires and new travelers who have joined the organization since the initial assignment was released;
- Employees from Wave 1 who declined vaccine at the time due to medical condition, including COVID-19; leave or travel that made them unavailable for both doses during Wave 1; or hesitancy to complete during Wave 1 but who have directly communicated desire for vaccine through the HealthStream assignment.

Employees, who are eligible for the vaccine in Wave 1 but did not register and did not complete the declination form, will not be included in this round. You must complete the HealthStream assignment to be included. That assignment closes Friday, January 15.

The vaccination registration process for healthcare workers not employed by Evangelical will be rolled out in the next several days. We do not have a timeline for these vaccinations.

In addition, we have no information on when the general public will have access to the vaccine. Please let family and friends know that we will communicate the process for community vaccination as soon as we have direction from the state.

### **Healthy Lifestyle Benefit Deadline Reminder**

The Healthy Lifestyle benefit provides an opportunity for benefits-eligible employees and their family members to be reimbursed up to \$200 (less applicable taxes) per calendar year by the Evangelical Health Plan for a variety of activities that improve your health and fitness, such as fitness center memberships, smoking cessation, nutritional counseling, therapeutic massage therapy, adult immunizations, full body scans, registration fees for marathons, and more.

New for 2020, the benefit includes the purchase of face masks, home thermometers for temperature checks, healthy meal subscriptions, home exercise equipment, virtual fitness memberships/subscriptions, and FitBits or other exercise trackers used for personal fitness.

A full a listing of eligible items/services available for reimbursement can be found on EvanNet.

The process for submitting 2020 claims (services/items purchased between January 1, 2020 and December 31, 2020) will be as follows:

- Employees will submit Healthy Lifestyles forms directly to Geisinger.
- All submissions for 2020 claims must be received by Geisinger by January 31, 2021.

- The Healthy Lifestyle Reimbursement Form is available on EvanNet > Document Center > Human Resources > Forms and Templates for All HR Services > Benefits Forms.
- Geisinger will verify eligibility and process the claim.
- Geisinger will notify Evangelical of the claim.
- Evangelical will process the Healthy Lifestyle Benefit once received from Geisinger through a regular scheduled payroll cycle.
- Applicable taxes will be withheld from the amount approved by Geisinger for payment up to the annual maximum of the gross \$200 benefit.

Questions about claims can be directed to Geisinger Health Options at [1-844-863-6850](tel:1-844-863-6850).

Kendra Aucker,  
President and CEO

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## January 5, 2021

### **Correction to Temporary Suspension of Some Surgical Cases**

Non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Friday, January 15. They are now suspended through Friday, January 22.

### **PA DOH DAAC Survey Scheduled for Next Week**

Employees are reminded the PA Department of Health, Division of Acute and Ambulatory Care survey—originally slated for December—will occur Monday through Friday, January 11-15.

Departments should plan and be prepared for the re-licensure survey to occur as normal and should not expect any leniency to be provided by the auditors due to the pandemic. Communication regarding the auditing schedule and scope of inspection will be provided by DOH upon arrival on Monday and will be shared with Management Staff.

Kendra Aucker,  
President and CEO

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## January 4, 2021

### **Changes to ED Waiting Area**

Several changes have been made to the Emergency Department (ED) waiting area to ensure the staff and patients are as safe as possible throughout the treatment process.

The ED waiting area has been subdivided into two areas that can be used to accommodate patients suspected of having COVID-19 when the ambulance garage bay

is filled to capacity. Both of the new areas can be converted to negative pressure as needed.

In times of extremely high census in the ED, an on-call team will be activated to move the ED waiting area into the former Main Lobby and one of the new spaces will be converted to a patient treatment area.

Opening one of the new subdivisions to suspected COVID-19 patients and/or activating the alternate waiting and patient treatment areas will be at the discretion of ED leadership.

### **COVID-19 Vaccine Update**

The Hospital received its second shipment of Pfizer's COVID-19 vaccine today and the process to administer second doses will continue this week.

Employees originally scheduled to receive the second dose between 5 and 6 pm tonight, January 4, or at any time Tuesday, January 5, were previously rescheduled for another clinic and should have received an email alerting them to that change.

Please check HealthStream for your rescheduled appointment date and time.

Symptoms—such as fever, fatigue, headache, chills, myalgia (muscle ache and pain), and arthralgia (joint pain)—can occur following COVID-19 vaccination, usually within the first three days of vaccination. There is some evidence to suggest that these symptoms could be more prevalent following the second dose. Employees experiencing any of these symptoms should contact Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com) or [570-522-2597](tel:570-522-2597). Employee Health will determine if you should be tested and/or return to work.

### **Temporary Suspension of Some Surgical Cases Extended**

With the Hospital continuing to see high numbers of COVID-19 positive inpatients and increased numbers of patients seeking care for other health issues, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Friday, January 15. They are now suspended through Friday, January 22.

Kendra Aucker,  
President and CEO

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## **December 31, 2020**

### **COVID-19 Vaccine Second Dose Reminder**

Second dose vaccination clinics begin on Saturday, January 2, 2021. Employees should report to Apple ABC at the date and time of their scheduled second dose. Employees can see their scheduled date and time in HealthStream. Employees should bring their vaccination card to be updated with the second dose information. Everyone receiving

the vaccination should expect to wait for observation for a minimum of 15 minutes. A sticker will be placed on the employee id badge after receipt of the second dose which completes the vaccination series.

Due to an unexpected delay in the vaccine shipment from Pfizer, employees scheduled to receive the second dose on the evening of January 4, 2021, between 5 and 6 pm, and all employees scheduled to receive the second dose on Tuesday, January 5, 2021 have been rescheduled for another clinic and received an email alerting them to that change.

### **DOH COVID Testing Site**

The Pennsylvania Department of Health has announced a free weeklong drive-thru COVID-19 test site will open on Monday, January 4, 2021, at Christ's United Lutheran Church on Route 45 between Mifflinburg and Harleton. The announcement indicates the site will test anyone, regardless of symptoms, age 3 and older with a maximum daily capacity of 450 people. This test site is not affiliated with Evangelical's Alternate Test Site and is operated by AMI Expeditionary Healthcare.

Employees who choose to access this test site should keep the following information in mind:

- Asymptomatic employees who seek testing, outside advisement of Employee Health, will be required to report to work while waiting for test results
- Symptomatic employees should contact Employee Health for testing guidance
- Notice of positive results through the free DOH testing sites typically take up to 3 days; notice of negative test results may take 7 days or more.

### **The Miller Center Continues Closure/Childcare Remains Available**

Due to the extraordinary surge in COVID-19 cases in the community, The Miller Center, a Joint Venture of Evangelical Community Hospital and Geisinger, has decided to stay closed at this time, with the exception of childcare. This decision will be re-evaluated on a weekly basis.

### **COVID-19 Data (as of 11:30 am)**

Total Tested — 26,718

Positive Results — 4,389

Negative Results — 22,089

Results Pending — 240

Positivity Rate (rolling two-week avg) — 32.12%

Inpatients — 60

Deaths — 53

Area Counties (total confirmed cases from PA DOH website):

Union — 2,631

Northumberland — 4,476

Snyder — 1,677

Montour — 1,087

Centre — 8,444  
Lycoming — 5,387

Kendra Aucker,  
President and CEO

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## December 30, 2020

### **Non-COVID-19 Overflow Beds Being Created**

Due to the extremely high census numbers we are currently experiencing and the continued patient boarding issues in the Emergency Department, we are working to increase additional open beds on the second floor of PRIME. Currently these beds are designated non-COVID-19 Stepdown/Acute Care overflow. The designation could change as needs change.

The ten new, non-licensed beds, which have been created under an emergency use order, will be active as of December 31, 2020, at 7 am.

For the creation of these beds, staffing and resources are being pulled from various areas of the Hospital. Staffing is being sourced from closures announced earlier in the week from the EMSO as well as new closures from an Evangelical Ambulatory Surgical Center (EASC) operating room and endoscopy rooms, the Endoscopy suite at the Main Hospital, One Day Surgery, and the closure of the inpatient Pediatric area. Emergent surgical cases will be utilizing the PACU for pre and post operations.

### **Second Dose COVID-19 Vaccinations**

Employees who received the first dose of the Pfizer COVID-19 vaccine between December 16 and 21, 2020, were scheduled in HealthStream to receive the second dose between January 2 and January 8, 2021.

Due to an unexpected delay in the vaccine shipment from Pfizer, some employees scheduled to receive the second dose on the evening of January 4 and all employees scheduled to receive the second dose on Tuesday, January 5, 2021 will receive instructions via email on rescheduling to another clinic between January 6 and 8, 2021.

Employees should report to Apple ABC at the date and time of their scheduled second dose. Employees should bring their vaccination card to be updated with the second dose information. You should expect to wait for observation for a minimum of 15 minutes. A sticker will be placed on the employee id badge after receipt of the second dose which completes the vaccination series.

Employees who tested positive for COVID-19 following receipt of the first dose should defer the second dose until recovery from acute illness (symptoms) and criteria have been met to discontinue isolation.



Signs and symptoms, such as fever, fatigue, headache, chills, myalgia, and arthralgia, can typically occur following COVID-19 vaccination, usually within the first three days of vaccination. There is some evidence to suggest that these signs and symptoms could be more prevalent following the second dose. Employees experiencing any of these signs and symptoms will be evaluated by Employee Health to determine whether they should be tested and/or return to work.

Employees should make all attempts to keep the scheduled appointment for the second dose. Employees who are absolutely unable to attend the scheduled appointment should contact Lori Berger at extension 2727 or Shawn Mowery at extension 4879 at least 48 hours before the scheduled appointment to request a change.

At this time, we have no information on when we will receive the next shipment of vaccines for the next wave of distribution to those who declined the first wave or for those not yet offered the vaccination opportunity. As soon as that information is available, employees will receive detailed instructions on how to register.

### **Fit Testing Policy Change**

A policy change has been made relating to fit testing.

Initial fit testing will be conducted in accordance with existing policies for all employees upon hire or reassignment to positions where respirator use is expected.

In accordance with OSHA guidance, during the pandemic annual fit testing of filtering facepiece respirators will be suspended to preserve and prioritize the supply of respirators for use in situations where they are required to be worn.

Employees should inform their supervisor or the respirator program administrator if (1) the integrity or fit of the respirator is compromised or (2) if their face shape has changed since their last fit test, which may affect the ability to get a good facial seal with the respirator.

<https://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit>

### **End-of-life/Medically Unstable Situations**

We continue to refine the visitor restriction policy as it relates to end of life issues. The following changes will go into effect immediately:

#### *COVID Patient (Positive or PUI)*

- Two designated, unchanging visitors whom may not switch out with other people.
  - Visitors must remain in the patient's room unless asked to step outside by a care provider or staff member.

- Charge nurse must approve based on census and availability of a staff member.
- One-time visit from families if death is imminent.
- Requirements for both situations include:
  - Visitors will be required to wear all required PPE to enter the patient's room (N95 respirator, gown, gloves, eye protection).
  - OR
  - A designated person who has either fully recovered from COVID-19 or provides evidence of completing the full vaccination process more than two weeks previously will be permitted to enter the room wearing a gown and mask.
    - Proof is not required to demonstrate prior recovery. If used, this exception should be provided in the patient's chart.
    - Proof of full vaccination is required. Proof includes the vaccination card provided to individuals during the vaccination process.

### **COVID-19 Data (as of 12:45 pm)**

Total Tested — 26,431

Positive Results — 4,293

Negative Results — 21,840

Results Pending — 298

Positivity Rate (rolling two-week avg) — 32.29%

Inpatients — 61

Deaths — 52

Area Counties (total confirmed cases from PA DOH website):

Union — 2,599

Northumberland — 4,404

Snyder — 1,660

Montour — 998

Centre — 8,392

Lycoming — 5,304

Kendra Aucker,  
President and CEO

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## **December 29, 2020**

### **Regional COVID-19 Spike**

The Hospital's census of COVID-19 patients continues to climb as does the number of people seeking our care for other health issues. Our resources—staff, beds, and equipment—are being stretched to the limit.

We are not alone in this. Geisinger has indicated it is near bed capacity with just a handful of ICU beds and limited medical/surgical beds available in all of central and northeastern Pennsylvania. UPMC is being similarly challenged.

According to predictive data models by Zeshan Anwar, MD, and Malcom Mar Fan, MD, both Evangelical Hospitalists, the regional surge in COVID-19 will get worse before it gets better.

With that said, we can and will make it through this—together. Stay focused on what's best for our patients; be patient and compassionate with one another; remain flexible and willing to go outside your comfort zone.

### **COVID-19 Testing Site Holiday Hours**

The COVID-19 testing site on St. Mary Street will be closed Friday, January 1, in observance of New Year's Day. The site will be open normal hours on Thursday, December 31.

### **Insights 2020 Survey Released**

This year we were unable to host the annual Insights event at the Campus Theatre due to COVID-19 restrictions. Instead we released the presentation as an assignment through HealthStream.

Please take a few minutes to provide your feedback on this year's presentation through the survey link:

<https://www.surveymonkey.com/r/6Z2H7ZV>.

### **COVID-19 Dashboard Added to Virus Webpage**

Working with Business Intelligence and Analytics, we recently added a COVID-19 dashboard to the Hospital's website. The dashboard features total number of COVID-19 tests, total number of negative results, total positive results, number of test results still pending, total number of admitted patients, number of COVID-19-positive inpatients, the rolling two-week average positivity rate, and COVID-19 deaths. The data is updated once daily.

The dashboard is available at <https://evanhospital.com/virus>.

### **COVID-19 Data (as of 12:45 pm)**

Evangelical Community Hospital:

Total Tested — 26,144

Positive Results — 4,246

Negative Results — 21,747

Results Pending — 151

Positivity Rate (rolling two-week avg) — 32.64%

Inpatients — 62

Deaths — 52

Area Counties (total confirmed cases from PA DOH website):

Union — 2,573

Northumberland — 4,336

Snyder — 1,627

Montour — 936  
Centre — 8,321  
Lycoming — 5,223

Kendra Aucker,  
President and CEO

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## December 28, 2020

### Redeployment Forces Clinic Changes

As staff members are reassigned to areas of critical need, the EMSO has announced the following clinic changes:

- Family Medicine – Milton will be consolidated in the Family Medicine – Northumberland office, effective Wednesday, December 30.
- SUN Orthopaedics of Evangelical's Miller Center location will temporarily close on Monday, January 4.
- SUN Orthopaedics of Evangelical's Elysburg location will temporarily close on Thursday, January 7.

### Temporary Suspension of Some Surgical Cases Extended

With the Hospital continuing to see high numbers of COVID-19 positive inpatients and increased numbers of patients seeking our care for other health issues, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Monday, January 11. They are now suspended through Monday, January 18.

### EMS Vaccination Scheduled

The Hospital will be helping to vaccinate approximately 250 area EMS workers through the Union County Emergency Management Agency. The vaccination process will be from 2 to 6 pm Wednesday, December 30, in the Apple Conference Rooms.

Staff may experience more foot traffic between the Donehower-Eisenhower Entrance and the Apple Conference Rooms during this time.

### COVID-19 Data (as of 12:30 pm)

Evangelical Community Hospital:  
Total Tested — 25,827  
Positive Results — 4,154  
Negative Results — 21,598  
Results Pending — 75  
Positivity Rate (rolling two-week avg) — 32.38%  
Inpatients — 55  
Deaths — 52

Area Counties (total confirmed cases from PA DOH website):

Union — 2,552

Northumberland — 4,303

Snyder — 1,610

Montour — 981

Centre — 8,293

Lycoming — 5,146

Kendra Aucker,  
President and CEO

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## December 23, 2020

### **Live Music Planned**

Chris Daily, Emergency Department Triage Tech, and Doreen Artley, Members Choice Financial Credit Union, will provide some seasonal live music in the former Main Lobby from 5 to 6 pm today, December 23, and from 12:30 to 1:30 pm Thursday, December 24.

### **Changes to ED Waiting Space**

To create more treatment space in the Emergency Department (ED) during periods of high volumes, a temporary ED waiting area will be created in the former Main Lobby. The move would be flexed based on need with the ED leadership making the call activate or deactivate the temporary waiting area.

While most of the seasonal decorations in the lobby will remain, some may be moved to the new Main Lobby and/or the Dining Room.

### **Employee Health Available on Holidays**

Representatives from Employee Health will be on call on Christmas Day and New Year's Day. Any employee who develops symptoms or is potentially exposed should continue to report that information to Employee Health by email at [covid@evanhospital.com](mailto:covid@evanhospital.com) or calling 570-522-2597. The Employee Health team member on call can also be paged through the Hospital operator.

### **Internal COVID-19 Vaccine Distribution Complete**

Close to 980 employees and area medical community members have successfully received the first dose of the COVID-19 vaccine.

There are no additional doses available for employees at this time.

Thanks to the efforts of our Pharmacy team, we've been able to source about 250 additional doses from our original shipment. Next week, these doses will be made available to area EMS workers through the Union County Emergency Management Agency.

A process to incorporate employees, who were unable to take part in the first round or elected to decline and would now like the vaccine, into future distributions will be developed as the Hospital receives information on future shipments.

Approximately 11 employees—about 1% of the total vaccinated—tested positive for COVID-19 after receiving the vaccine. These individuals contracted the virus prior to receiving the vaccine as it is not medically possible to contract COVID-19 from the vaccine. The vaccine does not contain the live virus.

### **COVID-19 Data (as of 1:30 pm)**

Evangelical Community Hospital:

Total Tested — 25,072

Positive Results — 3,912

Negative Results — 20,931

Results Pending — 229

Positivity Rate (rolling two-week avg) — 31.12%

Inpatients — 57

Deaths — 45

Area Counties (total confirmed cases from PA DOH website):

Union — 2,395

Northumberland — 4,054

Snyder — 1,539

Montour — 1,002

Centre — 7,995

Lycoming — 4,744

Kendra Aucker,  
President and CEO

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## **December 22, 2020**

### **Shifting Beds to Improve Patient Flow**

Effective at 7 pm tonight, December 22, the seven non-COVID-19 acute inpatient beds in One-Day Surgery will be closed. The closure will allow the Hospital to open 10 non-COVID-19 Step Down beds on the second floor of PRIME.

In addition, the entire fourth floor of PRIME will be converted to COVID-19 beds.

Along with improving patient flow, these moves will increase our overall COVID-19 bed capacity from 55 to 63.

### **School-age Childcare Available**

Recognizing that employees may continue to need childcare over the school holiday,

school-age childcare for children kindergarten through sixth grade will continue to be offered at the Miller Center.

The program will be available Monday-Wednesday, December 28-30.

For more information or to register a child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling 570-522-2000, extension 64133.

**COVID-19 Data (as of 3:30 pm)**

Evangelical Community Hospital:

Total Tested — 24,771

Positive Results — 3,826

Negative Results — 20,769

Results Pending — 176

Positivity Rate (rolling two-week avg) — 30.72%

Inpatients — 62

Deaths — 45

Area Counties (total confirmed cases from PA DOH website):

Union — 2,344

Northumberland — 3,975

Snyder — 1,498

Montour — 819

Centre — 7,916

Lycoming — 4,590

Kendra Aucker,  
President and CEO

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## December 21, 2020

### Expanding the COVID-19 Vaccine Process

We have administered the first of two COVID-19 vaccine doses to more than 800 employees over the last several days.

We are asking employees who received notification of COVID-19 vaccine eligibility to register for an available time slot or complete the declination process through HealthStream immediately.

With more than 150 doses remaining, we will now widen the process to include other members in our local medical community who qualify for phase 1-A. The committee who executed our internal vaccine process is currently developing the plan.

### EvanCARES Sessions Reminder

As a reminder, EvanCARES will host a series of in-person emotional well-being support groups on Tuesday, December 22, at 7:30 am, noon, 4 pm or 7:30 pm. The sessions will take place in the new PRIME Conference Room and space is limited in order to minimize chances for exposure. Masks will be required, and all Hospital employees are welcome. Sessions may last up to an hour and a half and you are encouraged to come on time. Volunteers from EvanCARES will be present to facilitate supportive discussion about recent workplace stress and provide information about effective coping during this difficult time.

To register, please contact [EvanCARESsupport@evanhospital.com](mailto:EvanCARESsupport@evanhospital.com) or call Alison DiFranks at extension 2504.

### **Temporary Suspension of Some Surgical Cases Extended**

With the Hospital continuing to see high numbers of COVID-19 positive inpatients and increased numbers of patients seeking our care for other health issues, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Monday, January 4. They are now suspended through Monday, January 11.

### **Alternate Testing Site Holiday Hours**

The Alternate Testing Site will be closed Friday, December 25, in observance of Christmas Day and Friday, January 1, in observance of New Year's Day. The site will be open normal hours Thursday, December 24, and Thursday, December 31.

### **Reminder to Symptomatic Employees**

Employees are asked to contact Employee Health as soon as possible following the onset of symptoms. Please do not wait until just before your shift. The notice will give supervisors the ability to better adjust to your potential absence.

Employees with COVID-19 symptoms are asked to email [covid@evanhospital.com](mailto:covid@evanhospital.com) or call 570-522-2597.

### **COVID-19 Data (as of 1:45 pm)**

Evangelical Community Hospital:

Total Tested — 24,437

Positive Results — 3,729

Negative Results — 20,598

Results Pending — 110

Positivity Rate (rolling two-week avg) — 33.44%

Inpatients — 60

Deaths — 43

Area Counties (total confirmed cases from PA DOH website):

Union — 2,285

Northumberland — 3,931

Snyder — 1,483

Montour — 821



Centre — 7,888  
Lycoming — 4,524

Kendra Aucker,  
President and CEO

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## December 18, 2020

### Changes in Emergency Department Visitation

Due to the increase in number of patients presenting to the Emergency Department for care for both COVID-19 and non-COVID-19 related conditions, stronger visitation restrictions have been put in place beginning immediately.

- No in-person visitation.
  - Family, friends, and clergy may visit virtually using technology.
- EMS vehicles should not transport visitors to the facility unless meeting one of the exceptions below. If visitors have been transported in error, exceptions will need to be made in collaboration with the Emergency Department charge or staff nurse on a case-by-case basis. Visitors are not allowed with suspected or confirmed COVID-19 patients.
- Exceptions:
  - For patients under the age of 18: one dedicated caregiver will be allowed for the entire stay. The visitor must stay with the patient at all times.
  - Patients with altered mental status or other limited decision-making capacity: one dedicated caregiver will be allowed for the entire stay. The visitor must stay with the patient at all times.
  - Exceptions to the Emergency Department visitor restrictions may be made for patients who are nearing the end of life.

### COVID-19 Vaccine Registration Continues – Expanded Eligibility

COVID-19 vaccination began this week and has had a good showing for the initial appointments available. At this point in time, openings are still available until 6 pm on Friday, December 18, 2020 and from 6:30 to 8:30 am and 4 to 6 pm on Monday, December 21, 2020.

All eligible employees are encouraged to register for COVID-19 vaccination. The eligibility for the vaccination has been expanded from the first wave of invitations and newly eligible employees will have an assignment available in HealthStream to sign up for a slot. Employees included in Phase 1A are individuals who have potential for direct contact exposure of COVID-19 in the healthcare setting.

Although not mandatory, any employee given the opportunity to receive the vaccine is strongly encouraged to do so. This is a vital first step toward ending this pandemic.

### Take Care of Your Mental Well-being

The impact of COVID-19 on those working day and night to care for our community does not go unnoticed. Employees across the organization are stressed out and stretched thin, exhausted, overwhelmed, and worried. Working in these sustained, but unprecedented conditions may manifest themselves in emotional or physical exhaustion, sleep disruption, compassion fatigue, or other work-related worry.

We want all employees to have access to emotional support resources. Here are some ways to connect:

- EvanCARES will host a series of in-person emotional well-being support groups on Tuesday, December 22, at 7:30 am, noon, 4 pm or 7:30 pm. The sessions will take place in the new PRIME Conference Room and space is limited in order to minimize chances for exposure. Masks will be required, and all Hospital employees are welcome. Sessions may last up to an hour and a half and you are encouraged to come on time. Volunteers from EvanCARES will be present to facilitate supportive discussion about recent workplace stress and provide information about effective coping during this difficult time. 'Tis the holiday season—please join us in this opportunity to give support to and receive support from your colleagues.
  - To register, please contact [EvanCARESsupport@evanhospital.com](mailto:EvanCARESsupport@evanhospital.com) or Alison DiFranks at extension 2504.
- The Employee Assistance Program offers free, confidential counseling and support services 24/7/365. All EAP counseling services start with a phone call, day or night. Experienced Masters and Ph.D. level clinical counselors provide immediate support. Often, you can resolve your issues just by talking to a counselor, but if not, the EAP will refer you to video counseling or face-to-face counseling with a local counselor for additional help. All telephonic counseling is free; employees can access up to five video or face-to-face sessions at no cost.
- The EAP also offers a no-cost specific stress relief program to provide sound direction to reduce your overall stress level. While most EAP services are available 24/7, trained stress counselors are available between 9 am and 5 pm Monday-Friday. Ask to speak to a stress relief counselor.
- Ten Percent Happier is offering a Free Coronavirus Sanity Guide, including free access to meditations, podcasts, blog posts, and talks. <https://www.tenpercent.com/care>

Remember, mental health issues are nothing to ignore. If you, a loved one, or friend is in immediate physical danger, call 9-1-1. If you, a loved one, or a friend is in crisis, contact one of these resources:

- TAP Line @ [1-800-222-9016](tel:1-800-222-9016)
- National Suicide Prevention Lifeline @ [1-800-273-TALK](tel:1-800-273-TALK) (8255)
- Text TalkWithUs to 66746
- Text NAMI to 741-741
- Employee Assistance Program @ [1-800-252-4555](tel:1-800-252-4555)
- Call the National Domestic Violence Hotline at [1-800-799-7233](tel:1-800-799-7233)

## **COVID-19 Data**

Evangelical Community Hospital:

Total Tested — 23,835

Positive Results — 3,494

Negative Results — 20,074

Results Pending — 267

Positivity Rate (rolling two-week avg) — 29.52%

Inpatients — 53

Deaths — 41

Area Counties (total confirmed cases from PA DOH website):

Union — 2,186

Northumberland — 3,741

Snyder — 1,415

Montour — 789

Centre — 7,656

Lycoming — 4,136

Kendra Aucker,  
President and CEO

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## **December 16, 2020**

### **COVID-19 Vaccine Distribution Continuing**

Employees, particularly those in patient-facing roles, are asked to check their work email for the HealthStream assignment related to the COVID-19 vaccines and respond immediately.

We are under a timeline to distribute all of the vaccine doses we received this week.

Although not mandatory, any employee given the opportunity to receive the vaccine is strongly encouraged to do so. This is a vital first step toward ending this pandemic.

Vaccine distribution started at 6 am this morning and is continuing through the day. Among the first to receive their shots were Manzoor Shah, MD; Daniel Mulligan, CRNA; and Jackie Mast, RN.



### **Pending Inclement Weather**

With 104 patients currently in the Hospital, we remain extremely busy and we need your help to continue caring for COVID-19 and non-COVID-19 patients. Staffing will be particularly important as we head into what is anticipated to be a significant snow event today, tonight, and tomorrow.

All employees are asked to review the Inclement Weather Policy in Policy Manager to understand attendance expectations.

Employees scheduled to work any Hospital-based department shift today, December 16, are asked to bring a change of clothes and toiletries and be prepared to stay at the Hospital to ensure we continue to care for our patients. Hospital leadership is making arrangements for staff lodging.

Employees scheduled for work on Thursday, December 17, are asked to make every effort to arrive on time for their shift.

For lodging or transportation needs, please call Jennifer Miller at extension 2603. Please be prepared to detail what times you will need the room.

The Dining Room will be open with complimentary food and drink from midnight to 1:30 am Thursday, December 17, for employees remaining on-campus overnight.

The Alternate Testing Site is scheduled to remain open today and Thursday, December 16-17. Hours of operation may vary due to the weather.

All EMSO clinics—including Urgent Care, Heart and Vascular, Center for Breast Health, Wound/HBO, and Pain—will delay opening until 10 am Thursday, December 17. Selinsgrove Imaging Services and the Lab in West Branch Medical Center will also open at 10 am Thursday, December 17. Physical Therapy locations will open at 10:30 am Thursday, December 17.

The Evangelical Ambulatory Surgical Center will open at its normal time, 6:30 am.

### **Community Contributions to Lift our Spirits**

As we move into the heart of the holiday season under the considerable weight of the COVID-19 pandemic, two area businesses have made donations to help lift our spirits.

Creative Landscapes Inc. has decorated the Memorial Garden near the new Main Lobby and Mifflinburg Bank and Trust has helped support the decorations in the former Main Lobby. The displays have been called "Winter Wonderland—Be the Light!"

When you have a moment, please check out the displays for a holiday spirit boost!

### **Pie Distribution Delayed**

The distribution of pies to offsite locations and the pickup planned in the Plaza 15 parking lot for full-time remote employees have been delayed.

Delivery to offsite locations will occur Friday, December 18. Pickup for full-time remote employees will be from 3 to 4:30 pm Friday, December 18.

### **New Walls and Doors in ED Waiting Area**

To better accommodate suspected COVID-19 patients over the winter months, a negative pressure waiting area has been constructed in the Emergency Department waiting area.

### **COVID-19 Data (as of 2 pm)**

Evangelical Community Hospital:

Total Tested — 23,555

Positive Results — 3,407

Negative Results — 19,868

Results Pending — 280

Positivity Rate (rolling two-week avg) — 28.13%

Inpatients — 47

Deaths — 41

Area Counties (total confirmed cases from PA DOH website):

Union — 2,128

Northumberland — 3,611

Snyder — 1,344

Montour — 700

Centre — 7,503

Lycoming — 3,897

Kendra Aucker,  
President and CEO

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**December 15, 2020**

### **Asymptomatic Break Rooms Identified**

With the COVID-19 vaccination effort scheduled to begin Wednesday morning, December 16, in the Apple Conference Rooms, break rooms for asymptomatic employees with potential exposure have been identified on the second floor of the Hospital.

Rooms 2502, 2504, 2505, and 2507 have been set aside for asymptomatic employees who may have been exposed to COVID-19 to unmask and eat. Each room will be appropriately signed.

### **Life Safety Inspection Complete**

The Department of Health/DSI, commonly referred to as Life Safety, was completed Monday, December 14. The agency will not be on campus today and tomorrow, December 15 and 16, as originally scheduled.

### **COVID-19 Vaccine Registration Continues**

All eligible employees are encouraged to register for COVID-19 vaccination, scheduled this week in the Apple Conference Rooms. Employees included in the first wave would have received an assignment in HealthStream to complete the registration process or sign the declination letter.

Although not mandatory, any employee given the opportunity to receive the vaccine is strongly encouraged to do so. This is a vital first step toward ending this pandemic.

If time slots are not filled, a second wave of notifications will be released.

### **Physical Distancing Reminder**

We've received some feedback that some of you are beginning to drift in your adherence to the physical distancing infection control protocol, specifically in common areas like break rooms and the Dining Room.

Please take the time to plan out use of common areas to allow everyone to safely take a break. When eating in the Dining Room, please do not move the chairs and tables. They have been set up to support our need to remain physically distant.

### **Take Care of Your Mental Well-being**

The impact of COVID-19 on those working day and night to care for our community does not go unnoticed. Employees across the organization are stressed out and stretched thin, exhausted, overwhelmed, and worried. Working in these sustained, but unprecedented conditions may manifest themselves in emotional or physical exhaustion, sleep disruption, compassion fatigue, or other work-related worry. We want all employees to have access to emotional support resources. Here are some ways to connect:

- EvanCARES will host a series of in-person emotional well-being support groups on Tuesday, December 22, at 7:30 am, noon, 4 pm or 7:30 pm. To register,

please contact [EvanCARESupport@evanhospital.com](mailto:EvanCARESupport@evanhospital.com) or Alison DiFranks at extension 2504.

- The Employee Assistance Program offers free, confidential counseling and support services 24/7/365. All EAP counseling services start with a phone call, day or night. Experienced Masters and Ph.D. level clinical counselors provide immediate support. Often, you can resolve your issues just by talking to a counselor, but if not, the EAP will refer you to video counseling or face-to-face counseling with a local counselor for additional help. All telephonic counseling is free; employees can access up to five video or face-to-face sessions at no cost.
- The EAP also offers a no-cost specific stress relief program to provide sound direction to reduce your overall stress level. While most EAP services are available 24/7, trained stress counselors are available between 9 am and 5 pm Monday-Friday. Ask to speak to a stress relief counselor.
- Ten Percent Happier is offering a Free Coronavirus Sanity Guide, including free access to meditations, podcasts, blog posts, and talks. <https://www.tenpercent.com/care>

Remember, mental health issues are nothing to ignore. If you, a loved one, or friend is in immediate physical danger, call 9-1-1. If you, a loved one, or a friend is in crisis, contact one of these resources:

- TAP Line @ [1-800-222-9016](tel:1-800-222-9016)
- National Suicide Prevention Lifeline @ [1-800-273-TALK](tel:1-800-273-TALK) (8255)
- Text TalkWithUs to 66746
- Text NAMI to 741-741
- Employee Assistance Program @ [1-800-252-4555](tel:1-800-252-4555)
- Call the National Domestic Violence Hotline at [1-800-799-7233](tel:1-800-799-7233)

### **COVID-19 Data (as of 2 pm)**

Evangelical Community Hospital:

Total Tested — 23,234

Positive Results — 3,312

Negative Results — 19,685

Results Pending — 236

Positivity Rate (rolling two-week avg) — 27.72%

Inpatients — 51

Deaths — 38

Area Counties (total confirmed cases from PA DOH website):

Union — 2,099

Northumberland — 3,533

Snyder — 1,314

Montour — 688

Centre — 7,402

Lycoming — 3,763

Kendra Aucker,

President and CEO

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## December 11, 2020

### **COVID-19 Vaccine Distribution**

As we previously reported, we anticipate receiving our first shipment of the Pfizer vaccine early next week and we are planning to start our internal vaccination effort on Wednesday, December 16, pending final approvals.

The vaccine will be administered in a waved approach with a focus on patient-facing departments in the Hospital. Supervisors will be notified if their departments are included in the first wave. Employees included in the initial vaccination process will receive a HealthStream assignment over the weekend.

Additional waves of departments will be added to the process if adequate doses remain available.

The HealthStream assignment will include the ability to register for a time slot to receive the vaccine in Apple Conference Rooms. Time slots will be available 6-9 am, 11 am-2 pm, and 3-6 pm. We are anticipating the first wave of vaccinations to be completed in about four days.

Successful vaccination requires two doses of the vaccine. Employees will be scheduled for their second dose after completing the first; please consider your availability about 21 days from your first shot when signing up for the vaccine.

Employees will have the option to decline the vaccination. If you decline, you will be moved to the end of the line and we do not have any information on when or if you will have the opportunity to change your mind in the future.

A document with frequently asked questions has been attached to this email to provide additional information.

[COVID-19 Vaccine FAQs](#) [COVID-19 Vaccine FAQs](#)

### **Fitness Center Closing at Miller Center**

In accordance with the state's recent announcement, the fitness center at the Miller Center will be closing at the end of business today (Friday, December 11). It is scheduled to reopen at 8 am Monday, January 4.

It is important to note that the childcare and virtual learning support for children of Evangelical employees will remain open.

For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-570-5700](tel:570-570-5700).



[522-2000](#), extension 64133.

### **Pie Distribution**

In lieu of the traditional Holiday Dinner this year, homemade pies will be available to employees next week. Because the pies are baked fresh by Gable House Bakery in Mifflinburg, there will be three distribution dates targeting shifts and work locations.

- Monday, December 14 – 11:30 am to 1:30 pm outside the O’Keefe Dining Room
- Tuesday, December 15 – 2:30 to 4:30 pm; 6:30 to 8 pm; or 10:30 pm to midnight outside the O’Keefe Dining Room
- Thursday, December 17 – pies will be delivered to offsite work locations and available for pick up for full-time remote employees from 3 to 4:30 pm in the Plaza 15 parking lot.

Pie flavors, which will vary in quantity, will include apple crumb, cherry crumb, blueberry crumb, mixed berry crumb, and shoofly.

### **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 22,272

Positive Results — 3,058

Negative Results — 18,938

Results Pending — 275

Positivity Rate (rolling two-week avg) — 30.81%

Inpatients — 44

Deaths — 33

Area Counties (total confirmed cases from PA DOH website):

Union — 1,976

Northumberland — 3,283

Snyder — 1,228

Montour — 623

Centre — 7,086

Lycoming — 3,273

Kendra Aucker,  
President and CEO

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## **December 10, 2020**

### **Changes to One-Day Surgery**

The Hospital continues to experience rising numbers of COVID-19-positive inpatients as well as high numbers of patients needing our care for other health issues. While required redeployment has helped with some of the staffing needs, more help is needed.

It's been determined that the next available pool of qualified personnel is in Surgical Services.

Initially, six bays in One-Day Surgery will be converted to inpatient beds for non-COVID-19 inpatients.

From a Surgical Services perspective, the Evangelical Ambulatory Surgical Center (EASC) will continue to operate as it is with additional outpatient procedures shifting to that location as needed. The Endoscopy Center will close temporarily, and those cases will be shifted to the EASC. Two operating rooms in the Hospital will continue to provide space for emergent and time-sensitive cases that do not qualify to be moved to the EASC.

More communication regarding specifics of these changes will be relayed to EMSO leadership as well as EMSO and non-EMSO providers in the near future.

As we continue to be challenged, your cooperation, support, and patience are deeply appreciated.

### **Sleep Lab Closing Temporarily**

Effective at 5 pm Friday, December 11, the Sleep Lab will be closing temporarily in order to redeploy staff to areas of critical need.

The Sleep Lab is still scheduling studies; however, the first available appointments will not be until the week of January 18 or later.

### **COVID-19 Vaccine Distribution**

The Hospital has been notified that we will be receiving the Pfizer vaccine and could begin vaccination as soon as early next week. Exact dates and times of availability will be communicated as soon as possible. Details on the vaccination process, employees who will receive the vaccine in the first wave, and answers to frequently asked questions will be released Friday, December 11.

### **Cardiac Rehabilitation Temporarily Closing**

As previously noted, the Cardiac Rehab Service is temporarily closing effective at 5 pm Friday, December 11. All current patients will have finished a modified program. The Cardiac Rehab team will be reallocated to areas of critical need in the organization.

The temporary closure only impacts the Cardiac Rehab gym. All other cardiac services, including stress testing, will continue.

### **COVID-19 Data (as of 2 pm)**

Evangelical Community Hospital:

Total Tested — 21,914

Positive Results — 2,934

Negative Results — 18,634  
Results Pending — 345  
Positivity Rate (rolling two-week avg) — 30.31%  
Inpatients — 42  
Deaths — 32

Area Counties (total confirmed cases from PA DOH website):

Union — 1,918  
Northumberland — 3,105  
Snyder — 1,182  
Montour — 1,246  
Centre — 6,806  
Lycoming — 3,062

Kendra Aucker,  
President and CEO

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## December 9, 2020

### **Changes to Employee Health Team**

To improve response times for COVID-19-related Employee Health inquiries and follow up, a number of changes have been made.

The Employee Health team has expanded to assist Misti Aleta, Employee Health Nurse. The following employees will work a rotating schedule and may be in contact with you on behalf of Employee Health: Joan Berger, Lori Berger, Billie Jo Day, Michele Heimbach, Kelly Lytle, and Deb Runkle.

Please use the designated email address, [covid@evanhospital.com](mailto:covid@evanhospital.com), or extension 2597 for all COVID-19-related Employee Health inquiries. All other Employee Health concerns should be directed to Misti Aleta at extension 2598.

An Employee Health representative will be on-call from 4 to 11 pm daily and on weekends to monitor employee test results and consult on urgent COVID-19 matters. The representative can be reached through the Hospital operator or the email or extension noted above.

### **Complimentary Meals to be provided to Employees**

Complimentary meals, including fountain beverages and coffee/tea, will be provided to employees beginning at 11 am today (December 9) in the O'Keefe Dining Room and The Café in the new Main Lobby.

In the upcoming days and as logistics allow, assorted sandwiches and salads will be delivered to the Nursing units during lunch and dinner mealtimes. Between meals, snacks will also be delivered to the Nursing units.

Boxed lunches, including sandwiches, chips, and salads, will be available for third-shift staff members in the employee refrigerator located adjacent to the Apple Conference Rooms in the Dining Room.

We know you are working hard right now; in fact, some of you are finding it difficult to break away from some refreshment. We hope this service will help alleviate that issue for you.

### **Deadline to View Insights Video Extended**

With the surge in COVID-19 admissions and the resulting high in-patient census, we recognize some of you may not have had the opportunity to view the Insights 2020 video assignment in HealthStream. While the assignment will remain in HealthStream with the existing December 10 due date, employees are simply asked to view the video at their earliest convenience.

### **Alternate Accommodations Available**

Alternate housing accommodations are available upon request for asymptomatic employees needing to isolate from a COVID-19 positive household member or for positive employees unable to return home.

Employees should communicate these needs to Employee Health at [covid@evanhospital.com](mailto:covid@evanhospital.com) or extension 2597.

### **Asymptomatic/Symptomatic Employee Management**

Employees who have been exposed to COVID-19 in the community or a close contact but remain asymptomatic will be asked to continue to work, unless their job can be done remotely.

Employees must report these exposures to Employee Health and will be required to follow specific procedures for 14 to 28 days from the exposure. These employees must wear a level 1 surgical mask at all times unless respiratory protection is required per Hospital policy.

The Apple ABC Conference Rooms are currently designated for use by asymptomatic exposed employees for breaks and meals. Masks may not be removed in any other area of the Hospital. Employees working at a location other than the main Hospital may not take breaks or eat meals in common break rooms in offsite locations.

If symptoms develop, the employee must immediately notify his or her supervisor and Employee Health.

Symptomatic employees must notify Employee Health ([covid@evanhospital.com](mailto:covid@evanhospital.com) or [570-522-2597](tel:570-522-2597)) before reporting to work, if symptoms develop outside of work or immediately upon identifying symptoms while at work.

The Employee Health team will assess your symptoms, your schedule, and work requirements and make an appropriate referral to the Alternate Testing Site. Employees arriving at the site should notify the testing site staff they are an employee.

Employees who seek testing outside the Employee Health process may experience additional delays in obtaining results and personal cost for testing and should still report the testing to Employee Health for monitoring purposes.

Asymptomatic employees who opt to be tested outside this process may be expected to work in accordance with the asymptomatic employee management policy.

Employees with positive test results will receive guidance from Employee Health on when they may expect to return to work. Employees with negative test results who remain symptomatic may be required to remain off work until symptoms improve.

#### **COVID-19 Data (as of 1:30 pm)**

Evangelical Community Hospital:

Total Tested — 21,527

Positive Results — 2,784

Negative Results — 18,277

Results Pending — 463

Positivity Rate (rolling two-week avg) — 29.36%

Inpatients — 44

Deaths — 30

Area Counties (total confirmed cases from PA DOH website):

Union — 1,868

Northumberland — 3,039

Snyder — 1,151

Montour — 1,084

Centre — 6,730

Lycoming — 2,835

Kendra Aucker,  
President and CEO

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## **December 8, 2020**

### **Vaccine Distribution**

As previously noted, the Hospital has been selected to act as a distribution point for COVID-19 vaccines.

The first shipment of Pfizer's vaccine, assuming FDA approval is granted, will be announced on December 15. If Evangelical is included in that initial shipment, we could receive vaccine doses one to three days after the ship date.

The first shipment of Moderna's vaccine, again with FDA approval, will be announced on December 22. If included, the Hospital would receive vaccine doses one to three days after that.

The Hospital will receive either the Pfizer or Moderna vaccine for Phase 1 and the first and second dosing will be from the same manufacturer.

As you can see, this is a moving target as we don't yet know when we will receive the vaccines. With that in mind we are preparing to move quickly, and we are actively testing our response plans from start to finish.

A system to notify employees who will be included in the first phase of the vaccination process is in development.

### **[Together@evanhospital.com](mailto:Together@evanhospital.com)**

We continue to promote the email address, [Together@evanhospital.com](mailto:Together@evanhospital.com), as a means for the community to send you messages of hope and encouragement as we care for them through this difficult time.

As we receive the notes, cards, images, and posts, we are displaying them on EvanNet above the telephone directory.

Of particular note, Members Choice Federal Credit Union recently produced a video thanking all of you for the work you are doing. The video is available on EvanNet in the Document Center under Marketing. It's in the folder labeled "Videos" and is titled "Thank\_You\_From\_Credit\_Union."

Here's a link:

<https://evannet.evanhospital.net/documents/Public%20Relations/Documents/Forms/AllItems.aspx?RootFolder=%2Fdocuments%2FPublic%20Relations%2FDocuments%2Fideos#InplviewHash27690692-6fce-4263-b836-c61b11b57c22=RootFolder%3D%252Fdocuments%252FPublic%2520Relations%252FDocuments%252Fideos-SortField%3DLinkFilename-SortDir%3DAsc>

### **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 21,157

Positive Results — 2,665

Negative Results — 17,938

Results Pending — 552

Positivity Rate (rolling two-week average) — 29.14%

Inpatients — 45

Deaths — 28

Area Counties (total confirmed cases from PA DOH website):

Union — 1,842

Northumberland — 2,985  
Snyder — 1,093  
Montour — 1,126  
Centre — 6,634  
Lycoming — 2,741

Kendra Aucker,  
President and CEO

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## December 4, 2020

### **Temporary Suspension of Some Surgical Cases Extended**

With the Hospital continuing to see high numbers of COVID-19 positive inpatients and increased numbers of patients seeking our care for other health issues, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended. Those cases were originally suspended through Friday, December 11.

They are now suspended through Friday, January 4. The status will be reassessed on Monday, December 21.

### **Childcare/Virtual Learning Support Reminder**

With some school districts deciding to remain virtual through Martin Luther King Jr. Day, we wanted to remind parents we are providing temporary childcare/virtual learning support for the children of Hospital employees who are impacted by changes in school schedules during the pandemic.

The Hospital is subsidizing the cost of the program for employees. The cost for employees is \$15 per day, per child. Financial scholarships are available.

The paperwork from the YMCA for the program reflects the full cost of the programming, not the cost to Hospital employees.

The program is open to children kindergarten through grade six. Staff will be available to help facilitate online learning with children bringing their own school-provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

### **Clarification on Asymptomatic Employees with COVID-19 Exposure**

To further clarify and correct some of the information provided in the December 3 COVID-19 update. Please review the following:

Interim Plans to Allow Asymptomatic HCP with an Unprotected Exposure to Return to

## Work Policy

To establish a plan to maintain appropriate staffing levels essential to providing a safe work environment for healthcare personnel (HCP), asymptomatic HCP exposed to COVID-19 in the community, via travel, by a household member or close contact, or healthcare exposure may continue to work in the healthcare setting under crisis capacity standards.

All HCP whom are subject to this plan are required to follow all procedures listed under this plan for 14 days after a non-household exposure event (28 days after exposure to a household member).

In addition to completing the daily employee screening, exposed HCPs must wear only Hospital provided Level 1 masks or higher. Unless otherwise noted, they will not be permitted to remove their mask for any reason.

All HCP subject to this plan will be required to use the 3M 1860 respirator or PAPR only when respiratory protection is required per applicable policies. This respirator is teal in color.

- HCP fit tested with this style of mask will have a red sticker indicating "N95."
- HCP fit tested on another respirator will need to be fit tested on this model.
- HCP using PAPRs will be required to use a Hospital provided Level 1 mask or higher under the PAPR hood.

HCP under this protocol will not be permitted to use "common areas" of assembly such as the Dining Room, conference rooms, or employee breakrooms. Apple Conference Rooms have been designated for use by these employees during this period. All existing policies regarding physical distancing and room occupancy will be followed.

### **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 20,060

Positive Results — 2,351

Negative Results — 17,135

Results Pending — 572

Positivity Rate (rolling two-week average) — 31.34%

Inpatients — 34

Deaths — 24

Area Counties (total confirmed cases from PA DOH website):

Union — 1,730

Northumberland — 2,724

Snyder — 1,037

Montour — 746

Centre — 6,338

Lycoming — 2,420



Kendra Aucker,  
President and CEO

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## December 3, 2020

### **Employees with Possible COVID-19 Exposure**

As we continue to manage through the current staffing crisis, employees who may have been exposed to COVID-19 without proper PPE but remain asymptomatic will be asked to continue working.

In an effort to protect co-workers and patients, these employees must wear N95 masks at all times and take their breaks in isolated areas. Potentially exposed employees will be asked to take their meal breaks in Apple ABC Conference Rooms.

All employees, including those who may have experienced potential exposure but remain asymptomatic, should report any exposure to Employee Health and continue to complete their employee self-screening prior to the start of their shift.

### **Cardiac Rehabilitation Ramping Down**

The Cardiac Rehab Service is temporarily ramping down operations. All current patients will finish a modified program. The Cardiac Rehab team will be reallocated to areas of critical need in the organization while retaining the ability to provide support for patients who would most benefit from a modified rehabilitation program following a cardiac event.

### **DOH Inspection Rescheduled**

Citing staffing issues, the PA Department of Health has asked to reschedule the Hospital's inspection. Originally planned for December 7-11, the inspection has been rescheduled to January 11-15.

### **Clarifying Cost of Childcare/Virtual Learning Support**

As previously reported, we are providing temporary childcare/virtual learning support for the children of Evangelical Community Hospital employees who are impacted by changes in school schedules during the on-going pandemic.

The Hospital is subsidizing the cost of the program for employees. The cost for employees is \$15 per day, per child. The paperwork from the YMCA for the program reflects the full cost of the programming, not the cost to Hospital employees.

The program is open to children kindergarten through grade six. Staff will be available to help facilitate online learning with children bringing their own school-provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture,

at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

**COVID-19 Data (as of 1:30 pm)**

Evangelical Community Hospital:

Total Tested — 19,700

Positive Results — 2,254

Negative Results — 16,922

Results Pending — 524

Positivity Rate (rolling two-week average) — 31.23%

Inpatients — 39

Deaths — 24

Area Counties (total confirmed cases from PA DOH website):

Union — 1,687

Northumberland — 2,648

Snyder — 1,006

Montour — 630

Centre — 6,220

Lycoming — 2,323

Kendra Aucker,  
President and CEO

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## November 25, 2020

**200 COVID-19 Discharges**

While our resources continue to be pushed to the maximum with rising community spread of COVID-19, it's important we pause today to acknowledge the amazing job we all do in caring for our patients and celebrate the knowledge that people can and do recover from this terrible virus.

Since March, we've had 257 COVID-19 positive inpatients. We recently discharged our 200th COVID-19 patient. There are 39 in the Hospital now and 17 have passed away. The other two deaths attributed to the coronavirus occurred in the Emergency Department.

Thank you for all you do every day and every night to ensure all of our patients—COVID-19 positive and non-COVID-19 positive—get the compassionate, high-quality care they each deserve.

**Required Redeployment**

Again, we want to thank the employees who have stepped forward to volunteer for redeployment.

Our COVID-19 positive census is continuing to climb, and we are actively working to

add COVID-19 beds. At the same time, our population of patients seeking our care for other needs is also rising.

As a result, we are forced to transition to required redeployment for certain areas of critical need. Supervisors will communicate these required moves to impacted employees and People and Culture will provide documentation of the reassignment.

We are still seeking volunteers for redeployment. Any employee interested in volunteering is asked to complete this brief survey: <https://www.surveymonkey.com/r/5DCHM9J>

### **Scrub Shortage**

We are working with our linen vendor to replenish our scrub supplies and we're hopeful this shortage will be resolved in the near future.

All employees and providers who work in a clinical setting are reminded to wear street clothes and bring an emergency set of scrubs to work as a backup. If Hospital-supplied scrubs are not available, you will change into the scrubs you brought from home, work your shift, change into street clothes, and take your emergency set home for laundering.

Those working in the operating rooms and the Ambulatory Surgical Center are exempt from bringing an emergency set of scrubs but should still travel to and from work in street clothes.

As a reminder: if you have scrubs stored at home, in lockers, or in any location, please turn them in to soiled linen for cleaning.

During this shortage and with employees moving across areas of work, we are temporarily suspending the color-coded scrub requirements included in our Dress Code. Any color of scrubs is acceptable at this time.

Currently, our supply of isolation gowns remains sufficient; we do have a supply of disposable isolation gowns should they be needed.

### **Different Supplies as Unit Utilization Changes**

As the Hospital moves COVID-19 positive and non-COVID-19 positive patients into different units, some areas may find they are using different supplies than normal. Please alert Supply Chain Services as soon as you recognize that your area of work is using a new supply. Do not wait for that supply to deplete before contacting Supply Chain Services.

### **Remote Work**

Employees who were considered essential remote in the spring and still have the equipment (either Hospital deployed or personal) to do so are encouraged to connect with their supervisors about moving to remote status under the governor's guidance for

mandatory telework unless impossible.

Employees are asked to remain patient with IT when requesting remote work equipment or support; the department is currently backlogged with requests and working hard to get caught up.

Remote workers will not be exempt from redeployment to on-site positions if needed to support hospital operations.

### **Internal Employee Transfers**

While we want to continue to encourage employees to pursue growth opportunities within the organization by applying, interviewing, and accepting offers for internal transfers, all transfers will be held until the current staffing crisis has ended.

Holding internal transfers will allow the Hospital to meet current needs to ensure adequate staffing across the organization and allow for redeployment of staff to maximize skills and experience. As soon as operationally feasible, internal interdepartmental transfers will be released to begin their new positions.

Exceptions to this policy may only be granted when the staffing needs of the role/department into which an employee is scheduled to transfer pose a more significant risk to the Hospital's operational needs than the role/department from which the transferring employee is vacating. Exceptions will be granted by the vice president of People of Culture and the appropriate divisional vice president.

People and Culture will continue to extend employment offers for internal transfers during this temporary hold.

### **Occupancy Changes for Conference Rooms**

In accordance with the state's recent announcement on indoor occupancy, many of the Hospital's conference rooms are down to an occupancy of one person. If you absolutely need to meet in person, please refer to the Pandemic Policy prior to scheduling a meeting to ensure you are compliant with these new restrictions.

All meetings should be held remotely unless absolutely impossible.

### **COVID-19 Data (as of 1:45 pm)**

Evangelical Community Hospital:

Total Tested — 17,469

Positive Results — 1,651

Negative Results — 15,274

Results Pending — 544

Inpatients — 39

Deaths — 19

Area Counties (total confirmed cases from PA DOH website):

Union — 1,388

Northumberland — 2,194  
Snyder — 805  
Montour — 398  
Centre — 5,667  
Lycoming — 1,703

Kendra Aucker,  
President and CEO

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## November 24, 2020

### **Volunteer Redeployment**

To date, more than 125 employees have registered for volunteer redeployment to areas of critical need. We are extremely appreciative of this response, but we are still evaluating if we have enough to continue to provide the care our patients need around the clock.

Any employee interested in volunteering is asked to complete this brief survey:  
<https://www.surveymonkey.com/r/5DCHM9J>

### **Scrub Shortage**

The Hospital is currently experiencing a shortage of scrubs. All employees and providers who pull scrubs from the central supply are reminded to wear street clothes to work and change into scrubs when arriving for your shift. At the end of your shift, please place your scrubs in soiled linen and wear street clothes home.

Employees and providers who have Hospital-issued scrubs in their lockers or at home are asked to return them immediately to soiled linen so they can be cleaned and available for use.

### **Assessing Employee Interest in COVID-19 Vaccination**

As reported in a previous update, the Hospital has applied to be a COVID-19 vaccine provider for the region. In order to effectively plan the distribution process, we need to determine approximately how many employees and providers will be interested in receiving the vaccine in the first phase.

Please take a moment and respond to this very short, two-question survey:  
<https://www.surveymonkey.com/r/J6BS3BF>

We understand you likely have many questions about the vaccine and its distribution. We don't have all the answers at this time, but it's important to know that any vaccines approved for distribution have been developed by scientists and tested with the resulting data reviewed by the U.S. Food and Drug Administration (FDA).

### **GSV YMCA Programming at the Miller Center**

As a response to the ongoing spike of COVID-19 cases and hospitalizations in our service area, the leadership of the Greater Susquehanna Valley YMCA and The Miller Center Joint Venture have made the decision to temporarily scale back operations.

Effective Friday, November 27, 2020, all branches of the Greater Susquehanna Valley YMCA will be temporarily suspending programs and activities with the exception of:

- Childcare programs, Giant Step, and Pre-K Counts.
- Fitness center use for members.
- Strength and Conditioning Center at the Sunbury YMCA.
- Personal training.
- The Sunbury and Milton pools will remain open; however, aquatic classes are temporarily suspended.

Group exercise and cycling classes will only be offered virtually through the GSV YMCA Facebook LIVE group.

The Lewisburg YMCA at the Miller Center will operate with the following guidelines:

- Fitness Center registration will be required with a limit of 20 members at a time.
- A separate email with registration instructions will be sent to Lewisburg YMCA at the Miller Center members.
- Appointment slots will be 45 minutes in length with 15 minutes between appointments allotted for cleaning.
- Full screening—including temperature checks—is required for everyone who enters the facility.
- Masks are required at all times and handwashing is required upon entry.
- Members will continue to carry their own bottle of disinfectant and spray/wipe down equipment before and after each use.

The temporary suspension of programs and activities will be evaluated weekly and updates will be provided via email as well as the GSV YMCA and Miller Center websites and social media channels.

### **Flu Shot Reminder**

We recently admitted our first patient diagnosed with flu and COVID-19. The combination is very dangerous and that much more difficult for patients to overcome.

Please do your part in protecting our patients, one another, yourselves, and the community by getting a flu shot today!

Any provider or employee who has not received their flu shot, please contact Employee Health at extension 2598 or see your site vaccinator immediately.

Providers and employees who received their flu shot from another source are asked to turn in their documentation to Employee Health or their site vaccinator immediately.

Providers and employees who are declining a flu shot must sign the declination letter and turn it in to Employee Health or their site vaccinator immediately.

**COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 16,969

Positive Results — 1,539

Negative Results — 14,945

Results Pending — 485

Inpatients — 38

Deaths — 18

Area Counties (total confirmed cases from PA DOH website):

Union — 1,310

Northumberland — 2,138

Snyder — 785

Montour — 390

Centre — 5,577

Lycoming — 1,659

Kendra Aucker,  
President and CEO

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## November 23, 2020

**Temporary Suspension of Some Surgical Cases Extended**

With the Hospital continuing to see high numbers of COVID-19 positive inpatients, non-emergent and non-urgent surgeries that would require an inpatient bed have been temporarily suspended.

Those cases were originally suspended through Friday, November 27. They are now suspended through Friday, December 11.

**Vaccine Planning in Progress**

Much has appeared in the media regarding potential COVID-19 vaccines, in terms of timelines and systems for distribution. Pennsylvania Department of Health (PA DOH) recently released its plan for getting the vaccine out to the public. As the plan stands today, vaccines will be distributed in three phases:

- Phase one will include healthcare workers, first responders, critical/essential workers, those 65 and older, and those who live in congregate care settings. The first distribution of phase one vaccines will go to hospitals; the second distribution of phase one will go to pharmacies that partner with long-term care facilities.

- Phase two will occur when a larger number of vaccines are available. It will include anyone who should have been vaccinated during phase one but was not, as well as those who are in vulnerable or high-risk populations.
- Phase three will occur when there is a sufficient supply of vaccinations to ensure that the entire population can access it.

We have applied with PA DOH to be a vaccine provider. If deemed a provider, we will follow the state's guidelines for distribution. Hospital leadership is finalizing operational plans to ensure our employees, patients, and the community are vaccinated for COVID-19 as efficiently as possible. More information will be provided on the process as those plans are completed and ready for activation.

In a recent conference call, Secretary of Health Rachel Levine, MD, stressed that, while some people may be alarmed by the name "Operation Warp Speed" and the quick timeline for development, the vaccines will have undergone rigorous testing and trials to ensure their safety and efficacy. The project is running quicker than a normal vaccine process because the federal government has provided resources to multiple pharmaceutical companies to develop their respective vaccines all at once—as opposed to the traditional, longer process, in which companies develop and test one vaccine at a time. The mass development helps to create a quicker process.

Everyone should know that the vaccines that are approved are developed by scientists and are safe for people to receive. So far, the trials for the Pfizer and Moderna vaccines have reported a high degree of effectiveness and relatively few (and mild) side effects.

Until a proven, safe, and effective vaccine is widely available, it remains important for everyone to continue to do all the things they currently are doing to prevent the spread of COVID-19, including wearing masks, washing their hands, staying apart from others in different households, and minimizing the risk of getting the flu by receiving a flu vaccine today.

The COVID-19 pandemic—and the measures necessary to mitigate its spread—will not end until enough people are vaccinated. Until then, there is a risk that it could continue to rapidly spread and causes spikes in hospitalizations and deaths.

### **Alternative Testing Site Weekend Hours Updated**

The Alternate Testing Site will be open from 10 am to 3 pm Saturdays and Sundays, effective November 28 and 29, 2020.

In addition, the site will be closed Thursday, November 26, 2020, in observance of Thanksgiving Day.

### **Community Support for Healthcare Workers**

The Hospital is again providing community members with the ability to communicate their appreciation and support for Evangelical employees through [together@evanhospital.com](mailto:together@evanhospital.com).



Messages of support will be posted on EvanNet as they are received.

### **PA DOH Dashboard Error**

The state's data for hospitalizations, patients in ICU beds, and patients on ventilators for Union County is not reporting correctly. We are aware of the error and are working with PA DOH to get the situation resolved.

### **Childcare/Virtual Learning Support**

As a reminder, we have the ability to provide school closure childcare/virtual learning support plan for children of Evangelical Community Hospital employees as area school districts fluctuate between in-person and virtual instruction.

Children kindergarten through grade six will be accepted into this program. Staff will be available to help facilitate online learning with children bringing their own school-provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

### **COVID-19 Data (as of 1:30 pm)**

Evangelical Community Hospital:

Total Tested — 16,689

Positive Results — 1,522

Negative Results — 14,918

Results Pending — 249

Inpatients — 33

Deaths — 18

Area Counties (total confirmed cases from PA DOH website):

Union — 1,268

Northumberland — 2,114

Snyder — 769

Montour — 382

Centre — 5,472

Lycoming — 1,622

Kendra Aucker,  
President and CEO

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## **November 20, 2020**

### **Hospital Status Update**

We have successfully converted the Cardiac PCU into a seven-bed non-COVID-19 ICU.

There are currently two patients in this new space.

In addition, we will be opening isolation rooms on the Orthopaedic Unit for COVID-19 patients shortly. Patients will begin to be moved to this area later today.

There are currently six COVID-19 positive patients in the Emergency Department awaiting admission to the Hospital.

### **Voluntary Redeployment Survey Link**

As noted in the November 19 update, we are seeking volunteers for redeployment to areas of need in the organization. Employees with clinical skills and/or clinical licenses and not currently working in patient care are asked to volunteer.

To volunteer, please complete this brief survey:

<https://www.surveymonkey.com/r/5DCHM9J>

We will need volunteers to help fill gaps across the shifts; we will need help caring for our patients overnight and on the weekends. Your flexibility in filling these shifts is greatly appreciated.

If we are unable to meet the needs of our patients through voluntary redeployment, we will move to a mandatory model.

The Redeployment Policy has been uploaded to Policy Manager and is available by searching Redeployment Policy. As the policy indicates, previously approved PTO and future PTO requests may be impacted by our ability to successfully recruit volunteers in critical patient care areas. We recognize the need for respite and hope to be able to provide breaks and time off for all employees within the constraints of this crisis.

### **Employee Health Evaluations Postponed**

The Employee Health Evaluations scheduled for December 1-15 are postponed until further notice due to the current strains on Hospital staffing. More information on when the health evaluations will be rescheduled will be provided at a later date.

### **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 16,117

Positive Results — 1,342

Negative Results — 14,351

Results Pending — 424

Inpatients — 28

Deaths — 18

Area Counties (total confirmed cases from PA DOH website):

Union — 1,121

Northumberland — 1,979

Snyder — 716

Montour — 368  
Centre — 5,221  
Lycoming — 1,468

Kendra Aucker,  
President and CEO

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## November 19, 2020

### Resource Redeployment Plan

To be totally transparent, we are in crisis mode.

While we all are accustomed to working in our departments and units, our ship is now taking on water and it is time for all hands on deck.

Currently, we have six COVID-19 patients in the ICU. It is full and we are adding four beds. There are three patients holding in the Emergency Department for these beds right now. The Cardiac PCU is being converted to a seven-bed non-COVID-19 ICU. The current COVID-19 unit is completely full, housing 17 patients. We will begin to open isolation rooms in the Orthopaedic Unit to hold additional COVID-19 patients. On top of this, we have another 51 surgical, acute care, acute rehab, and maternity patients within our walls.

Our operation can no longer be a siloed one and we must help wherever needed to care for our community during this crisis. As such, you may be asked and expected to work in other areas of the Hospital system.

We will begin with a voluntary redeployment of our resources. If you have clinical skills or a clinical license and you are not currently working in a patient care capacity, we need your help. More information on how to volunteer will be provided Friday, November 20.

We will need volunteers to help fill gaps across the shifts; we will need help caring for our patients overnight and on the weekends. I ask for your flexibility in filling these shifts.

Please know, we are committed to ensuring all employees who volunteer will be positioned for success. You'll receive the appropriate personal protective equipment and refresher training as needed.

If we are unable to meet the needs of our patients through voluntary redeployment, we will move to a mandatory model. Employees who refuse to cooperate with mandatory redeployment will face escalating disciplinary action.

The full redeployment policy will be posted in Policy Manager on Friday, November 20.

While many people do it every day, putting others before ourselves is often not natural nor comfortable. But we all are working in service to others. We must do this. It is an extraordinary time and we must take a step away from personal preference and go where we are deemed needed. We all must do what is right to keep our operation successfully functioning for this community and for our future.

Thank you for your continued time and effort. You are a wonderful team of people with tremendous energy. This is hard and further from ideal than any of us could possibly imagine. Only working together will we get through this.

### **Epic PTO Blackout**

Due to the ongoing COVID-19 pandemic and the Department of Justice review of our agreement with Geisinger, our transition to Epic has been delayed.

The new PTO blackout dates are February 20, 2022, through March 6, 2022.

### **COVID-19 Data (as of 5 pm)**

Evangelical Community Hospital:

Total Tested — 15,960

Positive Results — 1,324

Negative Results — 14,251

Results Pending — 385

Inpatients — 23

Deaths — 18

Area Counties (total confirmed cases from PA DOH website):

Union — 1,018

Northumberland — 1,944

Snyder — 700

Montour — 363

Centre — 5,131

Lycoming — 1,425

Kendra Aucker,  
President and CEO

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## **November 18, 2020**

### **Visitation Policy Changes**

As COVID-19 continues to surge in the region and the Hospital admits more patients positive with the virus, we are amending our visitation policy.

Effective Thursday, November 19, 2020, visitors will not be permitted for any

inpatients—COVID-19 positive and non-COVID-19 patients. Hospital staff will make every effort to facilitate virtual visitation for inpatients. A single, healthy visitor who completes screening will be permitted to participate in discharge planning.

Other important changes include:

- Clergy and nursing home liaisons will no longer be permitted to visit patients in the facility.
- No visitors will be permitted for outpatient or clinic appointments. Exceptions will be made for patients with cognitive impairment, ambulating challenges, pediatrics, or specific appointment types as defined within the policy.

The updated policy has been attached to this email for your convenience. Please review this material so we are enforcing the same standards.

#### Visitor Restriction Guidelines Related to COVID-19

### **Holiday Travel and Gatherings**

Our continued ability to care for this community starts and ends with a healthy workforce.

We are already seeing the impact of the increased community spread of COVID-19 as more and more employees are quarantining, awaiting test results, and monitoring for symptoms. Since July, we've tested 164 employees with 45 testing positive; right now, we have 11 employees who are COVID-19 positive and 13 awaiting test results. As the numbers rise, it will further tax our ability to maintain operations and continue to provide services to our community.

As healthcare professionals, we all carry a responsibility to care for ourselves as a means of supporting the organization's mission. You need to take that commitment seriously over the holiday season.

Clearly, the safest decision over the next two months is to limit your exposure to those outside of your immediate family—that includes travel to other areas and attending holiday gatherings.

However, these are personal decisions.

You should adhere to the state guidelines for holiday travel. You can find more information on those guidelines here:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

If you choose to travel, you will not be required to provide proof of a negative COVID-19 test before returning to work. However, you will be asked to disclose your return from travel on your mandatory daily screening and monitor for symptoms, if it is not practical for you to work remotely.

The Centers for Disease Control (CDC) has provided some guidance for you to consider as you plan a holiday gathering in your home or attend one elsewhere: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Please understand: your decisions over this difficult time and your ability to keep yourself healthy and available to work directly impact how the organization manages this surge. I strongly encourage you to set the example for the community—celebrate the holidays with your immediate family, visit virtually with friends and family, and avoid unnecessary travel.

### **Pulmonary Rehabilitation Services Temporarily Closing**

We will be temporarily closing Pulmonary Rehabilitation Services at 5 pm Thursday, November 19, as utilization of the service is decreasing. Department resources will be reallocated to other areas of need in the organization.

### **Level 1 Masks Required for All Employees**

All providers and employees—patient-facing and non-patient-facing—are required to wear Level 1 masks as provided by the Hospital when working. Cloth masks and other variations of face coverings are not permitted for use while you are working.

### **COVID-19 Data (as of 3 pm)**

Evangelical Community Hospital:

Total Tested — 15,698

Positive Results — 1,275

Negative Results — 14,046

Results Pending — 377

Inpatients — 19

Deaths — 17

Area Counties (total confirmed cases from PA DOH website):

Union — 977

Northumberland — 1,921

Snyder — 682

Montour — 362

Centre — 5,068

Lycoming — 1,357

Kendra Aucker,  
President and CEO

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**November 17, 2020**

Greater Susquehanna Valley United Way to Host Virtual Public Forum  
The Hospital will be participating in a virtual COVID-19 public forum hosted by the Greater Susquehanna Valley United Way at 6:30 pm Thursday, November 19.

We will be joined by representatives from Geisinger and Family Practice Center, PC. The aim is to educate the public about the current surge in COVID-19 cases and encourage more widespread adherence to important infection control protocols:

- Wearing a mask in public spaces.
- Remaining physically distant whenever possible.
- Washing hands or using hand sanitizer regularly.
- Staying home when feeling ill.
- Disinfecting often-touched surfaces.

We need the community to understand the surge is real and we are seeing more COVID-19 positive patients than ever before. To make that point, I've asked Lynn Yannes, RN, Critical Care Manager, to join me at the forum.

In addition, we will use the opportunity to reassure our community that we've learned a great deal since the start of the pandemic, and they can safely seek their care with us.

For more information on tuning into the public forum, visit <https://www.gsvuw.org/healthforum>.

Please share this link with your family, friends, and neighbors. The more people we can reach, the more successful we'll be at flattening this spike in COVID-19!

**COVID-19 Data (as of 11:30 am)**

Evangelical Community Hospital:

Total Tested — 15,475

Positive Results — 1,230

Negative Results — 13,845

Results Pending — 400

Inpatients — 18

Deaths — 17

Area Counties (total confirmed cases from PA DOH website):

Union — 968

Northumberland — 1,874

Snyder — 662

Montour — 350

Centre — 4,988

Lycoming — 1,296

Kendra Aucker,  
President and CEO

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## November 16, 2020

### **A Message from the Hospital's Board of Directors**

On behalf of the Board of Directors, we want to say THANK YOU for all you are doing to keep our community safe!

As colder weather rapidly approaches and our Hospital continues to be pushed to the max, please know that you are all HEROS in our community—working tirelessly to take care of your patients in a safe and compassionate way.

You are all making tremendous sacrifices, both personally and professionally, to be here for us and to protect us in this time of need.

The Board and the entire community cannot thank you enough for your courage, strength, and perseverance as you fight through the current threat.

Timothy J. Apple, Chairman of the Board

J. Donald Steele Jr., Vice Chairman of the Board

John E. Meckley, Esq., Immediate Past Chairman of the Board

### **Patient Safety Companions**

Almost daily, the Hospital has one or more patients who require an Evangelical staff member to sit with them on a 1:1 basis to keep them safe. We are currently recruiting existing employees for our per diem Patient Safety Companion pool to allow our RNs, LPNs, and Nursing/Unit Assistants to meet the patient care needs across the Hospital.

While no prior clinical experience or certification is required, Patient Safety Companions must be:

- comfortable being near an ill patient in a hospital room;
- able to remain alert and focused on the patient for the entirety of the shift;
- able to follow protocols and take instruction from an RN to keep the patient and themselves safe;
- and, willing to make themselves available for per diem work outside their normally scheduled work hours (positions available days/evenings/nights, seven days a week).

Current full-time, part-time, and per diem employees are encouraged to apply at <https://pm.healthcaresource.com/cs/evangelical/#/job/7190>.

If added to the per diem pool, current employees will be given an alternate rate for hours worked as a Patient Safety Companion. Overtime will be permitted for full-time employees who work additional hours in this role until further notice.



## **N95 Mask Recycling**

We have identified an issue with the shipping of N95 masks to our partner over the past two weeks which has resulted in our shipments going missing.

We are working with FedEx to locate and either return or forward on the shipments to their final destination. The issue was corrected in time for the Friday, November 13, outbound shipment.

### **As a reminder:**

- No makeup. Please ensure that your masks are free of visible soilage and makeup. We have seen a number of masks that are unable to be reprocessed due to makeup.
- Place only the used N95 in the designated receptacles and nothing else. No brown bags, gloves, etc.
- Ensure that your name or initials are written with a permanent marker on the mask along with the appropriate unit code.

If you have any questions or concerns you can refer to the Battelle N95 Reprocessing Guidelines in Policy Manager or contact John Lewis at [john.lewis@evanhospital.com](mailto:john.lewis@evanhospital.com) or extension 2497.

## **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 15,254

Positive Results — 1,223

Negative Results — 13,804

Results Pending — 227

Inpatients — 14

Deaths — 17

Area Counties (total confirmed cases from PA DOH website):

Union — 955

Northumberland — 1,824

Snyder — 605

Montour — 339

Centre — 4,933

Lycoming — 1,243

Kendra Aucker,  
President and CEO

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**November 13, 2020**

## **COVID-19 Surge Impacts Operating Rooms**

As we work to accommodate the rising number of COVID-19 positive cases in the Hospital as well as the increase in volumes of patients with other health issues, we are making temporary changes to our operating room (OR) schedule.

Effective Monday, November 16, we will temporarily suspend non-emergent and non-urgent surgical cases that will require an overnight Hospital stay, i.e. anticipated Observation status, or an inpatient bed. The temporary suspension will initially be in effect through Friday, November 27. On or before Tuesday, November 24, we will make a determination about resuming these types of surgeries for the week of November 30-December 4. We will then assess weekly moving forward.

Again, these changes are temporary and being made to create bed availability.

All emergent/urgent surgeries, outpatient surgeries, and surgeries planned for patients already admitted to the Hospital will continue as scheduled. Endoscopies will also continue as scheduled.

Surgical cases impacted by the suspension will be rescheduled into open block OR time when they are able to resume.

It's important to note: our Pre-Admission Care Department will continue to process new surgical cases and all of our clinics and practices will remain open and on their normal schedules.

## **EASC Repairs and Schedule**

Unfortunately, it was discovered earlier this week that movement of the concrete slab under the Center for Orthopaedics, 210 JPM, caused damage to the floors in the ORs at the Evangelical Ambulatory Surgical Center (EASC). The building structure was not affected and was reviewed and certified to be safe by a third-party structural engineer.

Repairs to all of the ORs at the EASC are expected to be completed by Monday, November 16.

The EASC will continue to operate on a five-day per week schedule as soon as the repairs are completed.

The timing of this incident could not have been worse as the EASC is an important part of overall COVID-19 strategy when it comes to surgical cases. However, we're hopeful we're able to quickly resolve the issue.

## **Admissions Testing**

We are now rapid COVID-19 testing all patients being admitted to the Hospital. This should help alleviate the need to isolate and use full respiratory precautions around suspected COVID-19 patients while we wait for tests results to come back.

The process will be continuously evaluated based on community COVID-19 numbers and the availability of rapid testing materials.

### **Converting Stepdown to COVID-19 Unit**

We have made the decision to designate the current Stepdown Unit as a COVID-19 Unit.

Effective immediately, all non-COVID-19 Stepdown Unit patients needing admission will be admitted to the fourth floor of PRIME. This will enable us to keep all COVID-19 patients within the same unit.

The Critical Care Unit will remain a blend of COVID-19 and non-COVID-19 patients at this time; however, we have a plan to designate a non-COVID-19 Critical Care Unit should we determine the need to do so arises.

This is a fluid process with further plans developing based on the ever-changing COVID-19 situation in the region. We continue to explore innovative ways of ensuring we are able to deliver the safe, high-quality care our community has come to expect of us.

If you have any questions or concerns, please contact Tamara Persing, RN, MS, FAPIC, Vice President of Patient Care and Chief Nursing Officer, at [tamara.persing@evanhospital.com](mailto:tamara.persing@evanhospital.com) or extension 2602.

### **Childcare/Virtual Learning Support**

As a reminder, we have the ability to provide school closure childcare/virtual learning support plan for children of Evangelical Community Hospital employees as area school districts fluctuate between in-person and virtual instruction.

Children kindergarten through grade six will be accepted into this program. Staff will be available to help facilitate online learning with children bringing their own school-provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

### **Flu Shot Reminder**

As you can see by our increasing volumes and the resulting operational changes, we need to take every action we can to manage our resources in a manner that allows to continue caring for our community, both for patients with COVID-19 and those with other health issues.

There is no greater time than now to get vaccinated!

Any provider or employee who has not received their flu shot, please contact Employee

Health at extension 2598 or see your site vaccinator immediately.

Providers and employees who received their flu shot from another source are asked to turn in their documentation to Employee Health or their site vaccinator immediately. Providers and employees who are declining a flu shot must sign the declination letter and turn it in to Employee Health or their site vaccinator immediately.

### **Alternate Testing Site Weekend Hours**

In response to the COVID-19 surge, the Alternate Testing Site at 1499 St. Mary Street will be open from 11 am to 2 pm Saturday, November 14. As previously announced, the site will be open from 11 am to 2 pm Sunday, November 15.

Future weekend hours will be determined based on utilization of the site.

### **COVID-19 Data (as of 1:45 pm)**

Evangelical Community Hospital:

Total Tested — 14,896

Positive Results — 1,150

Negative Results — 13,507

Results Pending — 239

Inpatients — 16

Deaths — 16

Area Counties (total confirmed cases from PA DOH website):

Union — 861

Northumberland — 1,776

Snyder — 562

Montour — 332

Centre — 4,755

Lycoming — 1,172

Kendra Aucker,  
President and CEO

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## **November 12, 2020**

### **Changes to PPE Requirements in Emergency Department**

The Emergency Department (ED) continues to see an increasing number of patients who require testing for COVID-19 or are positive for COVID-19.

Transitions of care and evaluation in the ED are particularly vulnerable periods of time. Because of the emergent nature of patients presenting to the ED and the number of persons under investigation for COVID-19, there have been changes made to the PPE guidelines for the ED effective immediately:

- Staff entering the ED, but not coming into contact with any patients must continue to wear a surgical mask.
- Staff members who have face-to-face contact with any patient must wear a P100 or N95 mask with a face shield for ED patient encounters.
- P100 or N95 masks will not be required for patient encounters when the patient is being admitted and the admitting provider has determined the patient no longer meets the criteria for enhanced respiratory precautions. The use of a surgical mask will be the protocol for these patients. The patient should also be masked during transport in the Hospital.
- Staff are asked to limit non-essential foot traffic in the ED.
- At any point when the patient is considered a Person Under Investigation (PUI), the sign outside the room should be replaced with the pink sign indicating respiratory and contact isolation with face shield. This would entail P100 or N95 masks with face shield, gown, and gloves.
- N95 masks can be used for a duration of 8 hours continuously or cumulatively after which they should be submitted for recycling. Please refer to the mask recycling policy for details.
- For ED personnel:
  - The charge nurse in the ED can issue you a new mask, if needed during or at the start of your shift. As you receive your recycled masks back, you will be able to reuse these under the same guidelines.
  - P100 masks and filters are located in the storeroom adjacent to Room 19 as they have been. They should be placed in the appropriate recycling bin at the end of your shift.
  - Face shields must be cleaned frequently. Face shields should be cleaned anytime they become soiled or you change into or out of your surgical, P100, or N95 mask.
- All other personnel: Please refer to your department policies about the issuing of PPE to include N95 masks.

If you have any questions about these changes, please contact your department leadership, Infection Prevention (Michelle Lincoln at extension 4074), or John Devine, DO, VP of Medical Affairs, at [john.devine@evanhospital.com](mailto:john.devine@evanhospital.com) or extension 2933.

### **COVID-19 Data (as of 2:15 pm)**

Evangelical Community Hospital:

Total Tested — 14,741

Positive Results — 1,099

Negative Results — 13,309

Results Pending — 333

Inpatients — 17

Deaths — 16

Area Counties (total confirmed cases from PA DOH website):

Union — 843

Northumberland — 1,745

Snyder — 548

Montour — 328  
Centre — 4,629  
Lycoming — 1,119

Kendra Aucker,  
President and CEO

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## November 11, 2020

### Updated Visitor Policy

With the number of COVID-19 cases surging in the region, we are adjusting our visitor policy. Effective immediately, all non-COVID-19 inpatients will be permitted one designated visitor during their stay in the Hospital. Inpatient units include Inpatient Rehabilitation, Critical Care, Intermediate Care, Orthopaedics, and Acute Care.

In addition, designated inpatient visitors and clergy members will be asked to show a form of ID to the screening personnel to ensure each inpatient is limited to a single, designated visitor.

The full, revised visitor policy is attached for your convenience. Please take time to review this; it's vital that we are all enforcing the same rules.

[Updated Visitor Policy Updated Visitor Policy](#)

### Some Volunteers Returning

A handful of volunteers who support departments and practices in non-patient-facing roles are slated to return to the Hospital in the next several weeks.

Returning volunteers must have documentation of receiving a flu vaccine, complete an orientation process which includes COVID-19 education, and complete daily COVID-19 screening.

### Alternate Testing Site Hours

To accommodate a growing number of area residents seeking COVID-19 testing and to help alleviate increased Emergency Department (ED) traffic related to COVID-19 testing, the Alternate Testing Site will be piloting expanded hours this weekend.

From 9 am to 2 pm Saturday, November 14, members of the Alternative Testing Site team will be on call should the ED experience high volumes of requests for COVID-19 testing from non-symptomatic patients.

The site will be open to the public from 11 am to 2 pm Sunday, November 15.

Future weekend hours will be determined based on utilization of the site.

### **Childcare/Virtual Learning Support Activated**

With Selinsgrove Area School District moving to virtual instruction for the remainder of this week, the Lewisburg YMCA at the Miller Center has activated its COVID-19 school closure childcare/virtual learning support plan for children of Evangelical Community Hospital employees who have been affected by this announcement.

This temporary program is available from 6:30 am to 6 pm now through Friday, November 13, and will be extended into the week of November 16, if necessary. Children kindergarten through grade six will be accepted into this program. Staff will be available to help facilitate online learning with children bringing their own school-provided devices.

Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or by calling [570-522-2000](tel:570-522-2000), extension 64133.

### **Recruitment Fair to Continue as Scheduled**

People and Culture, in coordination with PA CareerLink, will be hosting an on-site recruitment event from 2 to 6 pm on Thursday, November 12, in the PRIME Conference Room.

To ensure the safety of all participants, only preregistered candidates will be admitted to the event during their assigned time slots and will comply with all COVID-19 precautions (screening, masking, and social distancing).

The event targets recruitment in key support areas like Nutritional Services, Environmental Services, Nursing Support, and Laboratory.

### **Respiratory Assessment Site Opening**

A Respiratory Assessment Site is scheduled to open Monday, November 16, in the West Branch Medical Center Conference Room.

The site will be open from 8 am to 8 pm seven days a week and staffed with Urgent Care team members. It will feature three partitioned bays for patients experiencing mild to moderate respiratory symptoms that require provider assessment.

Working in conjunction with the Alternate Testing Site, the New Respiratory Assessment site should help alleviate pressure on the Emergency Department and free up that staff to care for patients with other health issues.

The Respiratory Assessment Site will be open to walk-in Urgent Care patients as well as those referred by providers. To refer a patient to the site, providers should call 570-523-3006.

### **COVID-19 Data (as of 1:15 pm)**

Evangelical Community Hospital:

Total Tested — 14,564  
Positive Results — 1,081  
Negative Results — 13,177  
Results Pending — 306  
Inpatients — 16  
Deaths — 16

Area Counties (total confirmed cases from PA DOH website):

Union — 800  
Northumberland — 1,682  
Snyder — 509  
Montour — 319  
Centre — 4,497  
Lycoming — 1,044

Kendra Aucker,  
President and CEO

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## November 5, 2020

### Fit Testing Reports

Fit testing was expanded during the COVID-19 pandemic to ensure all employees who needed to use personal protective equipment (PPE) were properly trained to do so.

As we move toward 2021 and another round of fit testing, all directors are asked to provide Matt Exley, Preparedness Coordinator, with a copy of their department's fit testing report. Reports can be sent via interoffice mail or by email to [matthew.exley@evanhospital.com](mailto:matthew.exley@evanhospital.com)

### Process for Requesting COVID-19 M100 swabs

Laboratory Services, Supply Chain Services, and Nursing have developed a process for requesting COVID-19 M100 swabs to ensure there will be adequate supplies for the organization.

Departments should order their supply before par levels have decreased to 3-5 swabs. Nursing Supervisors will maintain an adequate supply to cover the weekends and it is encouraged that affected units replenish their stock prior to the weekend.

Swabs can be ordered through the Storeroom.

Please be patient with the Storeroom and Laboratory teams to ensure our patients receive the necessary tests and reduce the possibility of re-collections due to receiving the wrong collection device.

### COVID-19 Data (as of 3:45 pm)

Evangelical Community Hospital:  
Total Tested — 13,918  
Positive Results — 996  
Negative Results — 12,758  
Results Pending — 164



Inpatients — 5  
Deaths — 14

Area Counties (total confirmed cases from PA DOH website):

Union — 706  
Northumberland — 1,577  
Snyder — 465  
Montour — 292  
Centre — 4,244  
Lycoming — 965

Kendra Aucker,  
President and CEO

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## November 2, 2020

### **Temporary School Closure Childcare Available for Employees**

With the Midd-West elementary and middle schools temporarily closing due to COVID-19 positive cases, the Lewisburg YMCA at the Miller Center will be activating its COVID-19 school closure childcare/virtual learning support plan for children of Evangelical Community Hospital employees who have been affected by this announcement.

This temporary program will be active from 6:30 am to 6 pm Tuesday, November 3, through Friday, November 6. The program will be extended through the week of November 9 if necessary.

Children kindergarten through grade six will be accepted into this program. Registration is required. For more information or to register your child, please contact Ryan McNally, Director of the Miller Center Joint Venture, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or [570-522-2000](tel:570-522-2000), extension 64133.

### **Masking and Eye Protection Recommended**

It's important to remember that masking and eye protection are recommended for all patient encounters, not just encounters with patients who have or are suspected of having COVID-19.

In addition, please ask patients to put their masks on if you enter a room where your patient does not have their mask on properly.

Both of these recommendations will help you remain safe.

For patients who are awaiting test results or who are positive for COVID-19, full PPE must be worn in accordance with our policy.

### **COVID-19 Data (As of noon)**

Evangelical Community Hospital:

Total Tested — 13,565  
Positive Results — 975  
Negative Results — 12,552  
Results Pending — 38  
Inpatients — 7  
Deaths — 13

Area Counties (total confirmed cases from PA DOH website):

Union — 696  
Northumberland — 1,518  
Snyder — 445  
Montour — 288  
Centre — 4,151  
Lycoming — 943

Kendra Aucker,  
President and CEO

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## October 29, 2020

### **Holiday Gatherings**

Many of you have likely begun to plan or consider how you will handle the holidays this year as the COVID-19 pandemic continues.

Visiting with friends and loved ones virtually or limiting your celebration to just your immediate household are the safest ways to celebrate the holidays and minimize your risk of exposure to COVID-19.

The Centers for Disease Control has issued some excellent resources and recommendations around holiday gatherings. It's important to note these recommendations are intended to supplement not replace local, county, and state restrictions that are in place.

CDC Holiday Gathering Link:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>

### **Pink Wristbands**

Effective immediately, the visitor pink wristbands will only be distributed to individuals accompanying patients to The Family Place or One-Day Surgery. Inpatient visitors are given temporary visitor badges to help staff identify them.

### **Drop-in Flu Clinic Scheduled**

It's not too late to get a flu shot and help protect our community! This year, more than ever, protecting the community from the spread of the flu is important as we simultaneously deal with continued COVID-19 spread.

There will be a drop-in flu clinic from 8:30 am to 12:30 pm Friday, October 30, in Apple Conference Rooms. If you have not received your flu shot, please take this opportunity to do so.

Employees who received their flu shot from another source are asked to turn in their documentation to Employee Health or their site vaccinator by October 31, 2020. Employees who are declining a flu shot must sign the declination letter and turn it in to Employee Health or their site vaccinator by October 31, 2020.

### **Alternative Testing Site Moving**

As reported on EvanNet, the Alternative Testing Site will open in its new location—1499 St. Mary Street, the former Ryder Truck terminal—at 9 am Monday, November 2.

Individuals should first call their primary care provider to share any symptoms or concerns related to COVID-19. The physician can then determine if testing is warranted and refer to the testing site.

The new location provides better protection from the elements as we head into the winter months.

### **COVID-19 Data (as of 1 pm)**

Evangelical Community Hospital:

Total Tested — 13,353

Positive Results — 931

Negative Results — 12,146

Results Pending — 276

Inpatients — 2

Deaths — 14

Area Counties (total confirmed cases from PA DOH website):

Union — 659

Northumberland — 1,455

Snyder — 424

Montour — 276

Centre — 4,024

Lycoming — 917

Kendra Aucker,  
President and CEO

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## **October 8, 2020**

### **Employee Screening and Access**

As a reminder, employees must complete a self-screening prior to each shift. The

electronic form is available in the links on the homepage of EvanNet or in the Employee Portal on the Hospital website.

If your area of work doesn't have access to a thermometer, you should either take your temperature at home prior to your shift or utilize the thermometer available in the Rooke Pavilion.

The form can be completed up to two hours prior to your shift.

Employees who complete a temperature screening prior to arriving at the Hospital for their shift are permitted to use entrances other than the Rooke Pavilion to access their worksite. However, you are asked NOT to use the Donehower-Eisenhower Pavilion or new Main Entrance.

Employees who do not complete a temperature screening prior to arriving at the Hospital for their shift must use the Rooke Pavilion to access their worksite and complete a temperature screening in that lobby.

Employees who work at off-site locations should continue to follow the screening procedures at those locations.

### **Flu Shot Reminder**

As a reminder, all employees must complete the HealthStream flu vaccine assignment by October 31, 2020, by selecting one of three options.

#### *Option 1: Employees who plan to obtain an influenza vaccine at a Hospital location.*

Employees who regularly work on-site at the Main Hospital, Plaza 15, and offices on Hospital Drive should select the 2020 Flu Clinic option and then register for a specific timeslot to obtain their flu shot at clinics scheduled for October 16 and October 22. All clinics are held in Apple ABC.

Employees who work at off-site locations should select the 2020 Flu Clinic option but should NOT register for a specific timeslot because vaccines will be administered at their location on a date and time to be determined. Check with your supervisor for more details.

#### *Option 2: Employees who plan to obtain an influenza vaccine somewhere else.*

Employees, regardless of work location, should select the 2020 Influenza Vaccine Received Elsewhere option and provide verification by dropping it off:

- at a scheduled flu clinic;
- at the Employee Health or Infection Control offices; or
- to your designated off-site vaccinator.

#### *Option 3: Employees who plan to decline an influenza vaccine for 2020.*

Employees, regardless of work location, should select the 2020 Influenza Vaccine

Declination option. Print the consent/declination form, indicate the reason for declination (medical and/or personal) and drop it off:

- at a scheduled flu clinic;
- at the Employee Health or Infection Control offices; or
- to your designated off-site vaccinator.

The HealthStream assignment will be considered complete when you've received the vaccination or provided the required documentation.

### **Management Staff Attestation in Policy Manager**

Due to recent updates to the Infection Control Guidelines 2019 Novel Coronavirus (COVID-19) policy, members of Management Staff will be asked to review and attest to the policy. The attestation must be completed by Thursday, October 15, 2020.

### **Holiday Policy Update**

Due to the operational challenges that have prevented some employees from using their accrued holiday time, holiday balances will not be zeroed out effective October 31, 2020, per the Holiday Time Policy. Any accrued hours will remain in the employee's available balance until they are used or until the pay period ending closest to March 31, 2021. Employees are strongly encouraged to work with their managers to schedule the use of holiday time. For more information, please reference the Holiday Time Policy on Policy Manager.

In addition, the following non-COVID-19 updates have been made to the Holiday Policy:

- An employee must work, as scheduled, the day before the holiday and/or the day following the holiday to be eligible for holiday pay.
- Employees who have an unexcused absence the day prior and/or the day following a holiday will forfeit holiday pay for that holiday. The unexcused absence will count as an occurrence under the Hospital's attendance policy.

### **COVID-19 Data (As of 1 pm)**

Evangelical Community Hospital:

- Total Tested — 11,656
- Positive Results — 792
- Negative Results — 10,642
- Results Pending — 222
- Inpatients — 6 (1 on a ventilator)
- Deaths — 10

Area Counties (total confirmed cases from PA DOH website):

- Union — 539
- Northumberland — 1,144

- Snyder — 342
- Montour — 202
- Centre — 3,222

Kendra Aucker,  
President and CEO

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## October 1, 2020

### **Screening Station Schedule Changes**

As we open PRIME to patients and visitors over the weekend, we are planning to adjust the screening station hours at the Donehower-Eisenhower Entrance and the new Main Entrance at PRIME.

The Donehower-Eisenhower Entrance screening station will remain open Saturday and Sunday, October 3 and 4, to accommodate patients and visitors arriving at this entrance.

The screening station at the new PRIME Main Entrance will open at 12:30 pm Saturday, October 3, for patients and visitors ahead of the start of visiting hours at 1 pm. It will remain open through the weekend.

On Saturday, October 10, the screening Station at Donehower-Eisenhower will be open from 6:30 am to noon to accommodate patients seeking Laboratory Services on Saturday morning. These hours will serve as the standing weekend hours for the Donehower-Eisenhower screening station moving forward.

### **New COVID-19 App Available**

COVID Alert PA is the official mobile app by the Pennsylvania Department of Health that uses the Exposure Notification System (ENS) provided by Apple and Google.

You can now add your phone to the fight against COVID-19 by going to the Google Play Store or Apple App Store and downloading the free COVID Alert PA app to your smartphone. The app runs on iPhones that support iOS 13.5 and higher, and Android phones running Android 6.0 and higher. The app is not intended to be used by people under 18 years of age.

Once downloaded, you can opt-in for exposure alerts and provide important symptom tracking data to the state.

For more information, visit <https://www.pa.gov/covid/covid-alert-pa/>.

### **Consistent COVID-19 Inpatient Census**

Please know COVID-19 is still active in our community.

We continue to see a steady number of inpatients who are COVID-19 positive or suspected of being positive. In fact, our average daily COVID-19 census is higher now than it was in April.

It's imperative that as an organization we continue to adhere to our infection control protocols, including the careful use of PPE, to protect our patients and one another. We must also continue to lead our community by example—wear your masks in public, remain physically distant as much as possible, disinfect often-touched surfaces, and stay home if you are feeling ill.

### **Flu Shot Reminder**

As a reminder, all employees must complete the HealthStream flu vaccine assignment by October 31, 2020, by selecting one of three options.

Option 1: Employees who plan to obtain an influenza vaccine at a Hospital location. Employees who regularly work on-site at the Main Hospital, Plaza 15, and offices on Hospital Drive should select the 2020 Flu Clinic option and then register for a specific timeslot to obtain their flu shot at clinics scheduled for October 6, October 16, and October 22. All clinics are held in Apple ABC.

Employees who work at off-site locations should select the 2020 Flu Clinic option but should NOT register for a specific timeslot because vaccines will be administered at their location on a date and time to be determined. Check with your supervisor for more details.

Option 2: Employees who plan to obtain an influenza vaccine somewhere else. Employees, regardless of work location, should select the 2020 Influenza Vaccine Received Elsewhere option and provide verification by dropping it off:  
at a scheduled flu clinic;  
at the Employee Health or Infection Control offices; or  
to your designated off-site vaccinator.

Option 3: Employees who plan to decline an influenza vaccine for 2020. Employees, regardless of work location, should select the 2020 Influenza Vaccine Declination option. Print the consent/declination form, indicate the reason for declination (medical and/or personal) and drop it off:  
at a scheduled flu clinic;  
at the Employee Health or Infection Control offices; or  
to your designated off-site vaccinator.

The HealthStream assignment will be considered complete when you've received the vaccination or provided the required documentation.

Kendra Aucker,  
President and CEO

## September 9, 2020

### **Payroll Taxes**

On August 28, the IRS issued guidance allowing employers to suspend withholding and paying to the IRS eligible employees' social security payroll taxes as part of COVID-19 relief. The suspension period runs from September 1 through December 31, 2020, for employees earning less than \$4,000 bi-weekly.

Employers who elect to suspend collection of employees' payroll taxes during this four-month period will have to collect additional amounts from employees' paychecks between January 1 and April 30, 2021, to repay the tax obligation. New federal legislation would be required to turn this temporary deferral into a long-term forgiveness program that would not need to be repaid.

Employer participation is voluntary. We decided not to participate in this program for several reasons. First and foremost, we were concerned about the financial burden that would be placed on employees when the withholdings would increase in the new year. In addition, administering the program to a workforce of variable wage earners would be extremely complex and there was limited guidance from the federal government on how employees could opt out.

### **Infrared Thermometer Use**

The model of infrared thermometer the Hospital is using is designed to read temperatures on the forehead, not the wrist nor the elbow.

Please note ambient temperature can impact readings. If you get a very low or very high temperature reading, wait a few minutes and try again.

### **Hospital Employees Working at Long-term Care Facilities**

We understand that some of you work in long-term care facilities in addition to your employment with the Hospital. A number of employees have asked about the impact of Pennsylvania Department of Health (PA DOH) testing requirements at these facilities and your work here at Evangelical.

As long as you are asymptomatic and the testing is ordered by the long-term care facility and not our Employee Health Department, you can continue working at Evangelical with no impact. If you become symptomatic, receive a positive test result, or meet other guidelines established by our Employee Health Department, your work status at Evangelical may be impacted.

### **COVID-19 Childcare Update**

We received a good response to our COVID-19 childcare survey. People and Culture is working with individual employees to address specific issues.

We understand there's still a great deal of uncertainty around the school year and the impact any changes may have on employees.



The Hospital has been working with YMCA and Miller Center leadership on plans to quickly operationalize short-term, full-day childcare/virtual learning support center for school-age children, if local school districts enact hybrid or virtual learning in response to COVID-19 positive cases within specific schools or districts. If this program is activated, communication will be sent out via COVID-19 Insights with details on how to access this childcare option.

### **Eye Protection Update**

PA DOH recently recommended that healthcare workers who experience direct and prolonged contact with COVID-19 patients in areas of moderate to substantial community transmission should utilize eye protection. PA DOH defines direct and prolonged exposure as lasting more than 15 minutes, less than six feet away.

The Hospital remains committed to ensuring all providers and employees have the personal protective equipment they need to perform their duties in the safest possible manner.

Employees who meet the PA DOH guidelines and currently wear glasses should wear face shields. In some areas, plexiglass has been installed and will meet the PA DOH recommendations for safe patient encounters.

Employees will receive eye protection devices through their department leadership when it is available. After this initial distribution, replacement eye protection should be ordered through your department leadership.

Any employee who elects to wear eye protection should practice the following:  
Use hand hygiene before and after removing the eye protection.  
Do not change eye protection when moving from room to room.  
Eye protection should be cleaned once a day and as needed with a disinfectant wipe.  
Eye protection can and should be re-used each day.

Kendra Aucker,  
President and CEO

## **September 2, 2020**

### **Visitor Restrictions Still in Place**

It's important to understand the restrictions we currently have on visitors at all of our facilities play a critical role in our overall COVID-19 response. Limiting the number of people accessing the Hospital and all of our clinical locations helps reduce the likelihood that an asymptomatic, COVID-19 positive person can transmit the virus to someone else in one of our facilities.

There have been numerous instances in which a referring practice, a provider, or an employee has promised a patient an exception to our visitor restrictions. Please

familiarize yourself with our visitation restrictions and do not promise patients an exception to our rules. This puts the staff members at the screening station in a very difficult position and it creates frustration for the patient when the exception is not granted.

Any exception to the visitation policy is a decision that must be made by the administrator on call for the 24 period.

For clarity, our current visitation policy is listed here:

### **Adult Inpatients**

- All non-COVID-19 inpatients will be permitted two designated support persons during their stay in the Hospital.
- The two designated support persons can only visit the patient one at a time. The support person not visiting with the patient must remain in the Donehower-Eisenhower Lobby or outside the facility.
- All support persons must be screened daily.
- No visitors under the age of 18 will be permitted.
- No visitors will be permitted for inpatients who are diagnosed with or suspected of having COVID-19.
- Clergy members are permitted to visit with a patient. The clergy member will not take the place of the patient's two designated visitors. However, when the clergy member visits with the patient, the patient's two designated visitors must exit the facility. Clergy members will be limited to visiting the requesting patient and are not permitted to round on other patients.
- Nursing Home admission liaisons are permitted to visit patients to help facilitate moving patients, who are medically ready to leave the Hospital, into those facilities.

### **Emergency Department**

- One designated, on-site support person may accompany the patient.
- Support person must remain in the patient's room.
- No visitors for patients who are suspected or confirmed as having COVID-19.
- No visitors for patients presenting through the D door (decontamination room), until cleared from airborne precautions.
- Potential visitors will have to remain in their cars until cleared to come in.
- For patients under the age of 18: one dedicated caregiver for the entire stay.
- Exceptions to the Emergency Department visitor restrictions may be made for patients who are nearing the end of life.

### **End-of-life Situations**

- Two visitors at a time for a non-COVID patient.

- If more than two visitors wish to see the patient, the other visitors must wait outside in their vehicle or designated area and enter and exit the facility two at a time.
- Visitors must remain in the patient's room unless asked to step outside by a care provider or staff member.

### **The Family Place (Laboring Mother)**

- One designated support person for the duration of the Hospital stay.
- Doulas are permitted to visit laboring mothers.

### **Outpatient testing/appointments (Lab, Imaging, PT, Physician and Clinic Practices)**

- One support person may accompany the patient.
- Support person may be asked to wait in their vehicle or designated area, if physical distancing cannot be achieved in waiting or care areas.
- Children under the 18 are not permitted in the clinic or facility, unless the minor is the patient.

### **Outpatient Surgeries/Procedures (includes Ambulatory Surgical Center, Endoscopy Center, One-Day Surgery)**

- One designated support person may accompany patient.
- Support person may be asked to wait in their vehicle or designated area, if physical distancing cannot be achieved in waiting or care areas.

### **Pediatric Inpatients**

- Up to two designated support people for the duration of the Hospital stay.
- Support person(s) must remain in the patient's room as much as possible.

### **POB Entrances Opening**

Beginning at 7 am Tuesday, September 8, 2020, all entrances to the Professional Office Building will open to patients and visitors. Parking on the north side of the building will reopen at the same time.

The entrances will be open from 7 am to 5 pm Monday through Friday. Patients arriving for appointments prior to 7 am, after 5 pm, or on weekends will be directed to the Donehower-Eisenhower Pavilion for screening and access to the POB practices.

Between 7 am and 5 pm Monday through Friday, screening requirements will be handled by the practices in the building. Screening for patients moving from the POB to the Hospital for services will be administered at a table near the entrance to Imaging Services Registration.

The following restrictions remain in place for POB patients and visitors:

- Anyone entering the facility is required to wear a mask.
- Each patient is allowed one designated visitor to accompany them to their appointment.
- Children under the 18 are not permitted in the facility, unless the minor is the patient.

All employees based at the Hospital should continue to report for work through the Rooke Pavilion.

### **Business Travel Restrictions Continue**

To protect employees, patients, and our community members from the possibility of contracting COVID-19, all non-essential travel to professional conferences and meetings will be suspended through February 1, 2021.

The decision to restrict non-essential business-related travel impacts many areas, from national conferences and professional meetings to Continuing Education (CE) and Continuing Medical Education (CME).

We ask that you please cancel any upcoming conferences, professional meetings, and CE that requires travel outside a 125-mile radius of Lewisburg. Additional guidance on canceling reservations is provided in the Infection Control Guidelines 2019 Novel Coronavirus (COVID-19) in Policy Manager.

For EMSO physicians and advanced practitioners, we will continue to allow all CME days to be home CME days. All CME requests that involve travel outside a 125-mile radius of Lewisburg will be reviewed on a case-by-case basis by the Vice President, Physician and Clinic Practices.

If you are attending an event or professional meeting within 125 miles of Lewisburg, traveling by car, use your discretion in determining attendance. Remember the goal is to limit exposure through large group interactions. Please discuss with your supervisor.

All internally hosted group meetings that feature attendees from outside the organization should be canceled or held via conference call, unless otherwise approved by your vice president.

These guidelines are effective immediately and apply through February 1, 2021. We ask that all employees defer future registrations, travel arrangements, and accommodations for all non-essential business-related travel until further notice.

The Centers for Disease Control and Prevention (CDC) continues to update its travel guidance frequently, and we will continue to monitor and follow the CDC guidance and make you aware of additional travel restrictions or changes.

Kendra Aucker,  
President and CEO

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## August 27, 2020

### **Correcting the Drift**

As the COVID-19 pandemic stretches on, it's only natural that we see some drift in compliance with infection control protocols. People are tired of staying physically distant, talking through their masks, answering COVID-19 questions, and constantly reaching for the hand sanitizer.

But now is the time for diligence.

We must continue to adhere to the guidelines and do our part to check the spread of the virus.

- Wear your mask—it's mandatory in any Evangelical facility and strongly encouraged when in public.
- Maintain a physical distance of six feet.
- Practice good hand hygiene.
- Stay home when feeling sick.

In addition, it's important to keep infection control guidelines in mind when considering department activities and shared spaces. Areas like break rooms should be configured to encourage physical distancing and food that is not individually wrapped should not be shared. This means no potluck lunches. We fully appreciate the team-building benefits of a potluck-style lunch or dinner, but this is not the time for those kinds of activities.

Thank you for your continued commitment to the safety of our patients and one another.

### **Updated Conference Room Use Guidelines**

Due to the ongoing COVID-19 pandemic, we have issued new guidance for in-person group meetings and safe utilization of the existing Hospital conference areas.

Please consider the importance of meeting in-person when scheduling a meeting with 10 or more people. No meeting—regardless of conference room capacity or location—should involve more than 25 in-person participants.

The full guidelines are available in the appendix of the Pandemic Plan which can be found in Policy Manager.

### **Convalescent Plasma Donations**

The American Red Cross is committed to maintaining a robust supply of convalescent plasma for the treatment of COVID-19 patients. Anyone who has fully recovered from COVID-19 is encouraged to visit [RedCrossBlood.org/plasma4covid](https://www.RedCrossBlood.org/plasma4covid) for more information.

The Red Cross is specifically in need of blood group B and AB donors.

Kendra Aucker,  
President and CEO

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## August 21, 2020

### **DOH Recommends Eye Protection**

The PA Department of Health (PA DOH) is now recommending that healthcare workers who experience direct and prolonged contact with COVID-19 patients in areas of moderate to substantial community transmission should utilize eye protection. PA DOH defines direct and prolonged exposure as lasting more than 15 minutes, less than six feet away.

The Hospital remains committed to ensuring all providers and employees have the personal protective equipment they need to perform their duties in the safest possible manner.

Supply Chain Services is working with department directors to ensure the Hospital has an appropriate supply of eye protection devices. Employees will receive eye protection devices through their department leadership when it is available.

Any employee who elects to wear eye protection should practice the following:

- Use hand hygiene before and after removing the eye protection.
- Do not change eye protection when moving from room to room.
- Eye protection should be cleaned once a day and as needed with a disinfectant wipe.
- Eye protection can and should be re-used each day.

### **Help Conserve Gloves**

We were recently notified by our suppliers that they are experiencing a shortage of medical gloves. Supply chain Services is carefully monitoring the situation and working with suppliers to maintain an adequate inventory.

You can help conserve gloves by:

- Using medical gloves in accordance with standard precautions (e.g., if touching blood or body fluids with your hands) and transmission-based precautions (e.g., contact precautions).
- Performing several tasks each time you enter a room.
- Using appropriate gloves for other exposures (e.g., cleaning chemicals and chemotherapy drugs).

Your support in conserving this important infection-control tool is appreciated.

Kendra Aucker,  
President and CEO

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## August 18, 2020

### **Hazard Pay Grant Application Not Funded**

We recently learned our application for Pennsylvania's Hazard Pay Grant administered through the Department of Community and Economic Development (DCED) was not funded.

DCED indicated grants were prioritized by COVID-19 hazard level based on risk exposure by industry, location, and prevalence of COVID-19 in the region as well as average hourly wage paid by the employer.

In our region, health-related employers to receive funding included Nottingham Village, Country Comfort Alternative Living, and White Deer Run.

### **Continue Completing Self-Monitoring Form**

Employees are reminded to complete their self-screening prior to each shift. The electronic form is available in the links on the homepage of EvanNet for you to access when you arrive for your shift or in the Employee Portal on the Hospital website for you to access from anywhere.

If your area of work doesn't have access to a thermometer, you should either take your temperature at home prior to your shift or utilize the thermometer available in the Rooke Pavilion.

The form can be completed up to two hours prior to your shift.

Kendra Aucker,  
President and CEO

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## **August 14, 2020**

### **Survey Related to School/Childcare**

Many of you are concerned about continuing to work while providing care and educational support for your children. We are currently exploring options to support employees who are navigating the uncertainty of the school year and may be in need of non-traditional childcare or flexible work arrangements.

If childcare is a concern, please take a few minutes to complete the survey found at <https://www.surveymonkey.com/r/CWMVQF6>.

Please respond by Thursday, August 20.

Kendra Aucker,  
President and CEO

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## **August 13, 2020**

### **Trending Data Review**

While it is accurate to note the outbreak at the federal prison has impacted COVID-19 statistics in Union County, it's also important to note that we are seeing an increase in positive test results as well as an increase in inpatients with the disease.

Our own testing data shows the percentage of positive results has climbed significantly in the last week over what we were seeing three to four weeks ago. In addition, we are now averaging as many COVID-19 positive inpatients as we were in April.

With these trends in mind, it is vital that we continue to practice appropriate infection control protocols at the Hospital and when in public outside of work. As a community, we all need to continue wearing masks, remaining physically distant, disinfecting often-touched surfaces, and staying home when feeling sick.

### **Quarantine Plans**

With more employees and their family members testing positive for COVID-19, it is recommended

that you review how your household would respond in the event you are impacted.

**The Centers for Disease Control (CDC) has some resources available:**

- General Household Checklist: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>
- For Those Living in Close Quarters: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>
- For Those Living in Shared Housing: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>
- If You are Sick or Caring for Someone Who is Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

If employees have a household member exhibiting symptoms, awaiting test results, and/or has tested positive for COVID-19, please contact Employee Health at extension 2598.

Kendra Aucker,  
President and CEO

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## August 10, 2020

### **Prison Population Skews Data**

In recent days several media outlets have reported Union County has one of the highest percent increases in COVID-19 cases in the state. It's important to remember the outbreak of cases at the Bureau of Prison facility is contributing heavily to that figure. If those cases were removed, Union County's rate of coronavirus spread would be on par with surrounding counties.

We continue to be in communication with prison officials regarding the potential hospitalization of any COVID-19 positive inmates.

### **Outbreak at Long-term Care Facility**

As reported in the Daily Item, a number of residents and staff members at Milton Nursing and Rehabilitation have tested positive for COVID-19. Several residents have been admitted to the Hospital for treatment. We are working with medical professionals and administrators at the long-term care facility to ensure we are prepared should we see an influx of patients from the facility.

### **Screening at Rooke Pavilion**

The screening camera in Rooke Pavilion is set to read skin temperature and calculate an estimated core body temperature not internal temperature like an oral thermometer. For this reason, you may receive a temperature reading much lower than you would if you used an oral thermometer.

There are infrared thermometers at the volunteer desk in Rooke Pavilion, if you would prefer to get an internal temperature reading.

Please know Employee Health will be alerted via email when anyone passes through the screening site with a temperature that is out of the acceptable range.

As a reminder, all employees working at any of the Hospital's owned or leased locations are required to complete the electronic self-screening form each day they are reporting to work on-site.

The link to the online form is shared here, on EvanNet, and on the Employee Portal



([evanhospital.com/family](http://evanhospital.com/family)).

Link to form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ttn1RNqNB0anLvrAZRqdo5ROy84sY1RPgZWYE7\\_yCkIUMjUzOFVITjJTUTFWMERZWFJLSzlyM0o3Wi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ttn1RNqNB0anLvrAZRqdo5ROy84sY1RPgZWYE7_yCkIUMjUzOFVITjJTUTFWMERZWFJLSzlyM0o3Wi4u)

Kendra Aucker,  
President and CEO

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## July 28, 2020

### **Mask Supplies**

To ensure all employees have a clean mask for use while working, we will continue the weekly distribution of masks through department directors.

Any employee whose mask has become soiled, torn, or wet can request a new one at any time through their department director. You do not need to wait a week to replace a damaged or soiled mask. Department directors will communicate the need to Supply Chain Services so mask inventories can continue to be accurately tracked and managed.

### **Reminder: COVID-19 Survey**

In an effort to assess performance during the height of the local COVID-19 pandemic, employees are asked to take a few minutes to complete the following survey:

<https://www.surveymonkey.com/r/WKKYYRD>

The survey is anonymous and will remain open until July 31.

The input shared will assist the Hospital to better serve the entire workforce should we be forced to work through a regional spike in COVID-19 cases.

Kendra Aucker,  
President and CEO

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## July 16, 2020

### **Infection Control Protocols are Still Important**

Amid the daily news of changes in public policy and surging cases in a growing number of states, we must remember the important role we can play in checking the spread of COVID-19.

Adhering to basic infection control practices—maintaining a physical distance of six feet, wearing a mask, disinfecting often-touched surfaces, and staying home when feeling ill—does help protect against a spike in COVID-19 cases.

These protocols are required when you are at work.

Maintain the recommended physical distance of six feet by not congregating in areas like break rooms and the Dining Room. When eating in the Dining Room, use the furniture as it has been distributed; do not move additional chairs to a table.

Properly wear your mask—covering your nose and mouth—at all times when inside our facilities. Unfortunately, the simple precaution of wearing a mask has become a political issue. It's not. The virus is not partisan. We must follow the science and adhere to this requirement.

Your mask helps protect others just as their masks protect you. When we all mask, the likelihood of spreading COVID-19 drops by 75%.

Please help support this important infection control protocol by encouraging your friends and family to wear a mask when in public.

Our Environmental Services team continues to diligently disinfect often-touched surfaces and any employee who doesn't feel well should stay home.

It is absolutely vital that we all continue doing what we can to stem the spread of COVID-19.

### **COVID-19 Antibody Testing for Employees**

A new process has been implemented for employees who were unable to access COVID-19 antibody testing during the clinics held in May and June.

The testing is completely voluntary and free to employees who complete an attestation that the results can be shared with Employee Health. Any employee who elects not to have the results shared with Employee Health will need to contact their primary care provider about antibody testing and cannot complete testing through this process.

To request the test, employees should:

- Contact Misti Aleta, Employee Health RN, at [misti.aleta@evanhospital.com](mailto:misti.aleta@evanhospital.com) or extension 2598 to obtain a lab order for the COVID-19 antibody test;
- Take the lab order to the Evangelical laboratory located in Central Registration during regular laboratory hours for a blood draw.

Test results will be reported to Employee Health and become part of your employee health file. Test results will be mailed to you within seven days following the test date.

### **Updates to COVID-19 Symptom Surveillance**

Based on the latest guidance from the Centers for Disease Control and PA Department of Health, employees who adhere to the following protocols should be considered at low risk for exposure to COVID-19:

- Completing daily symptom and temperature screening when reporting to work;
- Wearing at least a Level 1 mask;
- And appropriately donning and doffing required PPE as dictated by job role and work location.

Employee Health will no longer provide routine follow-up for employees who are considered low risk.

Employee Health will be providing more robust surveillance and monitoring for employees who meet the definition of medium or high risk. Any employee who meets these designations will be notified by Employee Health.

If notified, you will be responsible for complying with all surveillance requirements, including but not

limited to, daily tracking and reporting of symptoms, referral for COVID-19 testing, work restrictions, and/or self-quarantine.

For more information on this new process, please refer to the Pandemic Policy in Policy Manager. You can find the Symptom Surveillance Risk Flow Chart in the Infection Control Guidelines 2019 under Appendix A.

Kendra Aucker,  
President and CEO

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## July 9, 2020

### **Reminder: Complete Your Self-Screening**

Employees are reminded to complete their self-screening prior to each shift. The electronic form is available in the links on the homepage of EvanNet for you to access when you arrive for your shift or in the Employee Portal on the Hospital website for you to access from anywhere.

If your area of work doesn't have access to a thermometer, you should either take your temperature at home prior to your shift or utilize the thermometer available in the Rooke Pavilion.

The form can be completed up to two hours prior to your shift.

### **Update on Visitation Restrictions**

At the request of a patient, pastors will be permitted to visit with a patient beginning Monday, July 13. The pastor will not take the place of the patient's two designated visitors. However, when the pastor visits with the patient at least one of the patient's two designated visitors must exit the facility. Pastors will be limited to visiting the requesting patient and are not permitted to round on other patients.

Children under the age of 18 are not permitted as visitors at this time.

Nursing Home admission liaisons have been and will continue to be permitted to visit patients to help facilitate moving patients, who are medically ready to leave the Hospital, into those facilities. At least one of the patient's two designated visitors must exit the Hospital when the admission liaison is with the patient.

### **Pain Medicine Offices Open**

The Pain Medicine of Evangelical offices in West Branch Medical Center and Williamsport reopened to patients on Wednesday, July 8.

### **Reminder: Use Rooke Pavilion**

Employees based at the Hospital are reminded to use the Rooke Pavilion entrance when arriving for your shift. After completing the self-screening, you may use other entry

points to re-enter or exit the facility as needed.

Kendra Aucker,  
President and CEO

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## July 6, 2020

### Employee Self-Screening

Beginning Tuesday, July 7, 2020, employees can complete self-screening electronically. The link to the online form will be shared here, on EvanNet, and on the Employee Portal ([evanhospital.com/family](https://evanhospital.com/family))

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ttn1RNqNB0anLvrAZRqdo5ROy84sY1RPqZWYE7\\_yCklUMjUzOFVITjJTUTFWMERZWfJLSzlyM0o3Wi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ttn1RNqNB0anLvrAZRqdo5ROy84sY1RPqZWYE7_yCklUMjUzOFVITjJTUTFWMERZWfJLSzlyM0o3Wi4u)

The form can be completed before reporting to work (no more than 2 hours prior to shift start) as long as you have the ability to check your temperature at home. If you complete the form at home and you work in Plaza 15 or another location on campus, you do not need to report to Rooke Pavilion prior to the start of your shift. All employees based at the Hospital should continue to report for work through the Rooke Pavilion.

You can also complete the form when you arrive for your shift. You can take your temperature at the self-service station in Rooke Pavilion or in your work unit, if a thermometer is available.

Employees at West Branch Medical Center, 210 JPM Road, and outlying clinics should continue following established procedures at those locations.

### Employee Travel

Gov. Tom Wolf is recommending a 14-day quarantine for anyone who travels to the following states:

Alabama, Arizona, Arkansas, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, and Utah.

Any employee who travels to any of these states will be permitted to return to work, if you are asymptomatic. You will be required to self-monitor for 14 days, taking your temperature twice daily and reporting any symptoms to the Employee Health Nurse.

### Testing Results

Following today, testing results will be communicated daily on EvanNet.

(As of 11 am)

Total tested – 3,360

Positive results – 282

Awaiting Results – 360

Deaths – 4

Kendra Aucker,  
President and CEO

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## July 2, 2020

### **New Masking Order from Gov. Wolf**

As you may have seen in the news, Gov. Tom Wolf has issued a new order strengthening requirements for the use of facial coverings in public.

The new order will not impact our facilities as we are already requiring universal masking.

However, the new order may impact how you interact with the community when not working. You are now required to wear a facial covering when you are:

- Outside and unable to maintain six feet of distance from individuals who are not members of your immediate family.
- Inside any space in which the public is permitted.
- Waiting for or riding in public transportation or a ride-sharing service.

As we are seeing in parts of the country, reopening businesses and public spaces can lead to a spike in new COVID-19 cases. To help protect against a similar spike here, I strongly encourage you to comply with the new order and wear your mask when out in the community.

Wearing a facial covering is not a political statement; it's science—when we are all masked, the risk of transmitting the disease drops by 75%. Remember: your mask protects others and their masks protect you!

### **Alternative Testing Site Hours**

The alternative testing site in Plaza 15 behind McCann School of Business continues to see high volumes of people seeking COVID-19 testing. As a result, the site will remain open Friday, July 3, 2020, during normal hours—9 am to 6 pm.

The site will be closed Saturday and Sunday, July 4-5, and will reopen Monday, July 6, at 9 am.

### **New Employee Screening Process Piloting**

We are going to be piloting a new employee screening process at the Hospital over the weekend.

Employees reporting for work at the Hospital, Professional Office Building, and Plaza 15

beginning at 7 am Saturday morning, July 4, 2020, will complete an attestation form upon arriving at work through Rooke Pavilion. Please note: all staff working in the Hospital, Professional Office Building, and Plaza 15 must continue to use the Rooke entrance when first reporting for your shift. Staff at outlying clinics should continue following the existing procedure when arriving for shifts at those locations.

By signing the attestation, employees are affirming they are symptom-free and fit to be at work. The attestation will be monitored against those working. It is expected that you will take this responsibility seriously, respond honestly, and not report to work if experiencing symptoms related to COVID-19:

- Fever (100.4 or greater) or feeling feverish;
- Chills;
- Cough;
- Shortness of breath;
- Sore throat;
- Muscle aches;
- Headache;
- loss of smell or taste.

We appreciate your full cooperation with this new system. It will help alleviate the staffing issues we are encountering at the employee screening site.

### **Testing Results**

(As of 12:30 pm)

Total tested – 3,059

Positive results – 275

Awaiting Results – 288

Deaths – 2

Kendra Aucker,  
President and CEO

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## **June 26, 2020**

### **Changes in Visitation Policy**

In an effort to balance the desire of loved ones to visit our patients and maintain the safest environment possible, we will be adjusting our visitation policy.

Effective Monday, June 29, 2020, all non-COVID-19 inpatients will be permitted two designated support persons during their stay in the Hospital. Inpatient units include Acute Rehabilitation, Intensive Care, Step Down, Orthopaedics, and Surgical.

The two designated support persons can only visit the patient one at a time. The support person not visiting with the patient must remain in the Donehower-Eisenhower

Lobby or outside the facility.

All support persons will be issued “visitor” wristbands that must be displayed to staff each time they enter the facility. In addition, they must be screened daily.

No visitors will be permitted for inpatients who are diagnosed with or suspected of having COVID-19.

The visitation restrictions for the Emergency Department, end-of-life situations, The Family Place, outpatient testing/appointments, outpatient surgeries/procedures, and Pediatrics remain unchanged. Those restrictions are listed below.

#### *Emergency Department*

- One designated, on-site support person may accompany the patient.
- Support person must remain in the patient’s room.
- No visitors for patients who are suspected or confirmed as having COVID-19.
- No visitors for patients presenting through the D door, until cleared from airborne precautions.
- Potential visitors will have to remain in their cars until cleared to come in.
- For patients under the age of 18: one dedicated caregiver for the entire stay.
- Exceptions to the Emergency Department visitor restrictions may be made for patients who are nearing the end of life.

#### *End-of-life Situations*

- Two visitors at a time for a non-COVID patient.
- If more than two visitors wish to see the patient, the other visitors must wait outside in their vehicle or designated area and enter and exit the facility two at a time.
- Visitors must remain in the patient’s room unless asked to step outside by a care provider or staff member.

#### *The Family Place (Laboring Mother)*

- One designated support person for the duration of the Hospital stay

#### *Outpatient testing/appointments (Lab, Imaging, PT, Physician and Clinic Practices [EMSO], includes Geisinger offices located in the Professional Office Building)*

- One support person may accompany the patient.
- Support person may be asked to wait in their vehicle or designated area, if physical distancing cannot be achieved in waiting or care areas.

#### *Outpatient Surgeries/Procedures (includes Ambulatory Surgical Center, Endoscopy Center, One-Day Surgery)*

- One designated support person may accompany patient.
- Support person may be asked to wait in their vehicle or designated area, if physical distancing cannot be achieved in waiting or care areas.

### *Pediatric Inpatients*

- Up to two designated caregivers for the duration of the Hospital stay.
- Support person(s) must remain in the patient's room as much as possible.

Kendra Aucker,  
President and CEO

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## **June 19, 2020**

### **Wellness Program Placed on Hold**

Hospital leadership became aware that Interactive Health, the Hospital's wellness program vendor, unexpectedly filed for Chapter 7 bankruptcy earlier this week. Employees participating in the wellness program no longer have access to the [myinteractivehealth.com](https://myinteractivehealth.com) portal.

For now, the formal wellness program will be placed on hold and more information will be communicated to affected employees about next steps.

### **No COVID-19 Patients at This Time**

For the first time in 100 days, there are no inpatients at the Hospital receiving care for COVID-19. The last remaining patient, Aulwyn Reader, was discharged the evening of Thursday, June 18, 2020 with a nice clap out celebration held by second shift staff.

The Hospital remains ready to care for COVID-19 patients when needed, but as stated in an earlier COVID-19 update, is transitioning care floors back to normal operations.

### **Credit Union Reopening**

The Evangelical Community Hospital branch of Members Choice Financial Credit Union will be reopening to employees on Monday, June 29, 2020. The Rooke Pavilion will remain as an employee-only entrance.

Kendra Aucker,  
President and CEO

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## **June 18, 2020**

### **FY20 HealthStream Assignments**

Due to COVID-19, the following strategic training requirements have been suspended indefinitely:

- Walk A Mile 4.0
- Reducing Stigma and Bias in Responding to the Opioid Crisis



The assignments have been ended in HealthStream, but the classes may still appear on the student's "To Do" list as elective learning and can be removed by clicking on the class and un-enrolling. The assigned Rapid Regulatory training is still a requirement. A 30-day grace period, extending the due date to Wednesday, July 15, 2020, will be granted. Employees on furlough will have additional time to complete the training after being recalled to work.

### **COVID-19 Visiting Hours**

The Hospital continues to operate under COVID-19 visitor restrictions. Visiting hours are for the patient's one designated on-site support person from 1-8 pm daily, except for the Family Place (one designated support person during the patient's entire stay) and pediatric inpatient (up to two designated caregivers for the duration of the Hospital stay). Switching of support persons is not permitted.

Support persons will not be permitted for patients who are suspected or confirmed as having COVID-19. Visitors with symptoms of respiratory illness such as fever, cough, or shortness of breath will not be permitted inside the facility.

Beginning Sunday, June 21, 2020, designated visitors will be identified by neon pink wrist bands that clearly identify their status. These bands replace the green bands that have been used previously.

### **COVID-19 Units Being Converted Back to Normal Patient Care Rooms**

Due to the steady decline in hospitalized COVID-19 patients, rooms that were converted to specialized COVID-19 units are being transitioned back to their regular state. This is being done in the safest manner possible to return to pre-COVID-19 operations, while at the same time allowing for the ability to be able to quickly ramp up if a new surge of COVID-19 patients present for care.

### **Some Pre-Op Testing for COVID-19 Will Begin Monday, June 29, 2020**

Beginning Monday, June 29, 2020, some patients will be tested pre-operatively for COVID-19 prior to scheduled procedures. Decisions on which patients will receive testing is being done in a risk-stratified manner in coordination with a multi-disciplinary team that includes provider offices, infection prevention, surgical, and anesthesia. This targeted approach to pre-op testing is being done to accommodate the availability of test kits and needed personal protective equipment (PPE).

Kendra Aucker,  
President and CEO

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## **June 16, 2020**

### **COVID-19 Update Frequency**

Throughout the COVID-19 response communication has been shared almost daily with updates to facility and operational changes relating to the virus. As the occurrence of COVID-19 begins to slow, so will the frequency of the updates.

Employees are still encouraged to check email and/or EvanNet frequently for any important communication regarding COVID-19.

### **Alternate Care Site to be Removed**

By the end of June, the alternate care site that was established next to the Emergency Department in the event of a COVID-19 surge, will be disassembled and removed. In the new fiscal year, that outside space will be needed to make way for mobile MRI capabilities as a new MRI is installed within the Hospital Imaging Suite.

In the meantime, the space will be kept open. If a surge of COVID-19 does occur, it will be utilized to redeploy the alternate care site.

### **West Branch Medical Center Laboratory Opening**

The laboratory location in West Branch Medical Center will reopen to patients on Monday, June 29, 2020. Hours of operation will be 7:30 am-4 pm, Monday through Friday only.

Providers are reminded that patients will need to have a hard copy of their laboratory orders with them to avoid delays in moving individuals through the small waiting area. Only one patient will be permitted to be in the actual lab area at any one time.

### **Physician and Clinic Practice Re-Open Plan Continues**

Additional physician and clinic practices are beginning operations as part of the phased reopening plan. Patients have access to the following practices/services starting on the date listed:

- SUN Orthopaedics – Williamsport, *opened Monday, June 15, 2020*
- SUN Orthopaedics – Elysburg, *opened Monday, June 15, 2020*
- Physical Therapy - Selinsgrove 522, *opening on June 22, 2020*

### **Courier Service**

Courier services for the Hospital and outlying offices associated with the Hospital returned to normal operations on Monday, June 15, 2020. The couriers began following their pre-COVID-19 schedule of pick-ups and drop-offs.

Kendra Aucker,  
President and CEO

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## **June 11, 2020**

### **Empowering You to Enforce Masking**

As the COVID-19 pandemic stretches on, some members of the community are growing frustrated with on-going infection control protocols. Specifically, there seems to be increasing resentment to wearing masks.

In public, we're all entitled to our own opinions as to the necessity of masking. In our facilities and when on the job, we need your support of this important policy. We are the community's Hospital and we need to lead by example. All employees, patients, and visitors are required to wear masks inside the Hospital and any of our practices. Along with the right thing to do, universal masking inside hospitals is now mandated by the Pennsylvania Department of Health.

If you see a colleague, a patient, or a visitor who has removed their mask completely or slid it off their face, you need to step forward and ask them to put it back on.

Here are some reasons you can give them for our masking policy:

- Your mask helps protect others and their masks help protect you.
- When we all wear masks, the risk of transmitting COVID-19 drops by 75%.
- COVID-19 is particularly dangerous to our patients with chronic illnesses. Our masks help protect this very vulnerable population.
- You can be carrying and transmitting COVID-19 before you feel any symptoms. Your mask protects us all.

So, if you see someone not wearing their mask or wearing it incorrectly, you could say: "Excuse me. Can you please put your mask back on? Your mask helps protect all of us just as our masks help protect you."

We will be putting standing banners with supportive messages about masking in high traffic areas, including our waiting areas. These will help support your conversation with any non-compliant colleagues, patients, and visitors.

If a colleague, patient, or visitor becomes agitated or aggressive as you ask them to wear their mask, please do not hesitate to contact Security (extension 4778) immediately. They are specifically trained to assist in de-escalating the kind of contentious situations we are unfortunately beginning to see with more frequency.

In addition, we want to be sure you have the ability to do your part in keeping the most vulnerable in our community as safe as possible. So, we're giving each of you a cloth mask for your use in public and when traveling to and from work. The cloth masks will be distributed next week.

The masks were made by members of the Plain Community and laundered by Steininger's Laundry and Dry Cleaning.

Please note: the cloth mask we are giving you is not a substitute for your Hospital-issued, procedure mask. When in any of our facilities, you should continue using your Hospital-issued, procedure mask.

Kendra Aucker,  
President and CEO

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## June 9, 2020

### **Lewisburg YMCA at the Miller Center Reopening**

The Lewisburg YMCA at the Miller Center will reopen to members on Monday, June 15, 2020.

Similar to the Hospital, the YMCA is planning a phased return to services at the Miller Center. In the initial phase, members will have access to the fitness area only and there will be no in-person group exercise classes. The Center will have adjusted hours of operation: 6:30 am to 7 pm Monday through Friday and 8 am to 3 pm Saturday and Sunday.

From 2 to 3 pm Monday through Friday, members are asked to allow active older adults and other vulnerable populations safe access to the fitness facility.

The Miller Center is adhering to Centers for Disease Control (CDC) and Pennsylvania Department of Health (PA DOH) guidelines to ensure members stay safe while exercising.

After careful consideration, the decision was made not to reopen the Cornerstone Kitchen, the café serving the Miller Center. The COVID-19 pandemic significantly impacted revenue at the Center and is expected to continue impacting utilization of services in the foreseeable future. The retail café is just not financially viable any longer.

The kitchen space will now be used to host educational programming focused on nutrition and healthy eating as well as support large event catering services.

Employees affected by the decision are being offered the opportunity to apply for open positions within the organization.

Kendra Aucker,  
President and CEO

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## June 5, 2020

### **Union, Northumberland, and Columbia Counties to Go Green**

This afternoon, Governor Tom Wolf added Union, Northumberland, and Columbia counties to the list that will be in the state's COVID-19 green phase. The change will be effective Friday, June 12.

I'm sure you join me in celebrating the fact that local restaurants and businesses will be permitted to safely reopen to customers, and they can get back to something more closely resembling normal operations.

But we must all remember that COVID-19 is still present in our region and as this community's Hospital we need to lead by example. We must encourage our families, friends, and neighbors to continue to adhere to good infection control practices, including wearing masks in public, washing our hands regularly, maintaining a safe distance from others, and disinfecting often-touched surfaces.

Working together we can help check the further spread of the disease in our community.

### **Antibody Testing Results Not in Follow My Health**

Due to a difference in ordering provider, employees who had the antibody testing will not see the results in their Follow My Health account as previously stated.

All results not picked up in person by today will be mailed to the employee's home address.

Kendra Aucker,  
President and CEO

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## June 4, 2020

### **Green Wristbands for Inpatient and ODS Visitors**

We recognize that a designated support person for an inpatient or a patient in One-Day Surgery may leave the facility and return several times in a day.

To help staff quickly and efficiently identify these visitors, we have started issuing green wristbands to them.

#### *For Inpatients*

If the patient is admitted through the Emergency Department and the support person is present at the time of admission, they will be issued the green wristband at that time. If the designated support person arrives at another time, the staff at Donehower-Eisenhower Pavilion will confirm the individual has been designated as the support person by the patient and issue the wristband.

#### *For One-Day Surgery*

The green wristband will be issued to the support person when they arrive with the patient at the

Donehower-Eisenhower Pavilion for screening.

**Testing Results**

(As of 1 pm)

Total tested – 1,733

Positive results – 196

Awaiting Results – 68

Deaths – 2

Kendra Aucker,  
President and CEO

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## June 3, 2020

**Resource for Employees Seeking Childcare**

We understand employees in need of childcare may have questions regarding the impact of a region's status on the service, the safety of the service, and related procedures.

The Greater Susquehanna Valley United Way has prepared the attached [FAQ document](#) to help you navigate the process. We will also post this FAQ with the Employee Resources on the Employee Portal ([www.evanhospital.com/family](http://www.evanhospital.com/family)).

As reminder: Kids Camp at the Miller Center, which has been providing childcare for Hospital employees during the pandemic, will close Friday, June 5, 2020.

On Monday, the Greater Susquehanna Valley YMCA branches in Milton and Sunbury reopened to provide childcare for pre-kindergarten and school-age children. On Monday, June 8, 2020, the Lewisburg YMCA at the Miller Center will be starting a school-age summer care program. For information on any of these programs, contact Bonnie McDowell, GSV YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net).

**Virtual 401K Consultation Available**

To accommodate social distancing, the Hospital's 401K consultants, Pat Reisinger and Travis Swartwood, are available for virtual meetings with employees interested in discussing retirement or 401K questions.

Meeting times are available on June 4 and June 11, 2020, between 8:30 am and 4 pm. To sign up for an appointment, click <https://go.oncehub.com/EvangelicalCommunityHospital> for online scheduling or contact [humanresources@evanhospital.com](mailto:humanresources@evanhospital.com) to request an appointment.

**Testing Results**

(As of 12:15 pm)

Total tested – 1,672

Positive results – 182

Awaiting Results – 66

Deaths – 2

Kendra Aucker,  
President and CEO

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## June 2, 2020

### **Another COVID-19 Discharge Celebration**

Today at 3 pm we will be celebrating another patient who has been in our care for an extended period of time and successfully overcome COVID-19.

Anyone who can safely leave their work to participate in the celebration is encouraged to do so. Those planning to participate should line the hallway from the Donehower-Eisenhower Pavilion just prior to 3 pm.

### **Testing Results**

(As of 10 am)

Total tested – 1,639

Positive results – 177

Awaiting Results – 52

Deaths – 2

Kendra Aucker,  
President and CEO

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## June 1, 2020

### **Additional Orthopaedics Locations to Open**

Several SUN Orthopaedics of Evangelical outreach sites are scheduled to open in the coming weeks. The Selinsgrove location will open Monday, June 8, 2020. The Elysburg and Williamsport locations will begin seeing patients on Monday, June 15, 2020.

The SUN Orthopaedics of Evangelical office at the Miller Center remains closed.

### **Reminder: Visitation Restrictions Have Changed**

The revised visitor restrictions that were announced Friday are now in effect. In general, the new policy allows for a single support person to accompany a patient in most scenarios—outpatient services, clinic visits, non-COVID-19 inpatients, etc.

For more details, you can find the new visitor restrictions posted on the Hospital's coronavirus page ([www.evanhospital.com/virus](http://www.evanhospital.com/virus)), in the Employee Portal ([www.evanhospital.com/family](http://www.evanhospital.com/family)), and on EvanNet.

### **Community Health programming**

With most of the region still in the state's COVID-19 yellow phase, Community Health and Wellness programming for June has been cancelled.

### **DOH Visit**

Representatives from the Pennsylvania Department of Health are touring the Alternative Collection Site today. The state is interested in understanding how our site was able to process more traffic with fewer staff members than other testing sites.

Congratulations to the team who quickly opened and has been operating the site. Excellent work!

### **Testing Results**

(As of 12:30 pm)

Total tested – 1,600  
Positive results – 171  
Awaiting Results – 50  
Deaths – 2

Kendra Aucker,  
President and CEO

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## May 29, 2020

### Updated Visitor Restrictions

Recognizing the need to balance continued infection control protocols regarding the spread of COVID-19 and the desire of loved ones and caregivers to visit with and support patients, we are establishing new visitor restrictions.

These new visitor policies are effective Monday, June 1, 2020.

All visitors will be screened when entering any of our facilities and will be required to wear a mask while inside. Any visitor with symptoms of respiratory illness—such as a fever, cough, or shortness of breath—will not be permitted inside the facility. All visitors must be 18 years of age or older.

Visitors may be asked to leave the facility and wait in their vehicle or a designated area, if physical distancing is no longer possible at their destination or they fail to adhere to the policies, protocols, and requests from staff members.

Please note: The Hospital's Dining Room and Gift Shop remain closed to visitors.

### For Inpatients:

- One dedicated, on-site patient support person. The patient must identify their support person.
- Patients who are suspected or confirmed as having COVID-19 will not be permitted any visitors.
- If two patients are in a room, the curtain separating the room must be pulled and the support person must remain in their patient's side of the room as much as possible.
- Personal protective equipment (PPE) and masking protocols must be followed.
- Visiting hours are from 1-8 pm.

### For Pediatric Inpatients:

- Up to two dedicated caregivers for the duration of the Hospital stay.
- Caregivers must remain in the patient's room as much as possible.

### For Laboring Mothers:

- One dedicated support person for the duration of the Hospital stay.

### For End-of-life Situations:

- Two visitors at a time for a non-COVID patient.

- If more than two visitors wish to see the patient, the other visitors must wait outside in their vehicle or designated area and enter and exit the facility two at a time.
- Visitors must remain in the patient's room unless asked to step outside by a care provider or staff member.

**For Outpatient Testing and Appointments (Laboratory, Imaging, Physical Therapy, Physician and Clinic Practices):**

- One person may accompany the patient.
- The support person may be asked to wait in their vehicle or designated area, if appropriate physical distancing cannot be achieved in the waiting or care area.

**For Outpatient Surgeries and Procedures at the Ambulatory Surgical Center, Endoscopy Center, and One Day Surgery:**

- One support person may accompany patient.
- The support person may be asked to wait in their vehicle or designated area, if appropriate physical distancing cannot be achieved in the waiting or care area.

**For the Emergency Department:**

- One dedicated, on-site support person may accompany the patient.
- Support person must remain in the patient's room.
- Emergency Department patients under the age of 18 can have one dedicated caregiver with them during the entire stay.
- Exceptions to the Emergency Department visitor restrictions may be made for patients who are nearing the end of life.

**Positive Antibody Testing Prompts DOH Contact**

Employees who test positive for developing antibodies to SARS-CoV-2—the actual virus that causes COVID-19—will be contacted by the Pennsylvania Department of Health (PA DOH).

The call is not a scam. PA DOH is attempting to determine when you might have felt ill and conduct contact tracing based on that timeline.

Kendra Aucker,  
President and CEO

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## May 28, 2020

**Change in Access for Furloughed Employees**

The window of time that furloughed employees can access email and Lawson through the Employee Portal is changing from 4 to 6 pm daily to 2 to 4 pm daily. The shift in timing will allow impacted employees to seek answers to questions and access technical support more efficiently.

Furloughed employees can use the portal ([www.evanhospital.com/family](http://www.evanhospital.com/family)) to check PTO balances, access paystubs, and look for communication from their supervisor.

**Interactive Health Wellness Program**



As we move into June, employees enrolled in the Interactive Health wellness program are encouraged to complete the wellness program activities to improve health and earn the 2021 wellness credit.

- Remember that the number of points required was decreased from 1,000 to 800 points due to the continued suspension of EvanWell coaching/programs and cancellation of many social and community events.
- 600 of the 800 points will come from completing the fall health evaluation (scheduled for October 2020) and achieving the personal health goal, so only 200 points will be required from all the other alternative activities, many of which you can access virtually even now.
- The option to self-report participation in COVID-19 antibody testing to earn 25 points is now available online.
- Registration for the Care to be Cancer Aware Challenge worth 50 points will open on June 1. The challenge will focus on healthy behaviors that reduce your risk of cancer like staying active, being tobacco-free, and practicing safe sun exposure.
- In order to earn the 2021 wellness credit, spouses will only need to complete the fall health evaluation. No other activity participation will be required for this year.

Employees can access all Interactive Health resources by visiting [www.myinteractivehealth.com](http://www.myinteractivehealth.com) or the EvanWell Team Site on EvanNet. Any questions related to Interactive Health or EvanWELL can be sent to [evanwell@evanhospital.com](mailto:evanwell@evanhospital.com) or [humanresources@evanhospital.com](mailto:humanresources@evanhospital.com).

### **Testing Results**

(As of 11:45 am)

Total tested – 1,495

Positive results – 153

Awaiting Results – 109

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 27, 2020**

### **PRIME Site Cleaning**

As part of our COVID-19 safety protocols, an independent contractor was on-site today cleaning the PRIME construction site.

Interior work, which was suspended last week after several workers tested positive for COVID-19, is slated to restart on Monday, June 1.

### **Virtual 401K Consultation Available**

Evangelical's 401K consultants, Pat Reisinger and Travis Swartwood, are available for virtual meetings with employees interested in discussing retirement or 401K questions.

Meeting times are available from 8:30 am to 4 pm Thursday, May 28. To sign up for an appointment, click <https://go.oncehub.com/EvangelicalCommunityHospital> for online scheduling or contact [humanresources@evanhospital.com](mailto:humanresources@evanhospital.com) to request an appointment.

### **Holiday Time for Furloughed Employees**

Employees who were in non-essential furlough status during the week of May 24, 2020, will not be

eligible to receive holiday pay or to bank the holiday time for future use for the Memorial Day (Monday, May 25) holiday.

### **Testing Results**

(As of 10:30 am)

Total tested – 1,458

Positive results – 149

Awaiting Results – 104

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 26, 2020**

### **Kids Camp Closing at the Miller Center**

Kids Camp at the Miller Center, which has been providing childcare for Hospital employees during the pandemic, will close Friday, June 5, 2020.

On Monday, June 1, 2020, the Greater Susquehanna Valley YMCA branches in Milton and Sunbury will reopen to provide childcare for pre-kindergarten and school-age children. On Monday, June 8, 2020, the Lewisburg YMCA at the Miller Center will be starting a school-age summer care program.

For information on any of these programs, contact Bonnie McDowell, GSV YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net).

The Miller Center will remain closed to all non-childcare operations.

### **Physical Therapy Locations Reopening**

Physical Therapy of Evangelical locations in Plaza 15, Lewisburg, and Mount Pleasant Mills are scheduled to reopen on Monday, June 1, 2020.

### **Serology Test Results**

Employees can pick up their serology test results by stopping at Apple Conference Rooms during the testing times: 6-7 am, 11:30 am-12:30 pm, 3-4 pm, and 6-7 pm on Wednesday, May 27; Thursday, May 28; Wednesday, June 3; Thursday, June 4; Wednesday, June 10; and Thursday, June 11.

The results are available for pick-up the week after the test is completed.

Test results will be mailed to any employee who is unable to pick up the results within two weeks.

Your results will also be communicated through Follow My Health approximately seven days after the test is completed.

### **COVID-19 Testing Results**

(As of 1:30 pm)

Total tested – 1,390

Positive results – 148

Awaiting Results – 48

Deaths – 2

Kendra Aucker,  
President and CEO

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## May 22, 2020

### **POB Entrance**

In an effort to accommodate patients with appointments at practices located in the Professional Office Building, a screening station will be established on Tuesday, May 26, 2020, at the central entrance on the south-facing side of the building.

The entrance, which will be clearly marked with temporary signage above the door and on ground level, will be open from 7:30 am to 5 pm Monday through Friday.

This entrance is for patients only. Employees should continue entering through the Rooke Pavilion for screening prior to their shift.

### **Positive Cases at PRIME**

An individual working first shift at the PRIME construction site has tested positive for COVID-19. This follows shortly after two other workers tested positive on second shift.

As a result, Quandel—our construction manager—has temporarily suspended interior work on the project. Some exterior work, including the curbing and paving in the parking lots, will continue as scheduled.

We will be working closely with Quandel over the holiday weekend to continue executing our plan to safely return to work on the inside of the building. The goal is to have interior work resume by Monday, June 1.

The site will again be completely disinfected from top to bottom and air-handling units will be brought on-line to aid in improved air circulation throughout the building. Potentially exposed workers have been instructed to self-monitor for symptoms and accommodations are being made to screen workers interested in doing so. Those meeting Centers for Disease Control (CDC) and Pennsylvania Department of Health (PA DOH) guidelines will be tested.

These measures complement infection control protocols put in place at the beginning of April when work at the site resumed. They include daily screening, mandatory masking, the installation of hand washing and sanitizing stations, daily disinfection of often-touched surfaces, and the coordination of work to allow for proper social distancing.

This is an important reminder that as we re-open, COVID-19 is still active in the area. It's absolutely vital that we all continue to adhere to good infection control practices to prevent a spike in cases. Wear your mask when in public; wash your hands regularly; maintain a safe distance; and, disinfect often-touched surfaces.

### **Additional Offices Opening**

Several of SUN Orthopaedics of Evangelical's offices are scheduled to reopen in mid-June. Patients are slated to be seen at the Elysburg, Selinsgrove, and Williamsport locations beginning Monday, June 15.

As previously announced, Family Medicine of Evangelical – 98 Reitz Blvd, Lewisburg will open to patients on Tuesday, May 26, 2020, while Family Medicine of Evangelical – Middleburg will re-open

on Monday, June 1.

Kendra Aucker,  
President and CEO

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## May 21, 2020

### **PTO and Personal Travel Restrictions**

As we begin the summer season and regions of the country re-open to travel, we wanted to revisit PTO requests and personal travel restrictions.

Effective immediately employees are permitted to request PTO; all PTO requests should follow the established process for your department. Supervisors will review all PTO requests to ensure departments remain capable of meeting organizational needs.

Please be patient as you work with your supervisor on requests for time away from work. Departments working at reduced staffing levels may have limited ability to approve PTO requests.

Personal travel is no longer restricted, and travel is no longer a determining factor for self-quarantining. Employees are asked to visit the website of their planned destination to understand the local restrictions in place and all are strongly encouraged to adhere to good infection control practices while on vacation.

Employees returning from travel should practice self-monitoring for symptoms, if there has been potential for exposure.

### **Additional Information on Antibody Testing**

The response to the availability of antibody testing has been very positive. This week's dates are nearly full and next week's slots are filling quickly.

We will be adding additional dates to accommodate anyone not able to schedule a testing time in the initial four days. Slots for June 3, 4, 10, and 11 will be available in HealthStream later this week. It is important that employees register in HealthStream and complete the attestation prior to arriving for testing. Individuals without a scheduled appointment may not be able to be accommodated.

This test does require a blood draw and it only takes a few minutes to complete. Results are usually returned the same day. We are currently developing a system to share the results with employees as quickly as possible.

Employees working remotely are encouraged to schedule a testing time through HealthStream and travel to the Hospital for the blood draw. Furloughed employees will be given the opportunity to complete antibody testing when they are recalled to work.

Antibody test results will be reported to Employee Health and become part of the employee's confidential employee health file. At this time, no additional action will be taken based on the results other than aggregate reporting of the presence of the antibody within the workforce. In the future, results will be used in accordance with future CDC guidance.

### **Public Requests for Antibody Testing**

A number of individuals have presented at the Alternative Testing Site seeking antibody testing. As this requires a blood draw, the public will be asked to contact their primary care provider to secure an order for the testing. With a physician order in hand, they can then visit any of our outpatient lab

sites to have their blood drawn and testing completed. The results will be communicated to the ordering physician.

### **Positive Case at the PRIME Construction Site**

Two individuals working the second shift at the PRIME site have tested positive for COVID-19. As a result, Quandel—our general contractor for the project—has suspended second shift work on the site and directed all of those potentially exposed to self-quarantine.

First shift work is continuing at the site with previously established infection control protocols based on CDC guidelines. They include:

- All workers are screened by Hospital personnel prior to beginning their shift.
- All workers will be required to wear a mask while on site.
- Hand washing and sanitizing stations are available throughout the construction site.
- Areas of work are closely monitored to ensure contractors and their employees are able to practice safe social distancing.
- Often-touched surfaces are cleaned daily by an independent contractor.

In addition, our infection control experts are collaborating with Quandel to further educate workers on the importance of adhering to good infection control practices as well as dispel misconceptions about the virus and its spread.

Kendra Aucker,  
President and CEO

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## **May 20, 2020**

### **Antibody Testing Available to Employees**

I'm excited to report we have established a system allowing employees to access antibody testing. This testing isn't used to diagnose COVID-19; instead, it's used to determine if someone has previously been exposed to the disease and has developed antibodies to SARS-CoV-2, the actual virus that causes COVID-19.

Antibody testing can give governing agencies, such as the CDC and DOH, the community-level immune response data they need to make informed decisions about social distancing, opening places of business, and the effectiveness of vaccines.

The testing is completely voluntary and free to employees who complete an attestation that the results can be shared with Employee Health. Any employee who elects not to have the results shared with Employee Health will need to contact their primary care provider about antibody testing and cannot complete testing through this process.

It's important to understand what these test results mean as well as what they don't mean for you. A positive result indicates you have developed antibodies to the virus, and you have developed some level of immunity. But the World Health Organization (WHO) cautions that there's a lack of evidence on whether having antibodies means you're protected against reinfection with COVID-19. So, you should still adhere to good infection control practices whether you have the antibodies or not. In the future, individuals with antibodies may be given the opportunity to donate plasma which has demonstrated signs of helping those fighting COVID-19.

Results of the test will not impact your ability to work. Any employee who tests positive for antibodies will not be required to quarantine and all of our safety protocols will remain in place for all employees.

Testing will be done in Apple Conference Rooms on Thursday and Friday, May 21 and 22, and Wednesday and Thursday, May 27 and 28. Additional dates will be added as needed. Employees can sign up through HealthStream.

To find the testing on HealthStream:

Log into HealthStream

Search for "COVID-19 Serology Employee Testing Registration" in the Catalogue

Click on the course name

Click on the "enroll" button

You will not be able to sign up for a time until you complete the attestation.

Complete the attestation confirming that you understand that the results of your test will be shared with Employee Health. If you do not want the results to be shared with Employee Health, you must pursue testing through your primary care physician and should not sign up for a slot.

Select a class. Sign up for one of the available timeslots. Additional timeslots will be added for future dates.

Employees who participate in Interactive Health can earn 25 points for any COVID-19 related testing.

### **Alternative Test Site Hours**

The Alternative Test Site, located behind McCann School of Business in Plaza 15, will be closed Monday, May 25, 2020, in observance of Memorial Day.

As previously announced, the site is now closed on Saturdays and Sundays. It is open 9 am to 6 pm Monday through Friday.

### **Testing Results**

(As of 12:45 pm)

Total tested – 1,185

Positive results – 125

Awaiting Results – 57

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 18, 2020**

### **Gift Cards Distributed**

The Hospital's Medical Staff has made a generous gift to furloughed employees and those employees with significantly reduced hours. The donated funds are being distributed in the form of gift cards that will be mailed today to more than 400 employees impacted by the pandemic.

We talk about being a family and this is a marvelous example of us taking care of one another. Thank you to the entire Medical Staff and the Medical Executive Committee.

### **Benefit Premium Invoices**

Employees enrolled in one or more of the Hospital's benefits but who did not have enough paid work hours in the pay period ending May 18, 2020, to cover the full cost of their employee benefit premium will receive an invoice for benefit premiums via email on Wednesday, May 20, 2020, from Jess Colyer, Human Resources Benefits Specialist.

The invoice will include detailed instructions on how to make telephone debit, credit, or check payments through the Hospital's Customer Service Team. Payments must be made within seven days of the invoice date.

Any questions regarding benefits or benefit premiums, please contact Jennie Lambert ([Jennie.Lambert@evanhospital.com](mailto:Jennie.Lambert@evanhospital.com) or [570-522-2755](tel:570-522-2755)) or Jess Colyer ([Jessica.Colyer@evanhospital.com](mailto:Jessica.Colyer@evanhospital.com) or [570-522-2952](tel:570-522-2952)).

### **Testing Results**

(As of 11 am)

Total tested – 1,102

Positive results – 113

Awaiting Results – 55

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 15, 2020**

### **Primary Care Office opening**

Following the organization's phased re-opening model, several primary care offices are slated to re-open to patients in the next several weeks.

Family Medicine of Evangelical offices at 3 Hospital Drive, Suite 214 (Professional Office Building), Lewisburg, and Northumberland will open Monday, May 18, 2020. The office at 98 Reitz Boulevard, Lewisburg, will open Tuesday, May 26, 2020, and the office in Middleburg will open Monday, June 1, 2020.

In an effort to maintain social distancing and ensure proper screening, individuals looking to utilize Lab services at all of our primary care offices will be asked to call the office in advance.

### **Testing Results**

(As of noon)

Total tested – 1,034

Positive results – 108

Awaiting Results – 45

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 14, 2020**

### **Serology Testing Launch**

With the PA Department of Health Emergency Use Authorization in hand, the Laboratory will begin

in-house antibody testing on Friday, May 15, 2020. This testing isn't used to diagnose COVID-19; instead, it's used to determine if someone has previously been exposed to the disease and has developed antibodies to SARS-CoV-2, the actual virus that causes COVID-19.

Serology testing can give governing agencies, such as the CDC and DOH, the community-level immune response data they need to make informed decisions about social distancing, opening places of business, and the effectiveness of vaccines.

We are currently evaluating how best to positively impact the health of the community and our organization with this new testing. More details will be shared when the plans are finalized.

#### **Reminder: Alternative Collection Site**

Anyone seeking COVID-19 testing is reminded that we have an alternative collection site located behind the McCann School of Business in the Plaza 15 along Route 15 in Lewisburg. There is a large PennDOT road sign directing traffic at the entrance to the shopping center.

Currently, the site is open from 9 am to 6 pm Monday through Friday.

Those hours are subject to change. With other providers closing alternative collection sites, we have seen an increase in traffic, and we may adjust accordingly.

#### **Testing Results**

(As of 1:30 pm)

Total tested – 990

Positive results – 103

Awaiting Results – 47

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 13, 2020**

#### **Working with Long-term Care Facilities**

Surrounded by numerous long-term care facilities, we welcome the responsibility of assisting these facilities in caring for their residents.

Today (Monday, May 13), we met with representatives from most of the area nursing homes to help them adhere to the PA Department of Health's COVID-19 testing recommendations for residents and employees.

#### **Serenity Rooms**

To help employees take a wellness break during the COVID-19 response, we have two serenity rooms available for staff. The rooms are available 24 hours a day, seven days a week. They are located in Apple Conference Room C (rear of O'Keefe Dining Room) and the Family Waiting Room for the Orthopaedics Unit (2nd floor, near Elevator A).

The serenity rooms are designed to provide a chance for quiet, reflection, and a mental break. They include inspirational and positive messaging, reclining chairs, and soft music if desired.

#### **Reminder: Rooms Available**

Hospital employees who are working on-site during the pandemic and would like a respite, would



like to remain quarantined from their family, or are awaiting COVID-19 test results are eligible for hotel rooms.

The program is being administered by Union County and is free to healthcare workers.

If you need a room, call Curtis Yeager, Director of Environmental Safety and Security, at extension 2590 or Matt Exley, Emergency Preparedness Coordinator, at extension 4434.

### **Blood Drive Scheduled**

The Red Cross has scheduled a blood drive from 10 am to 3 pm Thursday, May 21, 2020, at The Miller Center. Currently, appointments are still available between 12:30 and 2:30 pm.

To make an appointment, visit <https://www.redcrossblood.org/give.html/find-drive> or call [1-800-733-2767](tel:1-800-733-2767).

Anyone supporting the blood drive is asked to use the main entrance to the center (the entrance facing the rear of the Giant store).

For information on Red Cross safety protocols related to COVID-19 and donations, visit: <https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>

### **Testing Results**

(As of 12:30 pm)

Total tested – 941

Positive results – 101

Awaiting Results – 31

Deaths – 2

Kendra Aucker,  
President and CEO

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## **May 12, 2020**

### **New Schedule for Alternative Collection Site**

Due to low volumes over the weekends, the Hospital's Alternative Collection Site, located behind McCann School of Business in the Plaza 15 Shopping Center, will now be open from 9 am to 6 pm Monday through Friday. The site will be closed Saturday and Sunday.

This change of schedule will go into effect this weekend (Saturday and Sunday, May 16-17, 2020).

The staff at the collection site is now also handling the Hospital's COVID-19 hotline. That service will mirror the same hours of operation—9 am to 6 pm Monday through Friday.

### **Testing Results**

(As of 1 pm)

Total tested – 913

Positive results – 97

Awaiting Results – 14

Deaths – 2

Kendra Aucker,  
President and CEO

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## May 11, 2020

### Continued Opening

The Hospital is continuing to open practices and ramp up procedures. Today, surgical cases started at the Ambulatory Surgical Center and another operating room was opened at the Hospital.

In total, there are 22 surgical cases scheduled today.

Last week, we opened the Endoscopy Center and finished the week with 35 endoscopies completed. There are eight more scheduled there today along with seven at the EASC and eight more at the Hospital endoscopy suite.

In addition, Selinsgrove Imaging Center opened all modalities today.

### Safety

As we move to open our practices and ramp up elective procedures, it's important for the community to understand it's safe to seek care here.

We will be communicating this message through a number of channels, but you can help by reassuring your friends and family. If they need care, they should not hesitate to come to us. Remind them of all we are doing to protect you and our patients:

- Screening everyone as they enter our facilities;
- Requiring everyone to wear a mask;
- Supporting social distancing in our waiting areas;
- Regularly disinfecting often-touched surfaces;
- Separating COVID-19 patients or patients suspected of having COVID-19 from those who do not;
- And, limiting visitation.

### Credit Union ATM

Members Choice Federal Credit Union will be replacing the ATM at the Hospital location on Wednesday, May 13, 2020. The ATM will not be available during normal business hours on Wednesday.

### Testing Results

(As of 2 pm)

Total tested – 899

Positive results – 95

Awaiting Results – 12

Deaths – 2

### Image from Today's COVID-19 Discharge Celebration

Thank you to everyone who was able to make today's celebration. We sent Bob Maurer home with his family after 32 days in our care. Congratulations, Bob!



Kendra

Aucker,  
President and CEO

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## May 8, 2020

### **Surgical Specialists Office Opening**

The Surgical Specialists of Evangelical office at 25 Lystra Rogers Drive will open Monday, May 11, 2020.

Providers from that office have been seeing General Surgery and Ear, Nose, and Throat (ENT) patients at the Center for Orthopaedics, 210 JPM Road, as part of our effort to consolidate outpatient services. Audiology was closed as a service.

Audiology is now re-opening and all General Surgery, ENT, and Audiology patients will be seen at 25 Lystra Rogers Drive beginning Monday, May 11.

### **New Hours for Hotline**

The Hospital's COVID-19 hotline ([570-522-4530](tel:570-522-4530)) will be handled by staff at the alternative testing site, effective Monday, May 11, 2020. As a result, the hours of operation for the hotline will be shifted to match the hours of the alternative testing site, 9 am to 6 pm daily.

### **Social Distancing**

Although we are methodically re-opening clinics and resuming services, the Hospital remains in pandemic status and the precautions we instituted to protect against the further spread of COVID-19 are still in place.

Those precautions include mandatory masking, employee screening prior to starting a shift, and social distancing. We all have a responsibility to adhere to these protocols to help protect one another, our patients, and our community.

The need to remain socially distant—approximately 6 feet apart—applies to common areas at work, including break rooms, locker rooms, and the Dining Room. The furniture in the Dining Room has been positioned to support this effort. The smaller tables have one seat and the larger tables include two or three seats. Please do not move the furniture in the Dining Room; use the chairs as they have been configured.

### **COVID-19 Discharge Celebrations**

The Hospital does not have a large population of COVID-19 inpatients, but we'd like to continue celebrating those who have been in our care for an extended period of time and successfully overcome the disease.

You will be notified of an upcoming COVID-19 discharge through one of these COVID-19 updates with as much advance notice as possible. We will also issue a reminder through an overhead page just before the discharge.

Anyone who can safely leave their work to participate is encouraged to do so. It's a moving and meaningful experience for the patient, their loved ones, and for us as an organization.

The next celebration is tentatively planned for 11:30 am Monday, May 11. We will send out a reminder in Monday morning's Administrator on call COVID-19 Update.

Kendra Aucker,  
President and CEO

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## **May 7, 2020**

### **Long-term Care Facilities**

We are working with area long-term care facilities to establish a system for efficiently testing suspected COVID-19 patients in those facilities.

The region is home to a significant number of senior care facilities and an outbreak in one could seriously impact our ability to continue caring for the community through the pandemic.

### **Unemployment Update**

While People and Culture has no control over how individual unemployment claims are being processed by the Commonwealth during this unprecedented demand on the unemployment system, we are aware of some employees who are experiencing significant payment delays in excess of six weeks or who have still not received a determination of benefits indicating whether they are or are not eligible for benefits.

The best course of action an employee can take is to follow up directly with Unemployment Compensation. Here is that contact information again:

- Website: <https://www.uc.pa.gov/Pages/default.aspx>
- Email: [uchelp@pa.gov](mailto:uchelp@pa.gov)
- Phone: [888-313-7284](tel:888-313-7284)

With that said, People and Culture would like to hear from any employees who are experiencing significant challenges with unemployment compensation via a brief survey at <https://www.surveymonkey.com/r/DCQGWYG>. People and Culture is committed to investigating follow-up, but we can't guarantee specific or quick resolution.

### **Testing Results**

(As of 1:30 pm)

Total tested – 852

Positive results – 91

Awaiting Results – 18

Deaths – 1

Kendra Aucker,  
President and CEO

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## **May 6, 2020**

### **Vendor Restrictions Continue**

With the Hospital still in pandemic status, visitation restrictions on vendors remain in effect at the Hospital, the ambulatory surgical center, and all clinics.

Only essential vendors are permitted at Hospital facilities. An essential vendor is defined as a vendor who provides patient monitoring, has been deemed essential by the surgeon and/or procedure, is pre-approved and scheduled for clinical staff training, or provides a service that is contracted and necessary to ensure facility operations.

Essential vendors must complete screening before entering the facility and wear a mask while in the facility.

All vendors not meeting the definition of essential are not permitted to visit the Hospital, the ambulatory surgical center, or any clinic until further notice.

Supervisors are asked to remind their regular vendors of this policy.

### **Testing Results**

(As of 2:45 pm)

Total tested – 839

Positive results – 87

Awaiting Results – 24

Deaths – 1

Kendra Aucker,  
President and CEO

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## **May 5, 2020**

### **More traffic**

Monday, May 4, marked a successful start to elective surgeries and procedures as the Endoscopy Center completed eight procedures and a number of EMSO clinics began welcoming back patients.

The ramping up will increase traffic to support services like Imaging and the Laboratory which translates into more foot traffic at the Hospital. On Monday, more than 400 patients were screened at the Donehower-Eisenhower Pavilion.

The increase in utilization of services is a good thing for the organization, but we must do so while remaining vigilant with good infection control practices. Patients should still wear masks and only those meeting certain exceptions should be accompanied by a caregiver. Everyone should continue social distancing, including in waiting areas. Hospital outpatient waiting rooms will be limited to a maximum of 12 seats. The Dining Room remains closed to patients. Our Environmental Services team will continue diligently cleaning and disinfecting often-touched surfaces.

Your help is needed in this process. Ask any patient you see not adhering to these steps to please do so. Contrary to what seems to be a growing popular sentiment, the pandemic is not over. We remain in pandemic status and we still need to protect against further spread of COVID-19.

### **Blood Drive**

The Red Cross is looking to schedule Evangelical employees first for an upcoming blood drive to be held from 1 to 6 pm May 11 at the Physical Therapy office in Plaza 15.

Interested employees should contact Leon Tillman, Red Cross Account Manager, at [leon.tillman@redcross.org](mailto:leon.tillman@redcross.org) or call 570-550-3229.

If May 11 doesn't work for your schedule, you can check here to find a blood drive that does:  
<https://www.redcrossblood.org/give.html/find-drive>

For information on Red Cross safety protocols related to COVID-19 and donations, visit:  
<https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>

### **Testing Results**

(As of 12:15 pm)  
Total tested – 832  
Positive results – 85  
Awaiting Results – 35  
Deaths – 1

Kendra Aucker,  
President and CEO

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## **May 4, 2020**

### **Epic Launch Date Changed**

Due to the COVID-19 pandemic, the go-live date for our transition to Epic and related systems has moved from July 2021 to October 2 and 3, 2021.

The PTO blackout originally scheduled for July 2021 has been lifted. There will now be a PTO blackout in October 2021. Exact dates will be released in July 2020. The policy signoff will be sent out when the Hospital is no longer in pandemic status.

### **Testing Results**

(As of 1:15 pm)

Total tested – 803  
Positive results – 83  
Awaiting Results – 13  
Deaths – 1

Kendra Aucker,  
President and CEO

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## May 1, 2020

### **New Equipment at Screening Stations**

We are rolling out new infrared thermometers at the employee screening station in Rooke Pavilion and the patient screening station in Donehower-Eisenhower Pavilion as well as the screening stations at West Branch Medical Center and The Center of Orthopaedics, 210 JPM Road.

The new equipment can measure temperature without requiring a staff member to approach the person inside the desired six-foot spacing. With screening staff remaining at a safe physical distance, you will notice different personal protective equipment (PPE) in use. The screening staff will no longer be required to wear face shields, gowns, and gloves; however, they will still be wearing masks.

Please remember, all staff working in the Hospital, Professional Office Building, and Plaza 15 must continue to use the Rooke entrance when first reporting for your shift. Staff at 210 JPM Road and West Branch Medical Center should continue following the existing procedure when arriving for shifts at those locations.

### **Important Employee Benefit Information**

For the pay period ending May 2, 2020, the Hospital will cover the employee share of medical/prescription benefit costs for any employees who experienced a reduction in their paid hours of 25% or greater for the pay period.

For the pay period beginning May 3, 2020, employees enrolled in medical/prescription, dental, vision, or any voluntary benefits will be responsible for paying their employee share of the benefit costs based on their current elections and their budgeted FTE. Benefit deductions will be withheld from employee pay beginning with the May 21, 2020, paycheck. Detailed information on how benefit contributions will be collected from employees who do not receive any pay or do not receive enough pay to fully cover the deductions has been added to the COVID Employee Resources section of the Employee Portal ([www.evanhospital.com/family](http://www.evanhospital.com/family)) and in the COVID-19 Employee Information folder under Human Resources in the Document Center on EvanNet.

Please review the provided material carefully. If you still have questions, you can reach out to:

Jennie Lambert

[Jennie.Lambert@evanhospital.com](mailto:Jennie.Lambert@evanhospital.com)

[570-522-2755](tel:570-522-2755)

or

Jess Colyer

[Jessica.Colyer@evanhospital.com](mailto:Jessica.Colyer@evanhospital.com)

[570-522-2952](tel:570-522-2952)

Furloughed employees and employees experiencing reduced work hours may choose to use accrued, unused Holiday or PTO to be compensated during the time, may file for unemployment for non-paid hours, or some combination of both.



## **Testing Results**

(As of 12:30 pm)

Total tested – 763

Positive results – 78

Awaiting Results – 13

Deaths – 1

Kendra Aucker,  
President and CEO

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## **April 30, 2020**

### **Scheduling Change for Administration**

Effective Saturday, May 2, 2020, the Administrative team schedule is changing from 7-days a week to 5-days a week with on-call coverage during off hours and over the weekend.

In order to continue practicing good social distancing, the four Administrative teams will be consolidated into two. One team will work normal business hours Monday through Wednesday on-site and Thursday and Friday remotely; the other team will work normal business hours Monday and Tuesday remotely and Wednesday through Friday on-site. The teams will alternate the on-site and remote days on a weekly basis.

One administrator will serve a 24-hour call period each day, 7 days a week.

The Hospital is still in pandemic status and HICS will remain active; however, there will no longer be HICS Commanders or Infection Control Officers as part of the administrative rotation. The HICS Commanders and Infection Control Officers will return to their normal 5-day work week while providing support to the administrator on-call during off hours and over the weekends.

Both Administrative Assistants will be on-site during normal business hours Monday through Friday.

We will continue to issue an update with the on-call administrator each morning for the time-being.

### **Navigating the Password Expiration for Furloughed Staff**

Currently furloughed staff members who are having difficulty accessing email during the 4-6 pm timeframe due to password expiration should use the following steps to regain access:

Go to <https://reset.evanhospital.com/> to visit the Hospital's official password management portal. Using the employee username and other personalized data, follow the prompts to setup an account. It's an easy 2-step process and help is available at <https://reset.evanhospital.com/help/>. Once the steps are completed the employee password can be changed and access should be restored for office.com and employee email.

Go to <https://citrix.evanhospital.com/>, the Hospital's Citrix Storefront, and login. Employees will be prompted to reset a password. It's an easy way to get back online and then have options to check email from XenApps or go back to office.com.

Call the Help Desk at 570-522-4636. Support hours have been extended to include the 4-6 pm window, Monday through Friday that furloughed employees have access to email. Desktop support



specialists can assist with the reset of expired passwords.

For employees who are furloughed and try to access email outside of the 4-6 pm window, a message pops up that the username or password is invalid. This is a generic Microsoft error message that essentially is informing the employee that they can't log on now since the account is disabled based on time-of-day.

### **Testing Results**

(As of 11 am)

Total tested – 748

Positive results – 78

Awaiting Results – 10

Deaths – 1

Kendra Aucker,  
President and CEO

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## **April 29, 2020**

Monday's announcement permitting elective surgeries and procedures was certainly welcome news for us all. It's that light at the end of the proverbial tunnel we've all been waiting to see.

With that said, I want to caution that we need to be methodical in this process. This isn't going to be a flip of the switch and we're back to normal. We will use a phased approach.

We have to maintain our ability to address the continued presence of COVID-19 in the community and remain nimble enough to respond to a possible surge.

### **The Phased Re-opening**

The safest way to start the process of re-opening will be with our outpatient facilities so we'll begin by opening our Endoscopy Center on Monday, May 4, 2020. The following clinics will also open May 4: Gastroenterology, Endocrinology, Rheumatology, Neurology, Palliative Medicine, and Psychology.

Our primary care offices will continue operating in a consolidated model. Currently, our primary care providers are seeing patients in Lewisburg, Selinsgrove, Milton, and Mifflinburg. We will re-evaluate opening the other primary care locations on Monday, May 11, 2020.

OB/GYN, the Heart and Vascular Center, Wound/Hyperbaric Medicine, and Center for Breast Health will also continue as they are operating. These practices have been seeing patients on a modified schedule throughout the pandemic.

SUN Orthopaedics and Surgical Specialists will continue to see patients at The Center for Orthopaedics, 210 JPM Road. All other SUN Orthopaedics locations will remain closed.

The Physical Therapy clinics will begin to expand their appointment schedules to accommodate patients who were unable to complete their therapy prior to the clinic closures. The clinics that are currently closed will remain so until the open clinics are operating at capacity. Locations currently open include Susquehanna Valley Mall Drive, Forrest Hill, Middleburg, Williamsport, Elysburg, and Miller Center.

Selinsgrove Imaging Center will resume limited operations on Monday, May 4, 2020, to support

Family Practice Center and area residents needing imaging services.

Appointments in our clinics will be scheduled in a way that allows for safe social distancing.

Surgeries and procedures at our ambulatory surgical center will begin on Monday, May 11, 2020.

We will open two additional operating rooms at the Hospital on Monday, May 11, 2020, to accommodate some elective cases, but we will do so with a balanced approach that allows us to manage to our COVID-19 volumes.

As is our current practice, vendors supporting or participating in surgical cases are permitted to do so after undergoing the appropriate screening. Vendors making sales calls are expected to continue doing so remotely.

### **Continued Precautions**

We have a responsibility to protect one another, our patients, and our community by continuing with the best infection control practices associated with controlling the spread of COVID-19.

To that end, our protocols remain in place:

- We will continue screening patients and employees as we are today.
- We will continue to require everyone to wear masks.
- We will maintain our COVID-19 pathways to ensure positive or suspected positive patients are separated from non-COVID-19 patients.
- Our visitation restrictions will remain in place, with limited exceptions, and we will continue to limit the number of entry points.
- The Gift Shop and Dining Room will remain closed to patients and visitors.
- Employee Health will continue to monitor employees with potential exposure.

Department directors will be tasked with developing physical distancing plans based on their departmental needs. These plans will impact locker rooms, break rooms, and other common areas. We will continue to utilize remote work as greatly as possible.

In addition, the Lewisburg YMCA at the Miller Center will remain closed for fitness and recreation programming, but childcare will still be available at the facility.

### **Pandemic Status**

It's important that you understand we remain in pandemic status.

The executive team will be working with associate vice presidents and department directors to determine the appropriate staffing needed to support our services as they ramp up. Changes to an employee's status (essential/on-site, essential/remote, essential/on-call, or non-essential) will be clearly communicated from Hospital leadership.

Employees working remotely will continue to do so until their director determines the department's on-site needs.

Volunteers remain on non-essential status.

As always, I am committed to keeping you as informed as possible through this process. Please watch for these regular updates.

Kendra Aucker,

President and CEO

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## April 28, 2020

### Testing Results

(As of 1:50 pm)

Total tested – 718

Positive results – 74

Awaiting Results – 39

Deaths – 1

### Scam Targets Remote Workers

With more and more Americans working from home, cybercriminals are rolling out social engineering scams.

One scam involves cybercriminals calling you and posing as support personnel from the companies or services that you may be using to allow you to work remotely. Typically, the caller will try to gain your trust by stating your job title, email address, and any other information that they may have found online. Then, the caller claims that they will send you an email that includes a link that you need to click for important information.

Here are some tips to help protect the organization and yourself from these types of scams:

- Never provide your personal information or work information over the phone unless you're the one who initiated the call.
- Scammers can spoof any number they'd like. So, even if a call looks like it's coming from a legitimate source, it could be a scam.
- If you receive this type of call, hang up the phone immediately and email [infosec@evanhospital.com](mailto:infosec@evanhospital.com).

Kendra Aucker,  
President and CEO

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## April 27, 2020

### PA Department of Health (PA DOH) Lifts Restrictions

PA DOH announced today a number of lifted restrictions, including the suspension of elective surgeries and procedures.

While this is welcome news, please understand we are going to move toward restarting our operation in a measured and methodical manner. We remain in pandemic status; the executive team will be working with associate vice presidents and department directors to determine the appropriate staffing needed to support our services as they ramp up. Changes to an employee's status (essential/on-site, essential/remote, essential/on-call, or non-essential) will be clearly communicated from Hospital leadership.

A team has been developing a plan to restart elective surgeries and procedures as well as open some of the clinics. We are working to adjust that plan in light of today's announcement, and we will share details as they are finalized.

Today's PA DOH announcement also included language around visitation and other restrictions that we are continuing to evaluate. More information will be provided through these updates as it is available.

Kendra Aucker,  
President and CEO

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## April 27, 2020

### Special Hospital Week Tribute

We recognize that this year's Hospital Week will be far different than any other we've experienced. It will not have the same festive flair as the COVID-19 pandemic continues to impact our organization and our community. But it still represents an opportunity to pause and thank each of you for helping us care for the community.

The Marketing and Communications team is working on a special Hospital Week tribute that will be shared on EvanNet, the Employee Portal, and our social media channels.

We'd like to include employees working remotely and employees not working due to the pandemic as you are all very much a part of this organization. So, if you are working from home, please send us a picture of you in your "new office." If you are not working during the pandemic, send us a picture of you from home.

Images can be sent to [together@evanhospital.com](mailto:together@evanhospital.com) and use the subject line: Hospital Week. Please submit your photo by Monday, May 4, 2020.

### Reminder: Blood Drive Scheduled

As a reminder, a blood drive will be held from 11 am to 4 pm on Monday, May 11, at the Physical Therapy of Evangelical office in Plaza 15, Lewisburg.

Scheduling will be opened to Evangelical employees first, beginning today (Monday, April 27). To schedule an appointment, please visit <https://www.redcross.org/> or call [1-800-733-2767](tel:1-800-733-2767).

If May 11 doesn't work for your schedule, you can check here to find a blood drive that does: <https://www.redcrossblood.org/give.html/find-drive>

For information on Red Cross safety protocols related to COVID-19 and donations, visit: <https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>

### Elective Surgeries and Procedures

We have cancelled all elective surgeries and procedures through the week of May 4, 2020. We will continue to make that decision week by week to best manage patient communication and maintain our ability to quickly ramp our operating rooms back up when that is permissible.

### Testing Results

(As of noon)

Total tested – 687

Positive results – 73

Awaiting Results – 19

Deaths – 1

Kendra Aucker,  
President and CEO

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## April 24, 2020

### Ordering of Supplies

All supplies, including personal protective equipment (PPE), must be ordered through Supply Chain Services. Individual departments, employees, or providers are not permitted to order any supplies outside of Supply Chain Services unless approved in advance by the Department's Vice President.

Any Hospital department seeking supplies, such as PPE or disinfectant, should utilize their normal procedure for securing those supplies through Supply Chain Services. EMSO departments should continue utilizing their normal supply ordering processes.

Following these protocols helps the Hospital maintain proper supply levels and prevents unnecessary emergency responses to unanticipated shipments arriving from unknown vendors located in areas of concern.

### Blood Drive Scheduled

The national blood supply continues to run low as a result of the COVID-19 pandemic. To do our part, a blood drive for employees and the public will be held from 11 am to 4 pm on Monday, May 11, at the Physical Therapy of Evangelical office in Plaza 15, Lewisburg.

Evangelical employees will be given the opportunity to schedule first, beginning on Monday, April 27. To schedule an appointment, please visit [www.redcross.org](http://www.redcross.org) or call [1-800-733-2767](tel:1-800-733-2767).

If May 11 doesn't work for your schedule, you can check here to find a blood drive that does:

<https://www.redcrossblood.org/give.html/find-drive>

For information on Red Cross safety protocols related to COVID-19 and donations, visit: <https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>

### Testing Results

(As of 2:30 pm)

Total tested – 645

Positive results – 71

Awaiting Results – 21

Deaths – 1

Kendra Aucker,  
President and CEO

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## April 23, 2020

### Changes to COVID-19 Unit

Due to a fluctuating census of COVID-19 positive or suspected COVID-19 positive patients and a rising number of patients in our care for other reasons, we have made some changes to the COVID-19 Unit.

The Step Down portion of the unit has been thoroughly cleaned and disinfected. It will now be used for patients who are not positive with the virus and not suspected of being positive with the virus.

This change will help us continue caring for those with health issues not related to COVID-19.

### Food Donations

The community continues to generously support our efforts with donations of food. If you are contacted by someone who wants to donate food, please ask them to call Nutritional Services at [570-522-4056](tel:570-522-4056). Nutritional Services will coordinate delivery and distribution of the donated food.

### Administrator On-Call Schedules

In accordance with effective social distancing and to lead by example, the Leadership Team was split into four groups of four and an on-call schedule was established to ensure there are always clinical and non-clinical leaders on-site, on-call, and working remotely.

The groups are on-site for 12-hour blocks (7:30 am to 7:30 pm) seven days a week. I am in the Hospital every third day.

You may not see us as much as you would under normal circumstances because we're trying to practice prudent behavior by not traveling through the patient care areas, but please know we're here with you.

The administrative team, on-call administrator, administrative assistant, and infection control officer is communicated daily.

### Testing Results

(As of noon)

Total tested – 626

Positive results – 70

Awaiting Results – 19

Deaths – 1

### **Email Scam Tip – Watch out for “New” Data**

Scammers are trying to exploit concern and fear by sending emails claiming to have official new or updated data regarding the spread of COVID-19 in our region. These emails are intense and urgent; they are designed to spark a knee-jerk reaction.

Here are some tips to protect yourself and our organization:

- Think before you click. The scammers are expecting an impulsive click.
- Never click a link or attachment from an email you weren't expecting.
- Stay informed by going directly to a trusted news source for information about COVID-19 such as the Center for Disease Control (CDC), the Pennsylvania Department of Health, or the World Health Organization (WHO).

Kendra Aucker,  
President and CEO

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## **April 22, 2020**

### **COVID-19 Testing Kits**

The Hospital recently received a quantity of COVID-19 testing kits which will provide results within an hour of the samples arriving in our Lab.

Because of the limited supply we received, use of the kits will be prioritized for patients who have been admitted to the Hospital, Emergency Department patients who are going to be admitted, and patients being discharged to skilled nursing facilities.

In-house testing for COVID-19 began this morning.

Thank you to everyone who has worked to secure the supply of testing kits. It was no small task. Your efforts are appreciated and represent a positive step for us to better care for the patients in our region.

### **Planning for Employee Recall**

At this time, we expect to continue under the pandemic staffing plan through May 30, 2020, pending further guidance from the state regarding pandemic restrictions. Employees will be recalled according to Hospital operational needs. This will not be a situation where everyone is back to normal work schedules on a single day. Directors will be tasked with communicating the timing of status changes to employees.

As a reminder, furloughed employees have access to email from 4 to 6 pm daily through the employee portal ([www.evanhospital.com/family](http://www.evanhospital.com/family)) and are encouraged to check for communication from their supervisors.

## **Benefits Update**

We remain committed to continuing employee benefit coverage to those employees who are furloughed and those who are experiencing work hour reductions due to the pandemic staffing plan. Through May 2, 2020, the Hospital will continue covering the employee contributions toward the medical/prescription coverage for any employee who goes without any pay.

Beginning with the pay period that starts May 3, 2020, employees enrolled in medical/prescription, dental, vision, or any voluntary benefits will be responsible for paying their employee premiums based on their current elections and their budgeted FTE. Benefit deductions will be withheld from employee pay beginning with the May 21, 2020, paycheck.

We will be providing additional information on how benefit contributions will be collected from employees who do not receive any pay or do not receive enough pay to fully cover the deductions.

Furloughed employees and employees experiencing reduced work hours may choose to use accrued, unused Holiday or PTO to be compensated during the time, may file for unemployment for non-paid hours, or some combination of both.

## **Outages**

Some Service Electric cable modem customers are currently unable to remotely access Hospital resources. PenTeleData (PTD) is experiencing a network issue at its Bloomsburg and Montandon nodes, which is impacting users across the region.

PTD engineers are working to resolve the issue. A temporary workaround has been applied by PTD, which may result in relief for some impacted users. PTD expects that it will take several days to fully resolve the issue and during this time, staff may experience intermittent losses in connectivity to Hospital and other internet resources.

We will post additional updates as they become available.

## **Testing Results**

(As of 1 pm)

Total tested – 614

Positive results – 65

Awaiting Results – 32

Deaths – 1

Kendra Aucker,  
President and CEO

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**April 21, 2020**



## **Unemployment Compensation Update**

Pennsylvania's Office of Unemployment Compensation continues to experience high volumes of claimant activity due to COVID-19. Furloughed employees and essential employees with reduced work hours may experience a delay in claims processing or receipt of payment.

Important information regarding claims processing timelines can be found at <https://www.uc.pa.gov/unemployment-benefits/Pages/Important-Information.aspx>.

Visit the employee resources page on the Hospital website ([www.evanhospital.com/news/covid-19-employee-resources](http://www.evanhospital.com/news/covid-19-employee-resources)) for information on how to access key employment information like hire date, pay rate, and prior paystubs are available.

Unfortunately, People and Culture is unable to provide employees with daily updates on the status of claims as the priority for processing is determined solely by the Office of Unemployment Compensation. Employees should use the tools available through the unemployment website and call center to address questions about claim and payment status.

The People and Culture team is responding daily to all requests for employment and wage verification from the Office of Unemployment Compensation.

## **McDonald's Offers Free Meals**

The McDonald's restaurant in Lewisburg will offer free "thank you meals" to healthcare employees and first responders Wednesday, April 22, 2020, through Tuesday, May 5, 2020. You just need to show your badge to receive the free meal.

At breakfast, you can choose from an Egg McMuffin, Chicken McGriddles, or bacon, egg, and cheese biscuit with any size soft drink, tea, or hot coffee and a hash brown. For lunch and dinner, you can choose from a double cheeseburger, six-piece McNuggets, or a Filet-O-Fish with any size soft drink, tea, or hot coffee and small fries.

Jason Rippon, owner/operator of the McDonald's, said we should consider the gesture a "socially-distant hug from across the street." Thank you, Rippon family and everyone at McDonald's! The letter Jason sent will be shared on EvanNet.

## **Testing Results**

(As of 11 am)

Total tested – 593

Positive results – 62

Awaiting Results – 32

Deaths – 1

Kendra Aucker,

## April 20, 2020

### Employee Benefit Information

For the pay period ending April 18, 2020, the Hospital will again cover the employee medical contributions for any employee who went without pay or experienced a reduction in their paid hours of 25% or greater for the pay period. More information will be forthcoming as to benefit coverage past May 2, 2020.

Full-time employees who had bi-weekly paid hours that are less than their budgeted FTE for the pay period ending April 18, 2020 will have their bi-weekly PTO accrual adjusted. The accrual is being calculated on hours paid in a pay period (worked hours, PTO, holiday, extended leave, etc.). Unpaid hours are not used to calculate the accrual. An employee with a timecard that only has Unpaid LOA will not receive an accrual or a partial accrual. Employees who work reduced schedules or elect to use accrued holidays or PTO or other paid leave options for part or all of the pay period, will receive a PTO accrual that is prorated based on their normal accrual rate, budgeted FTE, and the number of hours worked/paid.

### Elective Surgeries and Procedures

We have cancelled all elective surgeries and procedures through the week of April 27, 2020. We will continue to make that decision week by week to best manage patient communication and maintain our ability to quickly ramp our operating rooms back up when that is permissible.

### Phishing Emails on the Rise

Information Systems is reporting an increase in the number of phishing emails related to the COVID-19 pandemic.

Please carefully scrutinize emails marked as external before opening attachments or clicking on links. If you are unsure about the legitimacy of an email, send it to [infosec@evanhospital.com](mailto:infosec@evanhospital.com) to have it reviewed.

### Donations

The Hospital continues to receive generous donations of food, gift cards, and other treats. We are working to ensure the donations are shared across shifts, departments, and locations. We appreciate your patience and willingness to share with your colleagues.

### Testing Results

(As of noon)

Total tested – 572

Positive results – 59

Awaiting Results – 20  
Deaths – 1

Kendra Aucker,  
President and CEO

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## April 18, 2020

### **Return Your Scrubs**

Employees who use Hospital-provided scrubs are reminded to return those scrubs per the normal procedure so we can ensure they are cleaned properly, we maintain an accurate count of our available scrubs, and we are positioned to provide scrubs as needed.

### **Testing Results**

(As of 9:30 am)

Total tested – 546

Positive results – 51

Awaiting Results – 26

Deaths – 1

Kendra Aucker,  
President and CEO

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## April 16, 2020

### **Flag to be Displayed on PRIME**

As a symbol of unity, we are hanging an American flag on the PRIME project to show our strength and resilience as we continue to respond to this unprecedented pandemic.

We are undivided in the fight to rid our communities of COVID-19. Every person, every business, every town and city across the nation is in this together. We hope the flag will inspire and give a renewed sense of community to everyone who sees it, just as every kind gesture from our neighbors and friends has re-energized our staff during these challenging times.

### **Mental Health Questions**

As I noted in a recent Insights email, the strain of the COVID-19 pandemic can have a significant impact on our mental well-being—altering our daily routines, isolating us socially from many friends and family, and adding financial pressures.

The Marketing and Communications team is working with our own Anthony Ragusea, PsyD, MSCP, ABPP, to answer some questions related to mental health in these

challenging times.

If you, someone in your family, or a friend has a question about mental health and dealing with the COVID-19 pandemic, email it to [together@evanhospital.com](mailto:together@evanhospital.com). Deadline for submitting questions is Tuesday, April 21. Dr. Ragusea will answer selected questions in a video that we will post on EvanNet, on our website, and distribute through our social media outlets.

### **Elective Surgeries and Procedures**

We have cancelled all elective surgeries and procedures through the week of April 24, 2020. We will continue to make that decision week by week to best manage patient communication and maintain our ability to quickly ramp our operating rooms back up when that is permissible.

### **Bureau of Prisons Update**

We continue to work closely with government officials—including the commissioners from Union, Snyder, and Northumberland counties, U.S. Rep. Fred Keller, and U.S. Sen. Pat Toomey—and other area healthcare providers to get more concrete information from the Bureau of Prisons (BOP) on its plans for the local facilities.

As you may have seen in the local news this week, more than 900 inmates are being transferred to the U.S Penitentiary at Lewisburg from a medium-security prison in South Carolina that was damaged by a tornado on Monday.

The decision to move these inmates for an estimated 18 to 24 months means the BOP will not be using the Lewisburg penitentiary as a northeast region quarantine unit. That is good news for Evangelical but moving this large number of prisoners still exposes local healthcare to potential inundation by prisoners. The penitentiary is currently housing 500 inmates. Moving to more than 1,400 is significant.

I remain concerned about the potential impact of the BOP's plans and I can assure you I will keep fighting for what is in the best interest of this organization and this community.

Kendra Aucker,  
President and CEO

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## **April 15, 2020**

### **Continued Pandemic Status**

With the state and federal governments continuing restrictions on business operations and social interactions, the Hospital will remain on pandemic status through the next pay period, ending Saturday, May 2, 2020.

We will issue an announcement regarding the pay period ending May 18, 2020, prior to

the start of that pay period.

Employees are reminded that their status could be changed to support Hospital operations. Any questions about your status should be directed to your supervisor.

### **PTO Accrual**

As part of the pandemic staffing plan, full-time employees who have bi-weekly paid hours that are less than their budgeted FTE will have their bi-weekly PTO accrual adjusted.

The first adjustment was made on the April 9, 2020 pay. The accrual is being calculated on hours paid in a pay period (worked hours, PTO, holiday, extended leave, etc.). Unpaid hours are not used to calculate the accrual.

An employee with a timecard that only has Unpaid Leave of Absence (LOA) will not receive an accrual or a partial accrual.

Employees who work reduced schedules or elect to use accrued holidays, PTO, or other paid leave options for part or all of the pay period will receive a PTO accrual that is prorated based on their normal accrual rate, budgeted FTE, and the number of hours worked/paid.

### **Testing Update**

(As of 11 am)

Total tested – 490

Positive results – 45

Awaiting Results – 23

Deaths – 1

### **Translating Documents**

Recognizing the need to provide accurate information to our patients for whom English is not their first language, a team has been diligently working to get COVID-19 instructions translated into Spanish. Thank you to everyone involved in that process.

### **Tax Day Delayed**

Just a reminder to employees that the state and federal deadline for filing taxes (normally April 15) has been delayed until July 15, 2020.

Kendra Aucker,  
President and CEO

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## **April 14, 2020**

### **PRIME Site Work to Begin**

The site work associated with the PRIME project originally scheduled for March is slated to begin Thursday, April 16. The work will be completed in phases and should be done in August.

Please watch EvanNet for more information on each of the phases of work.

The information will be shared with the public through local media, social media, our website, and referring physician offices.

### **Screening for Inmates and Corrections Officers**

Inmates and corrections officers are being screened, including temperature, in the Emergency Department vestibule before being permitted to move to the appropriate section of the Hospital.

The inmates and officers receive a sticker indicating they have completed the screening process.

### **Masks and UV Light**

The Hospital received a shipment of masks this week which puts us in a comfortable position with regard to supply of masks.

Every three days, Infection Control will review the supply and make a decision on the use of ultraviolet light to disinfect used masks.

In order to maintain our ability to quickly use the UV light process to clean and re-use masks, we are asking employees to continue using the established collection points for masks.

### **Testing Update (as of 11:30 am Tuesday, April 14)**

Total Tested – 473

Positive Results – 41

Awaiting Results – 25

Deaths – 1

Kendra Aucker,  
President and CEO

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## **April 13, 2020**

### **Testing Results**

As of noon today (Monday, April 13, 2020):

We've tested 457 patients.

We've received 443 results back.

We have 39 positive results.  
We're awaiting results on 14 tests.  
As previously reported, we have 1 death.

### **Employee Screening Update**

Employee Health continues to monitor guidance from the Centers for Disease Control (CDC) regarding work restrictions and return to work criteria for healthcare professionals who may have been exposed to a PUI or confirmed COVID-19 case while at work or in the community. In all cases, employees who are symptomatic or are awaiting their own COVID-19 test results will not be allowed to report to work until permitted by Employee Health.

Asymptomatic employees concerned about exposure to a family or community member or who have travelled outside their normal communities even during the statewide stay-at-home order should contact Employee Health, self-monitor for fever and respiratory symptoms daily, practice social distancing as work duties permit, and adhere to all masking and hand hygiene protocols.

At the sign of ANY symptoms, employees should cease patient care, notify their supervisor, and seek guidance from Employee Health before returning to work.

### **Food Donation Distribution**

The Hospital continues to generously receive food donations for staff throughout the week from individuals and organizations. The donations arrive at random times and in different quantities.

Every effort is being made to fairly distribute these items to all employees working in the different areas of the Hospital and on different shifts. The primary location for distribution is the O'Keefe Dining Room. Due to the difficulty of knowing what is coming when and in what quantities, there will be no advance notice of what is available.

Employees are asked to visit the Dining Room during their regular available breaks and meals to partake of the items. Due to limited supplies, please take only the amount needed by each individual employee and as designated at the distribution so as many employees as possible can enjoy the donation.

Kendra Aucker,  
President and CEO

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## **April 11, 2020**

### **Hospital Receives Funds**

I thought I'd share a bit good news with you today!

As we head into the weekend, the Hospital received its first payment from the U.S. Department of Health and Human Services (HHS). The payment was provided through the Coronavirus Aid Relief and Economic Security (CARES) Act.

It's not enough to fully offset the loss of revenue we experienced in March, but it is certainly appreciated.

### **Governor's Order**

Along with healthcare leaders from across Pennsylvania, I recently spoke with representatives from

the state. They assured us all that the governor's executive order granting the Pennsylvania Emergency Management Agency (PEMA) the authority to seize and move medical supplies was only an emergency measure.

As long as healthcare systems are working together in the interest of the common good, the state has no intention of forcibly moving supplies. This is welcome news as we have worked hard to ensure we have the supplies and equipment we need to care for our community.

Thank you to everyone involved in the supply chain process. Your work is very much appreciated.

### **Testing Results**

As of 11:30 am today (Saturday, April 11, 2020):

We've tested 444 patients.

We've received 418 results back.

We have 33 positive results.

We're awaiting results on 26 tests.

As previously reported, we have 1 death.

### **Bucknell Professors Make Donation**

A group of Bucknell University professors donated some face shields they manufactured at the university. This is the kind of ingenuity and community-mindedness that makes me proud to be from this region.

We are in this together and together we will get through this.

Kendra Aucker,  
President and CEO

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## **April 10, 2020**

### **Reminder: Childcare Available**

With the state closing schools through the remainder of the 2019-2020 school year, I wanted to remind you that there are childcare options available.

So, if you are essential/on-site, essential/on-call, or maybe essential/remote and you need some peace and quiet to get more accomplished, I encourage you to check into these options.

For children birth to 5 years old, there are multiple options available in both group and personal settings. For children in Kindergarten through 13 years old, a day camp has been established at the Miller Center. The cost is \$15 per child, per day, and the camp is open 6:30 am to 3:30 pm Monday through Friday. Registration is ongoing.

For more information on these childcare options, or to register your child(ren) for the day camp at the Miller Center, contact Ryan McNally, Director of the Miller Center, at [ryan.mcnally@evanhospital.com](mailto:ryan.mcnally@evanhospital.com) or [570-522-2000](tel:570-522-2000), extension 64133.

### **Business Travel Suspension Extended**

As the COVID-19 pandemic continues, we have decided to extend the suspension of business travel through May 31. If you have any questions regarding planned business travel in this period, please contact your supervisor.



### **Bureau of Prisons Update**

It has been announced that the U. S. Penitentiary at Lewisburg will become the northeast region's quarantine holdover facility for inmates from across the country who are being transferred to federal prisons in the northeast. I have joined Geisinger's leadership and the Union County Commissioners in warning the Bureau of Prisons about the impact an influx of a large number of inmates with COVID-19 could have on the area's healthcare providers.

Unfortunately, it appears our concerns have fallen on deaf ears. I can assure you that I will continue to voice my concerns whenever I have the opportunity to do so.

### **Plain Community Interaction**

We continue to enjoy the benefits of a collaborative relationship with the Plain Community. That community has responded to the crisis by producing and donating hundreds of cloths masks for our use. And, they are showing no signs of slowing!

The donated masks are being laundered by Steininger's Laundry and Dry Cleaning and are being distributed to patients arriving at our facilities to access services.

In addition, they are helping produce gowns made from Tyvek, a building wrap product often used in the construction of homes. The synthetic product from DuPont prevents moisture infiltration but is breathable.

We continue to make our medical experts available to the community's leaders to educate them on what they can do to help stop the spread of the virus and answer any questions.

Kendra Aucker,  
President and CEO

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## **April 9, 2020**

### **Governor's Order**

On Wednesday, April 8, Gov. Tom Wolf signed an executive order requiring healthcare providers report supplies of ventilators, personal protective equipment (PPE), pharmaceuticals, and other medical equipment to the Pennsylvania Emergency Management Agency (PEMA) and authorizing the state agency to shift those supplies to best respond to the COVID-19 pandemic.

The Executive Operating Team along with our emergency management team are working to better understand what is required of us to comply with the order as well as how the order may impact us.

We will share more when we have additional information.

### **A message from the Hospital Board leadership**

On behalf of the Board of Directors, we again wanted to take a moment and say THANK YOU for all you are doing to keep our community safe. During trying times like these, it's a great comfort knowing that we have the best team of healthcare professionals in the area fighting for us.

You are all making tremendous sacrifices, both personally and professionally, to be here for us and to protect us in a time of need.

The Board and community cannot thank you enough for your courage, strength, and perseverance as you fight through the current threat.

Timothy Apple, Board Chair  
J. Donald Steele, Vice Chair  
John Meckley, Immediate Past Chair

### **Telemedicine (Voice and Video) Update**

More and more providers are using telemedicine (voice and video) to successfully and safely connect with patients through a secure digital platform.

This is a great achievement for us and one that has the potential to benefit the organization well past the COVID-19 pandemic. Thank you to everyone involved with quickly implementing the system. Your efforts are very much appreciated.

### **Testing Results**

As of 9 am today (Thursday, April 9, 2020):

We've tested 413 patients.

We've received 367 results back.

We have 24 positive results.

We're awaiting results on 46 tests.

As previously reported, we have 1 death.

### **Employee Notification of COVID-19 Patient Testing Results**

All employees who provide care to patients under investigation and those with confirmed COVID-19 are required to identify themselves on an encounter log that is being tracked by Employee Health and then self-monitor for symptoms for at least 14 days.

When patient test results are received, the following protocols will be followed to notify employees of test results within 24 hours:

- **Patient is positive for COVID-19:** Employee Health will personally telephone each employee who provided care to that patient to advise on any next steps.
- **Patient is negative for COVID-19:** Employee Health will email each employee who provided care to that patient notifying them that they can end self-monitoring based on that particular patient encounter. Employees caring for multiple patients may still need to self-monitor due to the care of other patients awaiting test results.

Kendra Aucker,  
President and CEO

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## **April 8, 2020**

### **Employee Resources in Portal**

Recognizing the COVID-19 pandemic has impacted all of us in different ways, People and Culture has assembled a variety of resources to help you meet those various needs. From accessing the Employee Assistance Program to food banks to FAQs for employees currently not working, the resources are vast, and it is hoped they will help you and your family navigate this challenging time.

In addition, the Greater Susquehanna Valley United Way is promoting other avenues for community members to access resources—call 2-1-1, text your zip code to 898211, or visit <https://PA211NE.org>.

### **Screening Contractors**

We have started a process to screen contractors—including temperature, travel history, and symptoms—as they arrive on campus to work on PRIME.

Thank you to everyone who helped develop the process and those who are helping to staff the screening station.

### **Unemployment Claims**

Reports indicate the state's Office of Unemployment Compensation is overwhelmed by claims associated with the COVID-19 situation. Furloughed employees and those whose hours have been reduced may experience a delay in having their claims processed and/or receiving payment.

While the People and Culture team is responding daily to state requests for employment and wage verification, they are not able to provide Evangelical employees with daily updates on the status of their claims. Anyone seeking information on their claim should use the tools available through the unemployment website and call center.

People and Culture has provided filing instructions and answers to frequently asked questions to help employees submit initial claims in an accurate and timely manner. In addition, instructions on how to access key employment information like hire date, pay rate, and prior paystubs are available. Those resources are available through the Employee Portal: [evanhospital.com/family](https://evanhospital.com/family).

### **Miller Center Cancellations**

The YMCA at the Miller Center has cancelled all events and participatory sports through the end of April with the expectation that the facility will remain closed over the same timeframe.

Kendra Aucker,  
President and CEO

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## **April 7, 2020**

### **Benefit Update**

Previously, we committed to covering the employee medical contributions for any employee who went without pay through May 2, 2020. For the pay period ending April 4, 2020, we were able to expand that to include employees who experienced a reduction in their paid hours of 25% or greater for the pay period.

We aren't committing to do that every pay period but will evaluate based on a pay period to pay period basis.

### **Additional Negative Pressure Rooms**

Work was completed in the Emergency Department to add two additional negative pressure rooms. Negative pressure rooms are a key component in our overall infection control strategy. I want to thank everyone involved in the effort.

### **Temperature Screening**

I want to take a moment and recognize the team effort that supported the launch of temperature screening and mandatory masking this week. I appreciate the dedication and flexibility demonstrated by everyone.

It's important to note the process is working. Several individuals were found to have fevers and were

asked to return to their homes and monitor symptoms.

### **Disinfecting to Re-use Masks and Filters**

I'd also like to send kudos to the team who has been working to establish a process for disinfecting masks and filters with ultraviolet light. This is a great example of innovating in the face of adversity—thank you to all involved.

Kendra Aucker,  
President and CEO

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## **April 6, 2020**

### **Take Your Mask and Badge with You**

Beginning today (Monday, April 6, 2020), directors and supervisors have started to distribute masks. All employees are asked to wear their mask when entering any Hospital facility. Patients will also be masked.

You should take your badge and your mask with you when you leave at the end of your shift. You should be wearing both when you return to work for your next shift.

Masks will be issued weekly as long as supplies last.

As a reminder, employees working at the Hospital and Plaza 15 should report to the Rooke Pavilion to complete employee screening before beginning their shift. You should not be using any other entrance prior to completing the screening process each time you come to work.

### **Rooms Available**

Any Hospital employee who is continuing to work during the pandemic and would like a respite, would like to remain quarantined from their family, or is awaiting COVID-19 test results is eligible for a hotel room. The program is being administered by Union County and is free to healthcare workers.

If you need a room, call the acting incident commander for the day. That person and their contact information are listed in the daily COVID-19 update sent out each morning.

### **ED Alternative Exam Site**

We continue to plan for a potential surge in confirmed or suspected COVID-19 cases. To manage times when the current COVID-19 Emergency Department exam area (the ambulance garage bay) is at capacity, we are installing some tents in the ambulance driveway on the north side of the Hospital.

The tents are being installed today and the site should be available as needed beginning Tuesday.

Thank you to everyone who has been part of the effort to make the ED alternative exam site operational; I know there was a lot of work put into it.

### **Elective Surgeries and Procedures**

We have cancelled all elective surgeries and procedures through the week of April 13, 2020. We will continue to make that decision week by week to best manage patient communication and maintain our ability to quickly ramp our operating rooms back up when that is permissible.

I know there are some rumors to the contrary, but please know Geisinger has also cancelled its

elective surgeries and their daily case volume in the ORs is only a fraction of what they normally do.

Kendra Aucker,  
President and CEO

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## April 5, 2020

As a reminder, we have a number of changes effective Monday:

### **Mandatory Masking**

Effective Monday, April 6, 2020, all patients and staff entering Hospital facilities, including off-site locations, will be required to mask. Masks will be distributed to staff through supervisors and directors. Patients will receive masks at entry screening points.

The mask is required in all patient care, common areas, and hallways at all times. The only exception allows team members who work in their own office to remove their mask with the door closed and while working alone, with the mask being worn when another person enters the office.

### **Temperature Screening**

Effective Monday, April 6, 2020, all patients and staff entering Hospital facilities, including off-site locations, will undergo a temperature screening. Staff should plan accordingly realizing it may take longer to get through the screening process to clock-in for start of shift.

### **Changing Alternative Testing Site Hours**

Effective Monday, April 6, 2020, the Hospital's alternative testing site for COVID-19, located behind McCann School of Business in the Plaza 15 Shopping Center along Route in Lewisburg, will be open 9 am to 6 pm daily.

Kendra Aucker,  
President and CEO

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## April 3, 2020

### **Mandatory Masking**

Effective Monday, April 6, 2020, everyone (patients and staff) entering Hospital facilities, including off-site locations, will be required to mask. Masks will be distributed to staff through supervisors and directors. Patients will receive masks at entry screening points.

The mask is required in all patient care, common areas, and hallways at all times. The only exception allows team members who work in their own office to remove their mask with the door closed and while working alone, with the mask being worn when another person enters the office.

### **Temperature Screening**

Effective Monday, April 6, 2020, everyone (patients and staff) entering Hospital facilities, including off-site locations, will undergo a temperature screening. Staff should plan accordingly realizing it may take longer to get through the screening process to clock-in for start of shift.

### **Changing Alternative Testing Site Hours**

Effective Monday, April 6, 2020, the Hospital's alternative testing site for COVID-19, located behind

McCann School of Business in the Plaza 15 Shopping Center along Route in Lewisburg, will be open 9 am to 6 pm daily.

### **Additional Visitor Limitations**

To further adhere to the state's stay-at-home directive and to help control the spread of COVID-19, we are again adjusting our visitation policies.

We will no longer allow patients arriving at Donehower-Eisenhower Pavilion for Imaging and Laboratory services to be escorted by a visitor. Exceptions will include patients in wheelchairs, those who need assistance walking, children under the age of 18, and any patient with cognitive impairment.

The same restrictions will now apply to Urgent Care and all outpatient offices.

Kendra Aucker,  
President and CEO

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## **April 2, 2020**

### **COVID-19 Emergency Fund**

Along with supplies and food, we are grateful for those in the community who have expressed a desire to offer the Hospital financial support in these difficult times. By suspending elective surgeries and procedures as well as condensing our outpatient practices, we've reduced our net revenue by more than 30%. At the same time, we've made significant, unplanned investments in more protective equipment.

So, there is a financial need and we are extremely grateful for the financial support we receive from community members and local businesses.

To make a donation, mail a check payable to Evangelical Community Hospital with COVID-19 Emergency Fund in the Memo to Evangelical Community Hospital, Attention Development-00A, 1 Hospital Drive, Lewisburg, Pa. 17837. You can also use the online donation form at [evanhospital.com/support](https://evanhospital.com/support). Be sure to click the box for giving in the memory or honor of someone and write COVID-19 Emergency Fund in the comments section of the form.

### **Changes in Visitation Restrictions**

As we continue to try to limit exposure of the staff working on-site and our patients, we are further restricting visitation.

We will no longer permit any visitors in the Emergency Department. Anyone accompanying a patient to the ED will be asked to wait outside the facility in their vehicle.

We will also now be limiting visitation to one parent for any patient under the age of 18.

### **Epic Transition**

While we continue to work through the COVID-19 pandemic response, we must also consider how best to position the Hospital to complete projects vital to our long-term care of the community. The transition to the Epic platform is certainly one of those mission-critical projects.

IT is in the process of working with Geisinger to begin bringing the work groups back up to speed so progress toward a go live in 2021 can continue. The work groups are set to begin again the week of April 13.

Please understand, not all employees who worked with one of the groups and are currently on non-essential status will be recalled for the effort. Any questions on the impact of the Epic work group re-activation on your status should be directed to your supervisor.

### **Stay-at-Home Orders**

With the governor widening his stay-at-home orders across the state, it's important that essential/on-site and essential/on-call employees keep their Hospital ID badge with them at all times. If travel becomes restricted, your Hospital badge will act as your pass to travel from home to work.

People and Culture will also be issuing a letter via email to all essential/on-site and essential/on-call employees to support their need to be traveling for work purposes.

### **Telemedicine Details**

I thought you might appreciate some additional information on how we are using telemedicine.

The Emergency Department providers are able to use video technology to view patients being seen in the COVID-19 screening area outside of the building without leaving the ED. Inpatient providers are able to use iPads to seek video consults from other providers for COVID-19 patients without exposing more individuals to the patient. Outpatient office providers are able to conduct video-to-voice consults for most patient visits. As this technology becomes available to providers, more applications will no doubt become apparent.

### **PRIME**

The PRIME Project began ramping back up last week and contractors are back on-site this week.

Quandel, the Hospital's construction partner, has developed site-specific guidelines that include screening for illness, installation of hand washing and hand sanitizing stations, as well as assignment of work areas by designated trade and shift to reduce congregation of workers at any time. The site is also cleaned by an independent contractor daily.

On average 40 to 45 workers per shift will be on-site working in their specialty areas compared to around 130 prior to the COVID-19 pandemic.

The construction site continues to remain blocked off from existing parts of the Hospital that are active in providing healthcare. The two sites remain completely separate. An exception to this will occur April 6-8 when electrical contractors will need to access the basement of the Hospital to complete some work. All workers will enter the facility through the Rooke Pavilion and will be screened the same way Evangelical employees are screened.

We are currently assessing any impact the COVID-19 response will have on the project schedule. Any change to the timeline will be communicated as soon as the plan is finalized.

Kendra Aucker,  
President and CEO

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## **April 1, 2020**

### **Employees and/or Visitors Using PPE Not Issued by the Hospital**

Due to the ongoing COVID-19 pandemic, the Hospital issued all employees a low-level procedure mask for their use beginning on March 30, 2020. These masks are to be used by employees for additional reassurance at their discretion during this challenging time. The Hospital is by no means

advocating that this practice has any tangible health benefits. The Centers for Disease Control (CDC), while continuing to discuss this topic, has not issued a directive indicating that this should be the practice at this time.

Employees who have attained their own supply of masks, face shields, googles, or other PPE (whether homemade or commercially produced) and wishing to use them in the workplace are required to adhere to the following guidelines:

- The PPE should be clean, serviceable, and worn appropriately when in the public view.
- Prior to wear in a public area, the PPE must be approved by the Department Manager.
- Employees should use caution when handling and storing their own PPE to reduce transfer of any droplets and potential contamination from themselves during donning and doffing.

All employees providing direct care to a patient under investigation for COVID-19 or any patient under isolation precautions must continue to wear Hospital-provided PPE as directed by Infection Control. We currently have a solid supply of PPE and we are closely monitoring that supply while actively seeking additional avenues of resupply.

Patients and visitors may wear their own masks while in the facility. Patients expressing symptoms will be required to don a level 1 mask.

### **Community Support**

We have received numerous requests from the community asking how they can show their appreciation for you and what you are doing for the community during this pandemic. In addition to monetary support and donations of food and supplies, we now have a way for them to send cards, notes, and other visual displays.

Community members can send their well wishes to [together@evanhospital.com](mailto:together@evanhospital.com). Received notes and cards will be displayed in the same area that we post patient feedback on EvanNet. We'll also be sharing some through our social media outlets.

Kendra Aucker,  
President and CEO

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## **March 31, 2020**

### **Continued Pandemic Status**

With the state and federal governments continuing restrictions on business operations and social interactions, the Hospital will remain on pandemic status through the next pay period, ending Saturday, April 18, 2020.

We will issue an announcement regarding the pay period ending May 2, 2020, prior to the start of that pay period.

Employees are reminded that their status could be changed to support Hospital operations. Any questions about your status should be directed to your supervisor.

I want to take a moment to thank all of you—those of you continuing to work your normal shifts, those of you working in non-traditional roles, and those of you who are not



working as a result of the COVID-19 pandemic. We're in this together and we will make it through.

### **Interactive Health**

To reduce any concerns employees may have about their ability to complete the requirements of the Interactive Health Personal Health Action Plan (PHAP) to secure the 2021 wellness credit, People and Culture will make the following adjustments for the remainder of this calendar year:

- Due to the temporary suspension of EvanWell coaching/programs and cancellation of many social and community events, we will reduce the number of required points on the PHAP from 1,000 to 800 to be completed by the program deadline of December 11, 2020. Remember that 600 of the 800 points will come from completing the fall health evaluation (tentatively scheduled for October 2020) and achieving the personal health goal, so only 200 points will be required from all the other alternative activities, many of which you can access virtually even now.
- To maximize the number of employees who can earn points by participating in Interactive Health Challenges and Flash Challenges, all remaining challenges for the program year will be delayed until June or later. More details on how to participate will be communicated closer to the challenge registration dates.
- In order to earn the 2021 wellness credit, spouses will only need to complete the fall health evaluation.

No other activity participation will be required for this year. As a reminder, employees can access all Interactive Health resources by visiting <https://myinteractivehealth.com/Authentication/Login>. Any questions related to Interactive Health or EvanWELL can be sent to [humanresources@evanhospital.com](mailto:humanresources@evanhospital.com) or [evanwell@evanhospital.com](mailto:evanwell@evanhospital.com).

### **Patients Seeking COVID-19 Test Results**

Patients waiting for COVID-19 test results who are unable to connect with their ordering physician can be referred to the Hospital's alternate testing site at [570-522-2800](tel:570-522-2800), option 2.

### **Current Visitation Protocols**

As a reminder, we are significantly restricting visitation at this time.

Inpatient visitation is not permitted outside of a handful of limitations, including end-of-life, births, and patients under the age of 18. Even in those scenarios, we are only permitting one visitor at a time.

Patients arriving for Imaging and Lab tests will be permitted one visitor to escort them to the exam.

In the Emergency Department, we are permitting one visitor per patient.

All visitors will be screened for potential symptoms of COVID-19. Any visitor who does not pass the screening criteria will be asked to wait outside the facility in their vehicle.

### **Selinsgrove Imaging Center Update**

All appointments at the Selinsgrove Imaging Center for April are being rescheduled to the Hospital Imaging Department.

### **Telemedicine Launched**

IT and the EMSO Administration have worked to launch a telemedicine option. A number of EMSO providers have been set up with the system and are beginning to utilize it this week.

### **Negative Pressure Rooms**

The Hospital's facility team has done some outstanding "out of the box" work to turn additional Hospital rooms into negative pressure rooms to treat COVID-19 patients. Within the Hospital, under current circumstances, only three negative pressure rooms exist on the nursing floors along with one in the ED, one in PACU, one in Cath PCU, and one in the nursery. Six negative pressure rooms have been added to the ICU and Step Down units with two pending. One room was created in The Family Place.

The Hospitalists and Intensivists are thrilled by the work the team was able to accomplish as we better prepare for extremely ill COVID-19 patients. Good work to all involved in this process.

Negative room pressure is an isolation technique used in hospitals to prevent cross-contamination from room to room. It includes a ventilation that generates "negative pressure" to allow air to be drawn into the isolation room from surrounding areas and directly vented to the outside, as air will naturally flow from areas with higher pressure to areas with lower pressure, preventing contaminated air from escaping the room.

Kendra Aucker,  
President and CEO

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## **March 30, 2020**

### **Employees Wearing Masks**

We have received a number of requests from employees working in non-patient or patient care settings where personal protective equipment (PPE) would not be required for permission to wear surgical and procedure masks during the COVID-19 pandemic.

While the current guidance from the Centers for Disease Control (CDC) suggests that wearing a mask would not be necessary for healthy individuals, we understand doing so may provide you with some additional reassurance as you perform your duties during

these challenging times. So, we are temporarily permitting employees to wear masks provided by the Hospital during the pandemic, recognizing that we don't advocate this practice as having any tangible health benefit.

Beginning Tuesday, March 31, 2020, employees in non-patient or patient care settings where PPE would not otherwise be required can only use masks provided by the Hospital. Please note: this policy only applies to employees in non-patient or patient care settings where use of PPE would not be required; all policies and procedures related to the use of PPE in patient care areas remain in place.

Hospital Administration is working with a list of essential/on-site and essential/on-call employees and will be distributing masks to department directors today (Monday, March 30, 2020).

We are currently evaluating the use of masks provided by individual employees. More will be communicated on that in the coming days.

### **Elective Surgeries and Procedures**

With the federal government's announcement that restrictions will be continued through the end of April, we have cancelled all elective surgeries and procedures through the week of April 6, 2020. We will continue to make that decision week by week to best manage patient communication and maintain our ability to quickly ramp our operating rooms back up when that is permissible.

### **COVID-19 Test Results**

As of 11 am Monday, March 30, 2020, we have the following to report: 194 tested; 101 test results received; 6 positive results; and 1 death.

COVID-19 test results are slow in returning. Some patients are reporting waits of a week or more for their tests results. This is prompting a high volume of phone calls to the Emergency Department and Telecommunications as anxious community members look for more information.

At this time, there's nothing further we can do to speed the process. All test results are being communicated to the ordering physician. Patients should be directed to contact the office of the physician who ordered their test. That office will be the first to be notified of the results.

### **Food Donations**

If you are contacted by someone who would like to donate food to Evangelical staff on duty, please ask them to call 570-522-4056 to arrange delivery. All donated food will be stored appropriately in the cafeteria or kitchen and will be made available for distribution and/or collection by departments and/or individuals.

### **Flexibility**

People and Culture has asked directors to identify employees with capacity to help staff

the visitor and employee screening stations and perform other COVID-19 related duties. These tasks will likely be outside your normal work duties and we ask that you be flexible in these challenging times.

We need to continue caring for the community and we need your help, perhaps in some non-traditional ways, to do that. We appreciate your patience and willingness to come together and see us through this crisis.

### **COVID-19 Hotline**

To provide our community with another resource we are launching a COVID-19 hotline at 8 am Tuesday, March 31, 2020. Community members with health and wellness questions related to COVID-19 or Hospital operation questions should be directed to call 570-522-4530. The phones will be open from 8 am to 5 pm Monday through Friday.

The hotline will be operated by licensed staff who can help guide community members to the appropriate care. The licensed staff will also have access to operational updates to answer questions related to those issues.

Thank you for your continued commitment to our community. Please know I'm very proud of how you have responded to this unprecedented situation.

Kendra Aucker,  
President and CEO

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## **March 29, 2020**

I wanted to take a moment and thank each of you for your continuing efforts. We have made a significant number of operational changes in the last two weeks to help position us to care for the community during and after the COVID-19 crisis.

We could not have moved so quickly without your cooperation and support. Thank you.

I firmly believe an informed workforce is an effective workforce. To that end, I will continue to issue regular updates to ensure you have the latest information.

### **People and Culture Resource**

All of the information and resources communicated by our People and Culture team are available on EvanNet. They are located in the COVID-19 folder under Human Resources in the Document Center.

Kendra Aucker,  
President and CEO

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## March 28, 2020

### **Serenity Rooms**

To help employees take a wellness break during the COVID-19 response, we are opening two serenity rooms. The rooms are available 24 hours a day, seven days a week. They are located in Apple Conference Room C (rear of O'Keefe Dining Room) and the Family Waiting Room for the Orthopaedics Unit (2nd floor, near Elevator A).

The serenity rooms are designed to provide a chance for quiet, reflection, and a mental break. They include inspirational and positive messaging, recliner chairs, and soft music if desired.

### **Employees Feeling Ill**

Any employee on shift who starts to exhibit signs or symptoms of illness should immediately cease delivery of patient care, apply a mask, and contact their direct supervisor and Employee Health. Employee Health can be reached at 570-522-2598 or by page through Telecommunications.

### **Asthmatics**

If you become symptomatic at work with asthma like symptoms that you believe need to be treated with a nebulizer, please be aware of the following:

Because the symptoms of COVID-19 include shortness of breath, we are asking that you refrain from using your own nebulizer in hospital-owned buildings because if in fact you are infected with COVID-19, the aerosol from the nebulizer may spread the virus.

### **What you should do:**

- If possible, use a multi-dose inhaler (MDI) to treat your symptoms in the building.
- If you are experiencing symptoms that cannot be treated by your MDI and you are not able to wait until you leave the building to use your nebulizer, please report to the ED for treatment.
- Report your symptoms to employee health so you can be appropriately monitored.

Kendra Aucker,  
President and CEO

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## March 27, 2020

### **Risk Associated with Care of COVID-19 Patients**

As you know, we've received our first positive cases of COVID-19. This announcement has understandably created some additional anxiety, particularly for those staff members who had contact with the patients.

Employees using PPE are considered at low risk for possible infection and are being instructed to self-monitor for symptoms.

Any employee involved in the care of a positive or possible COVID-19 must use the encounter log at the patient room.

People and Culture has issued additional instructions related to exposure. Employees with specific questions not covered in the material should contact Kate Staller, Employee Health Nurse, at extension 2598.

### **Conservation of masking supplies in outpatient offices**

All employees, including providers, need to continue to conserve masks. Here are the recommendations on how to remain safe when performing an office exam:

Screening of patients should occur at patient registration.

If patient is suspected COVID-19 exposure, place in exam room and obtain PUI. If clinically indicated, send patient to alternative testing site for COVID-19 testing.

Reschedule office visit if possible.

If patient displays an active cough or sneezing, patient should be masked.

Remain safe distance when obtaining history.

After physical exam, immediate wash hands with soap/water or alcohol-based hand sanitizer.

Following office exam, wipe down surfaces.

Routinely wash hands with soap/water or use alcohol-based hand sanitizer throughout the day.

Again, to conserve PPE, a mask is not necessary in an outpatient office setting if you follow proper protocols.

### **Patient Privacy**

We need to balance keeping our community informed with performing our duty to maintain patient privacy.

Please remember: all HIPAA regulations apply during the COVID-19 response. You cannot share any information about any patient with anyone not involved in the care of the patient. This includes posting comments on social media. Violating patient privacy is a serious offense and it's something I will not tolerate.

### **Employee Feeling Ill**

All employees, including providers, who experience any symptoms of respiratory illness, regardless of whether they have directly cared for a patient under investigation or with a confirmed COVID-19 case, should contact Employee Health for further evaluation before reporting to work.

Any employee, including providers, who is unable to report to work due to illness, should contact their supervisor and Employee Health when calling off work.

Screening of employees at the Rooke Pavilion will continue until further notice. Employees who arrive to work outside the staffed employee screening hours should report any symptoms to their direct supervisor, the House Supervisor, and/or Employee Health.

Employee Health can be reached at 570-522-2598 or by page through Telecommunications.

### **Shipment of Supplies Received**

The Hospital received a shipment of supplies from the Strategic National Stockpile on Thursday, March 26. The shipment included gloves, gowns, N-95 respirators, face shields, and procedure masks.

### **Blood Drive Scheduled**

The national blood supply is beginning to run low as a result of the COVID-19 response. To do our part, a blood drive for employees and the public will be held from 11 am to 4 pm Tuesday, March 31, 2020, at the Physical Therapy of Evangelical office in Plaza 15, Lewisburg.

To schedule an appointment, please visit [www.redcross.org](http://www.redcross.org) or call 1-800-733-2767. Walk-ins are always welcome!

For information on Red Cross safety protocols related to COVID-19 and donations, visit: <https://www.redcrossblood.org/donate-blood/dlp/coronavirus--covid-19--and-blood-donation.html>

It's important to note the Hospital's blood supply remains at normal levels.

### **Key Access**

Due to constrained resources and limited staffing, Plant Engineering will only be issuing keys to offices, storage areas, and other locked areas on an emergency or operational basis.

In the event that access is needed to complete required work duties, employees are asked to first seek their direct supervisor or supervisor on duty for admission, and if access cannot be acquired with that method, to call security.

Only employees who should have access to these areas will be granted admission.

### **PRIME**

Based on an automatic waiver the state granted to construction projects associated with healthcare organizations, our Facilities, Project Management, and Capital Planning team is working with Quandel to restart work on the PRIME project.

It is hoped you will see construction work ramp back up next week.

Kendra Aucker,  
President and CEO

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## March 26, 2020

As we anticipated based on the continuous spread of COVID-19 across the state, the Hospital has confirmed two positive results.

One patient is in self-quarantine at home and the other has been admitted to the Hospital.

This is not unexpected. We all knew the more people we tested, the greater the likelihood that we would eventually find a positive case. We will find more as we test more of the community.

Please rest assured all federal, state, and Hospital safety protocols were followed in the treatment of these patients. Staff members involved in the care of the patients used the appropriate protective measures, are now considered low risk in terms of possible infection and are self-monitoring for symptoms.

Everything that could possibly be done to make sure that these COVID-19 cases remain contained from a Hospital standpoint has been done. Our patients should not be in fear of seeking services nor should you be in fear of providing services in our Hospital.

I ask that you remain calm and continue delivering the compassionate, quality, and personalized care our patients have come to expect of us. Those in our care deserve our very best—so please stay focused on answering that mission.

We have prepared for this eventuality. We are ready. Though these were our first cases of confirmed positive, they will not likely be our only cases until the COVID-19 pandemic passes.

Be a calming and reassuring presence in our community, be vigilant about employing preventive measures, and continue to follow Hospital procedure and protocol.

In the wake of this announcement, employees and the Hospital may be subject to media inquiries. As a reminder, all media inquiries must be referred to the Marketing and Communications Department (Michael Redding, Director of Marketing and Communications, ext. 2959, [Michael.redding@evanhospital.com](mailto:Michael.redding@evanhospital.com) or Deanna Hollenbach, PR and Communications Manager, ext. 4160, [Deanna.hollenbach@evanhospital.com](mailto:Deanna.hollenbach@evanhospital.com)).

Thank you for your continuing commitment to our patients, this organization, and our community.



Kendra Aucker,  
President and CEO

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## March 25, 2020

### **COVID-19 Unit Opens**

We have been actively planning for the need to segregate possible COVID-19 patients from patients coming to the Hospital for other reasons since the crisis began to unfold. The plan, based on best infection control practices, is really about protecting all of our patients.

Last night, we successfully executed that plan and I want to take a moment to thank all of those involved in the process.

We are now co-locating patients who are awaiting COVID-19 test results. To-date, we have not had a positive result.

### **PPE Supply Requests**

In the past, departments may have gone directly to Infection Control or Emergency Preparedness to request personal protective equipment (PPE). That will no longer be the process for anyone; all requests for PPE must go through Supply Chain.

Please utilize the current Infection Prevention and Control Guidelines related to PPE. Any changes in guidelines will be communicated through department directors.

In addition, we are currently exploring alternative types of PPE based on best infection control practices and changing Centers for Disease Control (CDC) guidelines.

### **WBMC Lab Collection Site Closed**

As we further look to consolidate our services, the Lab collection site at West Branch Medical Center will be closing effective 7 pm Wednesday, March 25, 2020.

Patients seeking Lab Services should be directed to the Hospital and the following Family Medicine offices—Mifflinburg, Milton, and Selinsgrove.

### **Employee Access**

Access to the employee portal on [www.evanhospital.com](http://www.evanhospital.com) is open 24 hours a day. There you can read the latest COVID-19 updates and find links to the CDC and Pennsylvania Department of Health websites.

That page also features links to email and employee self-service through Lawson. Those links—email and Lawson—will only be open from 4 to 6 pm daily for employees classified as non-essential per the Hospital's Pandemic Plan. This access is being provided so impacted employees can check PTO balances, access paystubs, and look for communication from their supervisor.

**eCards Still Available**

While visitation is restricted for inpatients during the COVID-19 response, family and friends should be reminded eCards are available to send best wishes to those recovering in our care. The cards are customizable and free.

The link is here: </ecards/ecards~default.aspx>.

**Emergency Day Care Options**

There are still openings available at the following emergency childcare locations:

For children birth to 5 years old, the YMCA in Milton has received permission from the state to provide emergency childcare for healthcare workers. The cost and hours of operation are determined by the YMCA. For more information or to register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

For children in Kindergarten through 13 years old, a day camp was established at the Miller Center beginning Monday, March 23, 2020. The cost is \$15 per child, per day, and the camp is open 6:30 am to 3:30 pm Monday through Friday. Registration is ongoing. To register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

**Employee Screening**

As a reminder, employee screening has started daily in Rooke Pavilion. Currently, the screening is being conducted during high volume shift start times—6-8:15 am; 2-3:15 pm; and 6-7:15 pm. As we continue to refine the process, employees who arrive outside of those times should check in with their on-site supervisor and/or House Supervisor if they are experiencing any symptoms.

Any employees staffing offsite clinics should check with their supervisor for screening instructions.

Also, any employee who has traveled outside their community—particularly to the New York metro area—in the last 14 days should contact Employee Health at extension 2598.

Again, thank you for all you are doing to support this organization through what is an unprecedented situation for us all. Stay healthy!

Kendra Aucker,  
President and CEO

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**March 24, 2020**

## **Employee Access to Systems**

In order to provide employees impacted by the move to the Pandemic Plan access to paystubs, PTO balances, communication from supervisors, and other important information, we will be maintaining system access from 4 to 6 pm daily for all impacted employees during the COVID-19 response.

Employees not on-site during the response can access that information through the employee portal on the Hospital website.

As a reminder, employees classified as non-essential per the Pandemic Plan should only be using the system to access needed information and should not be working.

## **Employee Screening**

All employees should use the Rooke Pavilion entrance when initially reporting for their shifts. Employees at West Branch Medical Center and the Center for Orthopaedics (210 JPM Road) should use the main entrances at those facilities when initially reporting for their shifts.

Your cooperation on this matter is vital to the protection of our workforce. I need you to follow these instructions and treat the screeners with kindness and respect. We're in this together.

## **Hoarding Supplies**

I understand there is a great deal of concern about the availability of certain supplies, particularly the personal protective equipment (PPE) so important to checking the spread of COVID-19.

With that said, at no time should departments, units, or practices squirrel away supplies. This puts us all in danger and could potentially impact our ability to care for the community while protecting ourselves. I know I keep saying this, but it's true—we are in this together and you must think more globally, from an organizational vantage and not an individual department or unit level.

We're moving to a centralized, secure cache for these vital supplies. Please support that effort.

## **Use of Cloth Masks**

I know there is a grassroots movement across the country to combat the shortage of surgical and procedure masks with alternatives made at home. I appreciate the sentiment, but the science simply doesn't support the use of materials not approved by the National Institute for Occupational Safety and Health.

A study published by the U.S. National Library of Medicine, National Institutes of Health, found the moisture retention, poor filtration, and re-use associated with cloth masks actually increase the risk of infection by the individual wearing the mask. In short, cloth masks may be more dangerous than no mask for healthcare workers in high-risk

settings.

Kendra Aucker,  
President and CEO

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## March 23, 2020

As we enter the first full week of Pandemic status, I ask that you keep our co-workers who have been impacted in your thoughts and prayers. If you have the ability, I encourage you to reach out to them to let them know they are missed, and we are here for them.

I have the following updates:

### **Employee Screening**

In an effort to protect our workforce, we will begin screening employees as they initially arrive for their shifts. All employees working in the Hospital should use the Rooke Pavilion to report for your shift. An Employee Health representative will be on-hand to speak with employees expressing concern about possible symptoms and ensure no one is entering the facility while being visibly sick.

All employees working at West Branch Medical Center and the Center for Orthopaedics (210 JPM Road) should use the main entrances at those facilities when initially arriving for your shift.

Staff in outlying offices will be screened by site supervisors.

Both employees and visitors will be physically screened for fever as soon as the equipment is distributed, and a process is finalized.

### **Administrator On-Call Schedules**

In accordance with effective social distancing and to lead by example, the Leadership Team has been split into four groups of four and an on-call schedule has been established to ensure there are always clinical and non-clinical leaders on-site, on-call, and working remotely. The groups will be on-site for 12-hour blocks (7:30 am to 7:30 pm) seven days a week. I will be in the building every third day.

You may not see us as much as you would under normal circumstances because we're trying to practice prudent behavior, but please know we're here with you.

The administrative team, on-call administrator, administrative assistant, and infection control officer will be communicated daily. This practice starts Tuesday, March 24, 2020, with Admin Team 1 (William Anderson, Donna Schuck, Kimberly Wheeland, and Rachel Smith); William Anderson, ext. 2806, is the admin on-call; and Kimberly Wheeland, ext. 2922, is the infection control officer. I will be on-site Tuesday, March 24.

### **Homemade Surgical and Procedure Masks**

While I commend the intent and we're truly humbled by the willingness of the community to rally to our support, we have not reached the point where we would be replacing National Institute for Occupational Safety and Health (NIOSH) approved surgical and procedure masks with homemade versions.

Our supply, while not indefinite, is sufficient enough to continue using the certified masks designed specifically to prevent the spread of airborne communicable diseases.

If the situation changes, we would clearly communicate the types of materials and method of construction that would allow us to use a homemade mask.

Again, we appreciate the thought; we're just not to that stage at this point.

### **Emergency Department Visitors Contained**

Staff are reminded that visitors in the ED must remain in the room with the patient and not wander around the department, waiting room, or facility. Visitors who leave the room for any reason, besides to use the restroom, should be asked to leave the facility.

### **Unemployment Filing Assistance**

People and Culture is working with department directors to organize conference calls with employees who were impacted by the decision to move to the Pandemic Plan and are seeking guidance on the unemployment process. Employees with questions can also email [humanresources@evanhospital.com](mailto:humanresources@evanhospital.com).

### **Tips for Exercising Good Social Distancing Practices**

- When possible, avoid in-person meetings. Instead, try to utilize online conferencing via Skype or a group conference call.
- Eliminate unnecessary travel throughout the Hospital and maintain social distancing when moving through the Hospital's corridors.
- If unavoidable, in-person meetings should be kept short, held in large rooms, and with participants sitting at least three to six feet from one another.
- Limit any physical contact and avoid shaking hands at all costs.
- Practice proper coughing and sneezing etiquette.
- Do not congregate in small areas such as break rooms, copier areas, or other common areas. If necessary, keep six feet apart in these situations when possible.
- Bring lunch and eat at your desk or in another isolated space if possible. Avoid sitting together in the breakroom or in the O'Keefe dining room.
- Adhere to public health hygiene recommendations such as frequent hand washing, avoid touching your face, nose, mouth, or eyes. Use hand-sanitizer when washing your hands with soap and water is not available as a first choice.
- Properly dispose of items that touch your face or mouth, such as tissues or eating utensils.

- Clean your workspace regularly with disinfectant wipes or spray.

### **Donation Update**

On Sunday, March 22, my COVID-19 Update included instructions on how to handle offers of donations. All financial donations should be made by check or online through the Hospital website. All donations of new or unused supplies, food items, and services should be directed to Donna Schuck, Associate Vice President of Development, at [570-522-2596](tel:570-522-2596) or email [donna.schuck@evanhospital.com](mailto:donna.schuck@evanhospital.com).

Over the weekend, Harbor Freight released a statement on social media, offering to donate items like N-95 masks, gloves, and face shields. Please know we have contacted Harbor Freight.

Kendra Aucker,  
President and CEO

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## **March 22, 2020**

### **Donations**

It's often said that in difficult times, one's true character shows. This is certainly true of our community! We have received numerous offers from employees, community members, and businesses to generously donate funds, supplies, food, and services to support us as we respond to the COVID-19 pandemic.

Anyone wishing to donate funds to support the Hospital should be directed to mail a check to Evangelical Community Hospital, Attention: Development, 1 Hospital Drive, Lewisburg, PA 17837 or complete the online donation form at [/support-evangelical/donation~form.aspx](http://support-evangelical/donation~form.aspx).

Anyone wishing to donate new or unused supplies, food items, or services, should contact Donna Schuck, Associate Vice President of Development, at [570-522-2596](tel:570-522-2596) or email [donna.schuck@evanhospital.com](mailto:donna.schuck@evanhospital.com).

While we may not be able to utilize or accept all goods and services people are interested in donating, please know we appreciate the outpouring of support from employees, community members, and area businesses. Together, we will make it through these challenging times.

Here is a list of our current supply needs:

Procedure masks; surgical masks; series N-95 half-face respirators (model 3M 1860); NIOSH-approved, N-95 or greater respirators; NIOSH-approved, N-95 or greater respirator filters (model 3M 6000); half-face respirators (model 3M 6000); powered air-purifying respirators (model 3M TR-600, complete unit or components); re-useable

googles and glasses; disposable plastic face shields; re-useable/cleanable face shields; low allergy disposable gloves (sizes small or medium); disposable impervious gowns; disposable coveralls; storage bags (galloon Ziploc and brown paper); hand sanitizer (70% alcohol or better); Coronavirus approved sanitizing wipes; disposable nasal cannulas; disposable oxygen masks with tubing; and stethoscopes.

Healthcare providers with available swabs are asked to contact Donna Schuck, Associate Vice President of Development, at [570-522-2596](tel:570-522-2596) or email [donna.schuck@evanhospital.com](mailto:donna.schuck@evanhospital.com) for specifics on those needed items.

This list may change over the course of the COVID-19 response. An up-to-date list of needed items will be maintained on the Hospital's coronavirus page (/virus).

### **Family Medicine of Evangelical site closures**

Family Medicine of Evangelical offices in Northumberland and Middleburg are now closed to visits.

Patients seeking Lab services can utilize the Family Medicine of Evangelical offices in Milton, Selinsgrove, and Mifflinburg; the Hospital; or at West Branch Medical Center, along Route 15 in Lewisburg.

Patients of all primary and specialty care offices who have questions or are seeking an appointment are reminded to call the office. All office phones are being staffed during normal business hours.

The specialty care offices have consolidated patient appointments to a central location. They are now seeing patients at the Center for Orthopaedics/EASC, 210 JPM Road.

### **Media Inquiries**

As a reminder, all media inquiries must be referred to the Marketing and Communications Department (Michael Redding, Director of Marketing and Communications, ext. 2959, [Michael.redding@evanhospital.com](mailto:Michael.redding@evanhospital.com) or Deanna Hollenbach, PR and Communications Manager, ext. 4160, [Deanna.hollenbach@evanhospital.com](mailto:Deanna.hollenbach@evanhospital.com)).

Kendra Aucker,  
President and CEO

## **March 20, 2020**

### **Physician and Specialty Offices Condensing**

In an effort to continue caring for our patients, mitigate unnecessary social contact, and conserve resources, the EMSO has started the process of condensing outpatient offices.

For simplicity, the phones at all primary and specialty care offices will be staffed Monday through Friday during normal business hours. Patients with questions or seeking appointments should call their provider's office as they normally would. The individual in the office will then work to answer the patient's need.

Providers will be seeing patients with acute needs, patients managing chronic conditions, and pregnant women. Most well visits have been suspended by Gov. Tom Wolf's order to close non-life-saving businesses.

### **Rehabilitation Services**

Rehabilitation Services will begin to condense services but will continue to meet acute needs for patients. Patients with emergent rehabilitation needs should call 1-877-541-1417.

Physical therapy services will continue for six weeks for post-op surgery patients, unless function allows the patient to stop sooner. All discharged patients will receive home therapy instructions to continue rehabilitation after six weeks.

Vestibular Services, Lymphodema Therapy, and Speech Therapy will treat acute needs only.

The following Physical Therapy offices closed as of 5 pm: Mt. Pleasant Mills; Plaza 15, Lewisburg; Meadow Green, Mifflinburg; Selinsgrove, Route 522. All other locations will operate on limited hours based on acute patient needs.

### **Selinsgrove Imaging Center**

Effective 5 pm today, March 20, 2020, Selinsgrove Imaging Center is closed. All appointments have been moved to the Hospital.

### **Sleep Disorders Center Closing**

We closed the Sleep Center at noon today, March 20, 2020.

### **Pulmonary Function Testing**

Effective immediately, pulmonary function testing will be discontinued.

### **Emergency Generator Swap**

As you may have seen on EvanNet, an emergency generator swap will occur at noon Saturday, March 21, 2020. The generator that failed last weekend will be replaced.

The work will impact back-up emergency generator power only—not normal power. This should all be behind-the-scenes work and the Hospital should not see a power blip. Be advised that during the swap, for approximately 45 minutes to an hour, the Hospital will not have access to back-up emergency power.

### **Emergency Day Care Options**



There are still openings available at the following emergency childcare locations:

For children birth to 5 years old, the YMCA in Milton has received permission from the state to provide emergency childcare for healthcare workers. The cost and hours of operation will be determined by the YMCA. For more information or to register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

For children in Kindergarten through 13 years old, a day camp will be established at the Miller Center beginning Monday, March 23, 2020. The cost will be \$15 per child, per day, and the camp will be open 6:30 am to 3:30 pm Monday through Friday.

Registration is on-going. To register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

### **Resource for Employees**

U.S. Rep. Fred Keller's district offices in Williamsport and Selinsgrove are prepared to provide additional support to employees impacted by the Hospital's Pandemic Plan. Although the offices are still officially, open, you are asked to call before arriving at the office.

Selinsgrove — [570-374-9469](tel:570-374-9469)

Williamsport — [570-322-3961](tel:570-322-3961)

### **Reminder to Keep Devices Clean**

Remember to clean your phones. Within the Hospital, desk phones and Dictaphones should be wiped down before and after each use, paying particular attention to the mouthpiece. Please use the SaniWipes with the purple top provided by the Hospital.

With regard to your personal devices like phones and tablets, you should gently wipe with 70% isopropyl alcohol wipes or Clorox Disinfecting Wipes. Clean all surfaces; avoid getting moisture in any openings. Do not submerge the devices into any cleaning agents and do not use bleach.

Kendra Aucker,  
President and CEO

## **March 20, 2020**

This situation continues to move at a rapid pace. I realize there's a lot in this update, but I'm committed to ensuring you have the latest information as quickly as we can get it out.

### **A message from the Hospital Board leadership**

On behalf of our Board of Directors we wanted to take a moment to say THANK YOU for all that you are doing to keep our community healthy and safe. We know that these are very difficult and uncertain times and that much is being asked of you—

professionally and personally.

Please know that everything you are doing has already made—and will continue to make—a tremendous difference in our community's fight against the current threat. Much is uncertain right now, but one thing is clear—our community is safer because of you.

On behalf of a grateful community, thank you. Please know that you have our complete support, our unbounded respect and our deepest appreciation. We will weather this storm together and, thanks to you, we have great faith in our ability to ultimately emerge stronger than ever.

Timothy Apple, Board Chair  
J. Donald Steele, Vice Chair  
John Meckley, Immediate Past Chair

### **Alternate Testing Site**

The decision was made to keep the alternate testing site located in Plaza 15 behind McCann School of Business open over the weekend. The site will be open from 7 am to 7 pm daily. We will re-evaluate those hours next week.

### **Emergency Department Visitation**

One visitor will be permitted with each ED patient while they remain in the department. Limited exceptions will be made for family of patients who are nearing the end of life, and parents of a patient under the age of 18.

All patients and visitors will be screened for respiratory illness when they arrive at the ED. Patients with symptoms of respiratory illness will be separated from other patients. Visitors with symptoms of respiratory illness will be asked to wait in their vehicles.

### **Employee Screening**

The Hospital is moving toward a process of screening employees as they arrive on-site for shifts. More information on the process will be made available Monday, March 23, 2020.

If you are feeling sick prior to your shift or if you begin to feel ill while working, please contact your supervisor.

### **Donning and Doffing Video**

If you are not comfortable with your level of knowledge about donning and doffing personal protective equipment (PPE), a video produced by the National Ebola Training and Education Center (NETEC) is available on EvanNet.

### **Employees Entering Rooke Pavilion**

If you choose to enter the facility through the Rooke Pavilion, you must be aware of members of the public also attempting to use the entrance. Do not use your badge to

allow visitors or patients to access through Rooke. Direct them to the Donehower-Eisenhower entrance so they can be properly screened.

### **Take your badge**

Be prepared to show your badge when entering the facility. We are manning the doors with employees from various parts of the Hospital operations and they might not immediately recognize you as a fellow employee. Please be polite when interacting with your co-worker. We're all in this together.

You should be taking your badge with you when you leave. You may also need it to travel should the state limit travel in response to the COVID-19 pandemic.

I cannot stress this enough—everyone, and I mean everyone, should take their badge with them when they leave every day.

### **Plain Community Communication**

We recently met with elders from the Plain community to discuss the situation and potential impact on their community. We discussed how the virus is passed from one person to another and what steps the community can take to protect themselves. The elders expressed a great deal of appreciation for the visit and the opportunity to speak to medical experts about the situation.

### **Planning for Surge of COVID-19 Patients**

A team has been assembled to plan for a COVID-19 unit that will allow us to segregate positive cases from non-COVID-19 patients while caring for both groups. Details on that plan will be shared as they are finalized.

### **Cashier Closed**

With visitors no longer permitted in the facility and limited on-site staffing, the Cashier's Office closed at noon Thursday, March 19, 2020. Patients arriving at the facility to pay a bill are asked to call our customer service line, 570-768-3000.

### **Pre-Admission Care Moved to EASC**

As the organization suspends elective surgeries and procedures, remaining Pre-Admission Care appointments have been moved to the Evangelical Ambulatory Surgical Center.

### **Gift Shop Closing**

The Hospital Gift Shop will close indefinitely at 2 pm today, March 20, 2020. An announcement will be made prior to its re-opening.

### **Credit Union**

For the safety of their staff, our staff, and the community in general, Member's Choice Financial Credit Union is closing the lobbies in its offices today. The branch near the Rooke Pavilion will close at the end of the business day while other branches will close at noon. The ATM in the Hospital will remain open. The credit union's drive-thru

services will remain open. In addition, online and app-based banking services remain active. If you need to set up an appointment with a bank representative, please call 1-800-834-0082.

Again, thank you for all you are doing to ensure our long-term success. We will get through this together.

Kendra Aucker,  
President and CEO

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## March 19, 2020

Today, the Hospital is in the process of transitioning to a fully enacted Pandemic Plan. We are diminishing our operations as the situation dictates and moving employees to their Pandemic Plan status.

I understand the anxiety and concern this creates for many of you. Please understand this was the most difficult decision I've ever had to make. I know it will have significant ramifications for many of you.

That's why we're doing all we can to assist while maintaining the Hospital's ability to continue caring for the community long into the future. Your benefits will continue during this challenging time and you can choose to use PTO to cover as many days as you have banked. In addition, we're waiving the 90-day rule for new employees and allowing you to access any accrued PTO if you are impacted by this decision.

You no doubt have many questions about what this means for you. People and Culture has equipped directors with a variety of resources to help answer those questions. Please contact your department director for additional information.

For those of you moving to essential, remote status, the IS Department has put together a selection of resources to assist you in that transition. Here is the link: <https://tinyurl.com/EvanRemoteWork>.

Your supervisor will contact you when it is time for you to return to work.

In the meantime, those of you moving to non-essential status will not have access to the system or email. I encourage you to stay connected with the Hospital by following updates in the employee portal on the Hospital website. Here's a direct link to that page: [EvanHospital.com/family](https://EvanHospital.com/family).

### Emergency Day Care Options

We recognize that, with schools and some care facilities closed, childcare is a challenge for employees who are continuing to work on-site or remotely. We are hoping to relieve that burden with two emergency options:

For children birth to 5 years old, the YMCA in Milton has received permission from the state to provide emergency childcare for healthcare workers. The cost and hours of operation will be determined by the YMCA. For more information or to register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

For children in Kindergarten through 13 years old, a day camp will be established at the Miller Center beginning Monday, March 23, 2020. The cost will be \$15 per child, per day, and the camp will be open 6:30 am to 3:30 pm Monday through Friday. Parents interested in the service are asked to register by noon on Friday, March 20, 2020. To register, contact Bonnie McDowell, Greater Susquehanna Valley YMCA CEO, at [ymcaexec@ptd.net](mailto:ymcaexec@ptd.net) or [570-556-4191](tel:570-556-4191). Email is preferred.

Priority will be given to Evangelical employees who are classified as essential, on-site or essential, on-call.

Thank you for your continuing commitment to this organization.

Kendra Aucker,  
President and CEO

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## March 18, 2020

As promised, I have some additional updates based on decisions made throughout the day:

### **Facility Access**

Effective at 6:30 am Thursday, March 19, 2020, no visitors will be permitted to enter the facility. Limited exceptions will be made for the family of patients who are nearing the end of life, partners and immediate family of women giving birth (2 only), and parents of a patient under the age of 18. No children under the age of 18 will be permitted in the facility as visitors.

Patients arriving for outpatient services, including Imaging or Lab work, will be permitted one adult to accompany them to their procedure. That adult will be screened in accordance with CDC guidelines. The screening process will not include a temporal scan as these tests have not been deemed as reliable by the CDC.

These visitor restrictions apply to Evangelical's offsite outpatient clinics as well.

Entrances to the Professional Office Building (POB) will also be locked at 6:30 am Thursday, March 19, 2020. Patients seeking services from practices located in the POB will be directed to the Donehower-Eisenhower Pavilion.

**Alternate Testing Site**

An alternative testing site will be established Thursday, March 19, 2020, at Plaza 15 behind McCann School of Business. The site will be open from 7 am to 7 pm Monday through Friday until further notice.

A physician order and photo ID are required for those seeking testing at the site.

**Emergency Department Screening**

Beginning Thursday morning, March 19, 2020, the Hospital will be screening patients outside the entrance to the Emergency Department. The goal will be to process potential COVID-19 patients separately from other patients seeking emergency care and ensure patients seeking other services are utilizing the Donehower-Eisenhower Pavilion.

**PA DOH Guidelines for Public Comment**

As the cases of the coronavirus continue to spread in the state, PA DOH has loosened restrictions on individual organizations issuing public statements regarding testing, presumptive positive tests, and confirmed positive tests.

As a result, you may have seen Geisinger publicly state they have tested several positive cases. We will also be communicating with you, the media, our patients, and our community should we encounter a positive coronavirus case.

As a reminder, all media inquiries must be referred to the Marketing and Communications Department (Michael Redding, Director of Marketing and Communications, ext. 2959, [Michael.redding@evanhospital.com](mailto:Michael.redding@evanhospital.com) or Deanna Hollenbach, PR and Communications Manager, ext. 4160, [Deanna.hollenbach@evanhospital.com](mailto:Deanna.hollenbach@evanhospital.com)).

For clarity, the test kits currently in use by many hospitals, but not Evangelical, are designed to provide a quick screening of patients. Someone who tests positive through one of the kits is considered to “presumptive positive” until a commercial or government lab can confirm the diagnosis. Evangelical is collecting samples and sending them directly to the commercial lab for confirmation. If someone tests positive for us, they will be considered “confirmed positive.”

Through all of this we must maintain a focus on our patients and continue to do what is in the best interest of the health of our community. We must also work to position the Hospital to ramp back up to full operations when the crisis has passed.

I thank you for your efforts, your patience, and your commitment to this organization.

Kendra Aucker,  
President and CEO

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## March 18, 2020

The COVID-19 situation continues to evolve and you will start to see us begin to further close down access to our facilities, reduce the non-emergent services we provide, and expand our ability to identify possible cases of coronavirus.

### **Elective Surgeries and Procedures**

Beginning Thursday, March 19, 2020, we will start to postpone elective, non-emergent surgeries and procedures. Some elective, non-emergent surgeries and procedures may continue Friday, if the patient has already begun preparatory steps specific to the surgery or procedure. After Friday, the operating rooms will only be conducting non-elective, emergency surgeries and procedures.

We have been in regular contact with leaders at Geisinger and we are taking this step with them. I believe it's vital to the health of this community that we act in unison in this challenging time.

### **Laboratory, Imaging, and Outpatients**

At this time, all laboratory specimen collection and testing along with our Imaging appointments will continue as scheduled. Our outpatient and physical therapy offices will continue to see patients as scheduled.

However, we are in the process of planning how we will continue to support patients in critical need, patients who are managing chronic health issues, and pregnant women should the need arise to close outpatient clinics and suspend other services.

There is a tremendous amount of work going on to prepare for additional changes to our operations and access to the Hospital. I anticipate making additional announcements today.

Kendra Aucker,  
President and CEO

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## March 17, 2020

In the wake of Gov. Tom Wolf's move to limit public gathering by closing nonessential businesses, we find ourselves adjusting to a new normal. It's a time of anxiety, concern, and for many of us, fear.

That's completely understandable given that we really don't know how long the virus will continue spreading across the country.

I want to help assuage your fears and be a source of reliable information. To that end I'll be sharing updates like this one regularly until the crises has passed.

For today:

### **Check EvanNet**

I want to remind you to check EvanNet regularly. People and Culture has been posting a great deal of information related to travel, working from home, and emergency childcare. EvanNet also features information on postponed projects and training. I can't cover all of the important news in these updates, so please check EvanNet regularly and seek out your supervisor with any questions.

### **Social Distancing**

Be mindful of your interactions and let's lead by example. Our daily safety huddles are shifting to remote reporting and we're doing the same with the March Management Staff meeting. Please follow suit and meet remotely in instances where it's feasible. When you are communicating in person, be respectful of everyone's personal space and the heightened sensitivity we all now have to how closely we sit and stand next to one another.

### **COVID-19 questions**

While we try to be all-encompassing with our communications, we recognize we might not answer all of your questions and your supervisor may not have all the answers either. In response, we've set up an email – [COVID@evanhospital.com](mailto:COVID@evanhospital.com) – to fill the gaps. Questions will be distributed to the subject matter expert from the leadership team who will then respond appropriately. Please be patient. We are all working to address competing priorities related to the COVID-19 response. Members of the leadership team will be responding to the questions as quickly as they can.

### **Alternative Testing Site**

We fully intend to continue following Centers for Disease Control (CDC) and Pennsylvania Department of Health (PA DOH) guidelines for testing. Only patients meeting those guidelines are being tested. In addition, Evangelical cannot perform the testing on site, meaning samples must be sent out to other laboratories for review. Results are available in 3 to 4 days with that timeline likely to expand as the number of tests being performed increases.

However, we recognize the need to accommodate a growing number of people for testing as more people meet widening criteria and we recognize the need to keep those individuals out of the Hospital.

We are currently working to roll out an alternative testing site near our main campus. Details will be shared as soon as they are finalized.

Again, please look for these updates regularly. I promise transparent communication with all of you.

Kendra Aucker,  
President and CEO



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As it stands today, Monday, March 16, 2020, please note the following direction with regard the Hospital and COVID-19. Things change rapidly so check EvanNet frequently, use the employee portal on the exterior website when not on site, and communicate regularly with supervisors.

### **Public Information**

It is critical to help combat the spread of fear with facts from credible sources. Please ask family and friends to visit websites like the Centers for Disease Control ([CDC.gov](https://www.cdc.gov)) and the Pennsylvania Department of Health ([health.pa.gov](https://www.health.pa.gov)).

For information on Evangelical, please ask them to visit [evanhospital.com/virus](https://evanhospital.com/virus). That webpage is being updated regularly with information on visitor restrictions, cancellations and postponements, and all other coronavirus-related information.

### **Public Access**

Public access to the Hospital is restricted. Only two access points are open – the Emergency Department and Donehower-Eisenhower. The Donehower-Eisenhower Pavilion is manned to screen visitors; only essential visitors (parent, spouse, or primary caregivers) who are not exhibiting symptoms of respiratory illness will be permitted to enter.

The ramp to the Hospital from the Professional Office Building (POB) will also have someone screening potential traffic from that direction. The POB will be locked at 7 pm which is a little earlier than normal.

### **Work Status**

As of this moment, the pandemic plan has not officially been implemented. Associate vice presidents and department directors have been instructed to begin moving some employees to their pandemic status—essential, remote; essential, on-call; or non-essential. Any questions should be directed to supervisors.

All questions related to employee quarantine, isolation, and travel should be referred to supervisors who in turn will work with Evangelical's employee health nurse. There are no exceptions to this process. The same rules must be followed regardless of position or title.

### **Badges**

Employees should keep badges with them at all times. Badges will be needed to access the facility.

### **Miller Center**

The Miller Center will be closing Wednesday until further notice. Evangelical staff from the Center may be used in other areas to help support our operations. The facility may

be used for other purposes in the near future, but for now it will simply be closed.

SUN Orthopaedics and Physical Therapy of Evangelical at the Miller Center location remain open at this time.

### **Appointments and Elective Procedures**

All appointments and elective procedures are continuing as scheduled. This may change so direct friends and family to check the website ([evanhospital.com/virus](https://evanhospital.com/virus)) or call the office before arriving for an appointment or elective procedure. Evangelical is working with Geisinger to make this decision in tandem.

Employees are encouraged to be the voice of calm in the community—practice the preventive measures and stay at home if sick.

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### **Guidance for Employees Affected by School Shutdowns**

The Hospital expects to be operating under normal conditions on Monday, March 16, 2020, and all employees are to report as scheduled.

All employees should make appropriate back-up child care arrangements in light of Governor Wolf's order for all K-12 schools to close through March 27, 2020.