

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

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://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

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

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

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 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

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

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

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

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

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

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

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).

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.

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 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

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

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), in the Employee Portal (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,

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

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) 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 or the EvanWell Team Site on EvanNet. Any questions related to Interactive Health or EvanWELL can be sent to evanwell@evanhospital.com or 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

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 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

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.

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

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

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

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

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 or [570-522-2755](tel:570-522-2755)) or Jess Colyer (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

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

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

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

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

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

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

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
- 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/DCQGWWYG>. 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

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

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 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

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

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) 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

[570-522-2755](tel:570-522-2755)

or

Jess Colyer

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

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

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

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.

Kendra Aucker,
President and CEO

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

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 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

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 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

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

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) 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

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) 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 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

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

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. 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

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

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

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

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

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 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

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

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.

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

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

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

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

April 3, 2020

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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.

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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

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. 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

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. 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

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 or 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

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

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

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

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 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

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 or Deanna Hollenbach, PR and Communications Manager, ext. 4160, Deanna.hollenbach@evanhospital.com).

Thank you for your continuing commitment to our patients, this organization, and our community.

Kendra Aucker,
President and CEO

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 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 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 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

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

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.

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.

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

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.com/donation~form.aspx](http://support-evangelical.com/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.

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 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 or Deanna Hollenbach, PR and Communications Manager, ext. 4160, 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 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 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

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.

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 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 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

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 or Deanna Hollenbach, PR and Communications Manager, ext. 4160, 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

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

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 – 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

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. 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) 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.

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.