

March 25, 2020

## COVID-19 Updates (3/25/20)

### Preserve and Protect PPE for the Health Care Team

Our top priority is to keep you safe and we are continuing to follow guidance from the WHO and CDC regarding PPE. As we confront a global shortage of masks, gloves, and other personal protective equipment (PPE), please know that we are engaging every local, state, and federal resource and community partner for additional PPE supplies and accepting donations from the public.

We are also asking all providers and staff to preserve and protect these items for the Healthcare Team. This means storing and caring for them correctly, using them appropriately, and as always, using proper hand hygiene.

It is critical that every member of the Healthcare Team follow the PPE guidelines that are being standardized across the system. These measures will help us in our efforts to maintain proper supplies for when they are needed most.

Here are some key actions for preserving PPE:

- Do not double-glove unless it's specifically required.
- Ensure proper PPE storage and/or disposal between patients.
- Remember, hand-washing conserves PPE. Use soap and water for 20 seconds, rather than hand sanitizer, when possible.
- Use only required PPE when indicated.
- Support staff without a need to enter a patient room should phone the patient, email the family, or use another form of communication.
- Practice clustered care, which means group routine or nursing care events together.

In addition, before entering a patient's room, bring only necessary supplies. When exiting, complete all duties to limit call-light use, while ensuring safety of the patient. For more instructions on how you can preserve PPE, click on the following documents, which can also be found on the intranet.

- [PPE Job Aide](#)
- [PPE Sign – Handwashing](#)
- [PPE Sign – No Double Gloving](#)
- [PPE Sign – No PPE in Hallways](#)

We thank each of you for your efforts to preserve and protect PPE for the Healthcare Team, allowing them to safely provide patient care and limit the community spread of COVID-19.

For more information on Munson Healthcare's efforts to address this equipment crisis, click [here](#).

**[Updated List of Supply Donations MHC Can Accept Plus New Donation Sites](#)**

We've added a few new items to the list of donations we can receive from our communities. To see the full list, click [here](#).

Also, here are more drop-off sites for MHC donations:

**Charlevoix Physician's Clinic**

14709 W. Upright, Building D  
Charlevoix, MI  
Monday - Friday from 9 am to 1 pm

**Goodwill Northern Michigan**

2779 W. South Airport Road  
Traverse City, MI  
Monday - Sunday from noon to 6 pm

**Manistee Community Health Center**

1345 E. Parkdale Avenue  
Manistee, MI  
Main entrance vestibule  
Monday - Thursday from 9 am to noon

**Otsego County Fair Board Office**

124 Shipp Street  
Gaylord, MI 49735  
Tuesdays and Thursdays from noon to 3 pm

**Rehabilitation Center - Cadillac**

300 Evert Street  
Cadillac, MI  
Mondays and Thursdays from 9 am to noon

More locations are currently being determined so please check the [website](#) often for updated details. Individuals interested in more information on donating can contact the Munson Healthcare Foundations at [231-213-1150](tel:231-213-1150) or [foundation@mhc.net](mailto:foundation@mhc.net).

## Email on Your Mobile Device – Important Changes Effective Today

Many members of our Healthcare Team check email via a mobile device. Please know that the following changes went into effect today:

- Email on your mobile device will be limited to a maximum of 30 days. Emails older than 30 days are still searchable. The maximum only applies to the emails that are displayed or synced. This reduces data usage and improves performance of the mail app.
- Simple passcodes (e.g. 123456) will no longer be accepted. If your current passcode is detected as simple, you will be prompted to immediately change your passcode.
- Please refer to the [How-to Documents on the Intranet](#) for useful tutorials and details.

