

COVID-19 Leadership Task Force Updates

Friday, May 22, 2020

Please share this information at your Tier 3, 2 and 1 huddles.

KNOW

What your team members need to know

- This weekend, we honor those who have made the greatest sacrifice and remember the brave men and women who gave their lives to protect our nation. We're grateful for everyone who has served our country. We hope that our entire team has a chance to relax and recharge, and we appreciate all of our team members who are working over the weekend.
- This Monday, we will not have a task force update, and we plan to have our next update on Wednesday, May 27. Of course, we will be in touch if anything urgent arises.
- Effective June 1, we will restore our usual management practice of applying PTO and vacation time in instances where work is not being performed. Our availability for work policy will also apply. Those instructed by EOHW to stay home due to personal COVID-19 exposure or illness and are unable to work will continue to be paid their base rate of pay without using PTO. We are preparing a scenario-based guide to help leaders determine the correct pay status and will distribute that next week.

SHARE

What to share with your team

- Discussing Protected Health Information on social media or posting photos of a patient or a patient's body part, wound, etc. to any non-Duke site, including your personal social media site, is prohibited. It is not allowed even when the patient agrees or even when the patient cannot be identified.
- A new [document](#) in the COVID-19 library provides multidisciplinary guidance for safely performing tracheostomies and for post-tracheostomy care in patients who were diagnosed with COVID-19.
- In recognition of Memorial Day, we will not hold a virtual town hall on Monday, May 25. Our next virtual town hall will be held on June 1 at 4:30 p.m. Moving forward, these virtual town halls will be held every other week. Please continue to send your questions for panelists to hospitalcommunications@duke.edu.

DO

What your team members should do

- When you leave your shift for the day, **wear your mask while you are walking to your car, waiting for the bus and/or riding on the bus.** Safely store your mask and keep your mask with you to wear it again until you can return to screening and receive a new mask for the day. This is essential for your safety and the safety of others.
- Review the weekly recap to see if you missed any important updates this week.
- If you missed the nursing virtual town hall, be sure to view the [recording](#).
- If you have even mild symptoms of illness, stay home and do not report to work. Call the Duke Health COVID-19 hotline from 8 a.m. to 8 p.m. at 919-385-0429, option 1 to report your symptoms.
- Continue to practice good hand hygiene and wear PPE appropriately.