



Communique

April 23, 2020

A CGH Medical Center Publication

In This Issue:

- CGH Employee Caring Fund and the CGH Health Foundation Announce Employee COVID-19 Assistance
- Volunteer Week
- New Virtual Town Hall Video
- We Are Happy for You!
- Scholarship Deadlines Extended
- Medical Lab Professionals Week
- Payroll Transitions
- New Masking Guidelines for Patients
- Take Home Meals for Staff
- May Birthdays
- May 1st Clinic Reopenings

CGH Employee Caring Fund and the CGH Health Foundation Announce Employee COVID-19 Assistance

The CGH Employee Caring Fund in conjunction with the CGH Health Foundation is proud to announce COVID-19 assistance for CGH employees. A grant has been provided by the CGH Health Foundation to assist CGH employees that are in need during this time of crisis.

"\$23,585 has been gifted to the Caring Fund through our generous donors. In this time of great uncertainty for our employees, the Foundation is so pleased to be able to make this grant possible to the Caring Fund," said Joan Hermes, CGH Health Foundation Executive Director. "It is you, our staffers, who have been our steady supporters year in and year out in helping us to reach our goals for fundraising projects. We hope this can provide comfort and peace of mind for our fellow CGHers."

The \$23,585 grant includes \$14,585 from the CGH Health Foundation, \$4,000 from the recent *We Are CGH* t-shirt sale, \$1,000 from a CGH Auxiliary volunteer, and \$4,000 from other Foundation donors.

If you are in need of assistance, we urge staff to consider applying for gift cards to be distributed by the Caring Fund. The form is available on heartbeatcgh.com. Gift cards are available for Visa, groceries, gas and restaurants in amounts of \$25 and \$50. In addition, a CGH Dietary Family Meal (that feeds 4 people) for \$20 is also an alternative. Applicants are limited to a selection of two items. If you are experiencing special hardship circumstances, there is an area on the back of the form to provide further details.

"We as a Caring Fund are glad to be able to help our fellow employees at this time of need from various donors. Over the past month, our small community has proven over and over we are in this together as a team," added Beth Warner, CGH Caring Fund President.

If you have any questions, please contact Beth Warner at 815-625-0400, ext. 6110 or via email, Beth.Warner@cghmc.com.



Volunteer Week

CGH Medical Center celebrates the community members and youth who demonstrate exceptional leadership and spirit through the power of volunteerism. More than 200 caring volunteers make countless contributions at CGH.



"The men, women, and teens of our CGH Auxiliary program provide numerous services and skills that enhance the comfort and care of our patients and families," said Dr. Paul Steinke, President and CEO of CGH Medical Center. "We truly appreciate and value their contributions."

It is during this time that CGH Medical Center especially would like to celebrate the many volunteers for their time and efforts. In 2020, celebrating National Volunteer week is different in light of the COVID-19 pandemic as we are social distancing. What has not changed, is our gratitude for these faithful volunteers who donate their time and talents to help our friends and neighbors in time of need.

National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. National Volunteer Week debuted in the United States in 1974 and has continued to grow every year since.

We Are Thankful for You!



Geoff Wright (PT) picks up flowers from Dana Conkrite (HR).

Months ago we planned a little springtime surprise having no idea that a virus named COVID-19 would change our world. We thought it would be fun to hand out flowers in the spring to our staff in appreciation for all you do each and every day. So, this past winter, we joined together with the FFA students at Forrester High School to grow flowers for our staff in their greenhouse!

Fast forward and here we were with a small gift of appreciation (that had outgrown its current home) and COVID-19. We didn't want the flowers to go to waste, so we adjusted and shifted our plan. Staff picked up flowers through a convenient drive-thru station on Wednesday, April 15.

New Virtual Town Hall Video

Please check the Heartbeat for Dr. Steinke's newest virtual town hall employee video. This site is accessible from your home and we continue to update the site with all current employee related communications as we have done since the beginning of the Covid situation. The website address is heartbeatcgh.com.



Also as a reminder these messages are being sent by Phone, Text, and Email to the ones you chose when you registered for auto-messenger. If you would like to receive these messages on a different home phone, cell phone or home email address, please go to your auto-messenger account and make the change accordingly. You can choose to receive this message all 3 ways or any combination.

Please contact Melissa Cushman in Human Resources at ext. 5797 if you have any questions on your auto-messenger account.

Scholarship Deadlines Extended to May 1

Scholarship application deadlines have been extended.

It's easy to apply by going to cghmc.com/scholarships. There is one application for the Foundation and one application for the Auxiliary, with a **deadline of Friday, May 1 for both.**



CGH Auxiliary Scholarships

The CGH Auxiliary awards several \$1,000 scholarships to students who reside in the CGH service area. Students must have been accepted into their professional school of healthcare study and meet the criteria established by the Auxiliary.

CGH Health Foundation Scholarships

There are 8 nursing/healthcare scholarships open to the public – with one application for all 8. One criteria is proof of acceptance into your professional school of healthcare study. Residents of the CGH service area are eligible.

Please return the completed forms, found at www.cghmc.com/scholarships, to either the CGH Auxiliary or CGH Health Foundation offices or their respective employee mailboxes by 5 p.m. on **Friday, May 1.**

Medical Lab Professionals Week • April 19-25, 2020

We are the skeptics who hold medical manufacturers to a higher standard. We are the critics who demand excellence and accuracy from every single aspect of healthcare, to ensure that the first results is the right results. We are the first line of defense between the people and the faulty information about their health. A monumental part of why the people of this country can trust the decisions and outcomes of their healthcare is because there are laboratory professionals who understand the results of their tests, and what it means for their well-being. We are the diagnosticians, investigators, engineers, researchers, mechanics, communicators, theorists and innovators of the medical world. We force medicine to move forward, not backward. These are beautiful and worthwhile aspects of a career that tends to hide in the background.

MEGAN LEDFORD
(FELLOW LABORATORIAN)

**HAPPY LAB WEEK TO
ALL LABORATORIANS
EVERYWHERE!**

Now more than ever, we want to express our gratitude to our CGH Laboratory staff who play such a critical role in the care of our patients!

Because you understand the need for the right test at the right time, our health care providers are able to detect, diagnose and treat diseases properly.

Thank you for your hard work and dedication, and Happy Lab Week to all Laboratorians everywhere!

Payroll Transitions

Please note that as employees return to work from furlough, there may be some transitions with payroll, loan repayment and multiple benefit deductions. As soon as you come back to work, please contact Tracey McCaslin in Human Resources at ext. 5664 to talk about catching up on deductions.

New Masking Guidelines for Patients



For the protection and safety of our patients, and to help reduce the spread of COVID-19, CGH Medical Center is now requiring patients to bring (and wear) a protective mask to appointments at ALL CGH locations until further notice.

Masks can be those that have been purchased from local retailers, on-line retailers, or homemade fabric masks. If a patient does not have access to a mask, a disposable mask will be provided to them. Please remember that masks should be worn over the mouth AND nose. For directions on DIY masks, including two "no-sew" options, visit www.cghmc.com/covid19.

In addition, if anyone in the community has hand-sewn masks that they would like to donate, please call (815) 632-5324 or email donatematerials@cghmc.com. We sincerely appreciate everyone's efforts to help protect yourself, our staff, and the communities we serve!

Fresh Café Take Home Meals

The CGH Food and Nutrition Services Department knows you are busy here at work taking care of our patients and each other. Let us help make your life a little easier. We are offering TAKE HOME MEALS for pick up in the CGH Fresh Café, Monday-Saturday!

Take Home Meals

Meals are served cold to you and will require heating. Heating instructions will be provided with each meal.

Pre-Orders

Orders are preferred with a 24 hours notice. You can order online at www.heartbeatcgh.com or download a form for ordering. Please email your form to Kerensa. Pink@cghmc.com or drop your form in the CGH Dietary Management offices (the door across from EVS).

Additional meals may be available for purchase in the CGH Fresh Café on a first come, first served basis.

Pick Up

Pick up is in the CGH Fresh Café from 2:30-7:45 p.m. Each meal will feed a family of 4. All meals are \$20.00 (no employee discount). Employees may use their badge to pay for meals. Desserts and beverages available ala carte for an additional charge.

Next Week's Menu

- **Monday & Tuesday, April 27 & 28 -**
Orange Chicken, Fried Rice, Broccoli, Veggie Egg Rolls (4) & Fortune Cookies
- **Wednesday & Thursday, April 29 & 30 -**
Beef Fajitas, Flour Tortillas (12), Cilantro-Lime Rice & Corn
- **Friday & Saturday, May 1 & 2 -**
Cheesy Lasagna, Italian Sausage, Breadsticks (8) & Caesar Salad

May Birthdays

1 Brenda Cochran	15 Beverly Young
1 Trina Frieberg	17 Erika Brown
1 Dina Green	17 Alexander Garza
1 Karra Hague-Schindel	17 Diane Gaumer
1 Cathy Hatten	17 Elizabeth Langan
1 Afrem Malki	17 Emily Musselman
1 Alexander Perepelkin	17 Eric Schaffert
1 Jean Thomaschefskey	18 Tina Frank
2 Heather Babbitt	18 Jelena Runions
2 Melody Engel	19 Ashley Barton
2 Amy Lawson	19 Farzan Eskandari
2 Mary McCormick	19 Jackie Gonzales
2 Emily Nurnberger	19 Megan Hippen
2 Sarah Zigler	19 Elizabeth Orr
3 Theodore Harms	19 Kelly Pinkston
3 Barbara Newlon	20 Paula Devers
3 Jill Queckborner	20 Jodi Henson
3 Daryn Quinn	20 Madison Newman
3 Abigail Shields	20 Valerie Sigafus
4 Laura Long	20 Rose Strader
4 Kimberly Moses	21 Sandra Draper
4 Heather Stinson	21 Jessica Henderson
5 Carmen Nunez	21 Morgan Latimer
5 Aaron Stanley	21 Marcella Sandoval-Herrera
5 Peter Toth	21 Ashley Scanlan
6 Shannon Kuepker	21 Kerri Smith
6 Karen Shipma	22 Denise Kramer
7 Susan Burnette	22 Brett Royer
7 Brittany Dingley	22 Olivia-Hope Toppert
7 Kelly Gray	22 Joshua Wade
7 Mia McDermott	23 Karli Fischbach
7 Jeanne Roberson	23 Jill Randall
7 Lisa Shull	23 Ellen Reter
8 Nikita Ebersole	23 Emily Schultz
9 Ashlyn Arduini	24 Joleen Cortez
9 Carlos Moreno	24 Cathy Dane
10 Nathan Coulson	24 Erin Luckenbill
10 Juan Ibarra	25 Katie Decker
11 Maria Luz Chatic	26 Darryl Fringer
11 Dawn Hartman	26 Brittany Johnson
11 Kayla White	26 Kenneth Zuithoff
11 Brittney Zemke	27 Morgan Gauthier
12 James Asumendi	27 Nancy Lauritzen
12 Annette Cady	27 Michelle Lewis
12 Mayci Lee	27 Emma Watson
12 Lauren Pollom	28 Brenda Allen
13 Heather Gould	28 Danielle Balsley
13 Kathryn Harrison	28 Rokean Keime
13 Sue Peterson	28 Alyshia Malott
13 Jacquelyn Schroeder	29 Anthony Deseno
13 Kervin Teckio	29 Nicole Stepp
14 Parish Cheshire	29 Nolan Wolfe
14 Manorama Hermon	30 Jennifer Behrens
14 Deborah Kuehl	30 Dana McCoy
14 Allysa McPhillips	30 Daryl Reitzel
14 Vincent Racanelli	30 Laurie Zollinger
14 Eric Thueson	31 Dawn Berkeley
14 Frank Tugwell	31 Matthew Cutter
14 Laura Vandermyde	31 Meredith Johnson
15 Claire Aulwes	31 Jason Reter
15 Debra Boehme	31 Brenna Smoot
15 David Brooks	
15 Ann Shaw	

May 1st Clinic Reopenings

On Friday, May 1st, all clinics will be re-opening with the exception of the CGH Walnut Medical Center.

May 1-15 schedules for on-site appointments can be filled up to **25% of template capacity.**

- Providers should review schedules and determine the priority for patients. Please review all ancillary orders associated with the visit and update orders appropriately.
- Providers can continue to see telehealth patients to fill any other schedule openings as they have been doing.
- Providers do have the choice of only seeing telehealth as long as 25% of the normal template can be filled by telehealth visits.



May 18-29 schedules for on-site appointments can be filled up to **50% of template capacity.**

- Providers should review schedules and determine priority for patients. Please review all ancillary orders associated with the visit and update orders appropriately.
- Providers can continue to see telehealth patients to fill any other schedule openings as they have been doing.
- Providers do have the choice of only seeing telehealth as long as 50% of the normal template can be filled by telehealth visits.

Please Note:

- Not all staff will be brought back immediately, but management will contact staff who are at home and inform them one way or the other. Staff who are home due to a high risk category such as pregnancy or any other medical reason will be required to have a note from their treating provider before they can return.
- We want to limit the amount of time patients are in our facilities. Encourage patients to show up on time for their appointments, but not too early. Encourage social distancing. Waiting rooms will have chairs removed. Other specific process changes will be provided from clinic managers.
- Main Clinic lab will open at 6 a.m. Monday-Friday. They will remain closed on Saturdays.
- X-rays for Main Clinic providers will be done at the Main Clinic.
- X-rays for any satellite clinic patients (including Dixon and Morrison) will be done at the hospital. Staff will need to schedule those through central scheduling and fax the order to them.
- We will ask nursing staff to schedule follow up appointments for patients in the exam room instead of having the patient go back to the receptionist.
- Surgeries are still on hold for now. More information will be provided as we receive additional guidance on the process for allowing patients to be scheduled for surgical procedures in the hospital and oral surgery.
- Due to social distancing challenges, we will work with some of the smaller satellite clinics on specific processes for having patients stay in their car until it is time for their appointment.
- Clinic managers will communicate more details for staff at those specific locations.