

Long Island Community Hospital

TO: Employees

FROM: Debra Grimm, Chief Nursing Officer

DATE: April 14, 2020

SUBJECT: PPE N95 Update

PPE– N95 – New Information – Daily Distribution Beginning Wednesday, April 15th @ 7:00 AM - New Practice

- Staff in direct patient contact will receive a new N95 at the start of each scheduled shift from their Department Head/Manager or designee.
The following areas are included:
 - Nursing (RNs, NAs)
 - Phlebotomy
 - Respiratory
 - EVS (Terminal Cleaners)
 - Physical Therapy
 - Radiology
 - Care Manager/Social Work
- Advanced preparation is important. All Department Heads (DH)/Managers are asked to prepare masks according to their staffing plans for at least two days in advance.
- Staffs who are required to wear an N95 mask when delivering patient care will receive an N95 labeled with their name and unit at the start of their shift.
 - DH/Manager will be expected to populate the roster providing the employee's corresponding N95 size. They will obtain this information from the staff member directly (this must be the size from their annual fit test - N95 regular or N95 small). If they do not know their size they must call employee health at 631-654-7170
 - Each N95 MUST be labeled, prior to distribution, with the following "**ABE- Employee first initial and last name – Unit**". This should be placed on the outside of the mask with a black sharpie and then the mask is placed in a bag with the Employees name. While labeling masks DH/Manager MUST wash hands, wear gloves and a surgical mask.
 - Each staff member should get a new mask, every working day, with the above labeled information
 - Their old masks should be placed into the bag it came in and deposited into one of the mask return bins located on their unit. Please make sure no other items are placed into these return bins.

- DH/Manager or designee will be responsible to distribute the masks at beginning of the shift.
- Departments will not have a supply of non-employee designated masks. If a staff member reports to work and they were not originally scheduled they will be directed to logistics to obtain a mask.
- It will be the DH/Manger's responsibility to maintain the roster for mask distribution.
- **Physicians/QLP** – All Physicians, Nurse Practitioners, and Physician Assistants can obtain the N95 Mask from the Logistics Offices. You will be responsible to obtain and sign out your Mask.
- **All NON DIRECT** patient care areas will continue to get a new N95 mask on a weekly basis from their DH/Manager. Supervisors must use the provided tracking form to make sure all staff receives a mask.
 - Security – DH/Manager
 - Engineering – DH/Manager
 - Transport and the remaining environmental – DH/Manager
 - Bio Med – DH

IMPORTANT INFORMATION:

IN ORDER FOR N95 STERILIZATION TO BE SUCCESSFUL - NO MAKE UP, FACE CREAMS OR LIPSTICK/CHAPSTICK MAY BE WORN. MASKS THAT ARE RETURNED MUST NOT BE SOILED.

Your cooperation with this new process is extremely important to our success. Know that your hard work and commitment to our organization during this time is truly valued.

Thank you

