

### COVID-19 Information for Employees

Beverly and Addison Gilbert Hospitals are committed to keeping our staff and patients safe and informed about COVID-19. Information regarding COVID-19 can be found on our intranet site, NIC under “Coronavirus Information.” Please review the important information on this page to stay up-to-date about COVID-19 policies and procedures, human resources information, and clinical resources.



The screenshot shows the NIC Northeast Intranet Community homepage. At the top, it says "NIC Northeast Intranet Community" and "Monday, June 01, 2020". Below the header is a navigation bar with links for "About Us", "Congratulations!", "Departments", "NI-Chatter", and "People Search". A search bar is also present. A "POLICIES" button is visible. The main content area features a large blue banner for "Coronavirus Information" with the text "2019-CoV COVID-19 Central" and "Click here for important information about COVID-19." Below the banner are several utility tiles: "BLS Skills Heart Code" (with a text box and calendar icon), "Make Today Epic" (with an image of a person at a computer), "SafeSpot" (with an image of a padlock), and "Smart Web, Send A Page" (with a "SEND A PAGE" button and "CLICK HERE" text). A blue arrow points to the "Coronavirus Information" banner.

In addition, Beth Israel Lahey Health has implemented an automated way to capture the daily health status – including symptoms – of all staff reporting to work for any BILH workplace (hospital, clinic, office, multi-tenant shared buildings). All physicians and staff, regardless of their role, must submit the Staff Symptom Monitoring Form each day. Please refer to the next page for additional information and a list of frequently asked questions (FAQs) about this process.

During the Infection Control portion of this orientation, you will learn about important safety precautions and protective measures related to COVID-19.

*Please reach out to the Human Resources COVID-19 Hotline at 978-816-2398 or [covid-19-hr@lahey.org](mailto:covid-19-hr@lahey.org) for HR questions regarding COVID-19. The Human Resources hours of operation are Monday-Thursday 8:30am-5:00pm and Friday 7:30am-4:00pm.*