Current Team Member FAQ's

TODAY'S TOP 3 - March 31, 2020

1. For the health and safety for both our patients and our team members, we will be implementing universal masking for all team members, both clinical and non-clinical, entering any area of our acute care hospitals at Central Maine Medical Center, Bridgton Hospital and Rumford Hospital. Team members that work in practice locations on the hospital campuses, including 12 High Street, will not be asked to wear masks upon reporting to work at the offices in that building. Team members that work in buildings on the hospital campuses will be expected to where a mask if they are reassigned to or need to enter a hospital department during their shift and also if they choose to visit the hospital cafeteria during their shift.

Universal masking has been implemented at other health systems in our state and region with the goal of decreasing the risk of transmission from/to those without symptoms.

Masking supplies will be located at the 60 High Street and 12 High Street entrances and the main entrances for Bridgton and Rumford Hospitals, and will be provided to you based upon your role. The mask must be worn at all times throughout the entire shift and we ask that you take and use only one mask per shift/day. At the end of your shift, please dispose of surgical masks in the garbage cans at exits when you are leaving the facility, or if you wear a cloth mask, there will be separate receptacles at the exits for collection of these masks so they can be commercially laundered and re-used.

Please be aware of the following:

Proper masking techniques:

- Be sure to perform hand hygiene BEFORE and AFTER putting on and taking off your mask EVERY TIME.
- Make sure the mask covers both your nose and mouth.
• Avoid touching your mask and your face.
• Maintain vigorous hand hygiene throughout your day/shift.
• Follow instructions for proper extended use and reuse of masks.
• Dispose of yellow ear loop masks in the garbage cans at designated hospital exit(s) for mask disposal prior to leaving. **Place cloth masks in laundry receptacle at designated hospital exit(s). DO NOT BRING CLOTH MASKS HOME.** These need to be properly laundered through our facilities.
• Cloth masks must be washed after each use. If you have been bringing your own cloth masks, please drop them in the appropriate receptacle when leaving the facility so that it can be cleaned properly. **Please note, you will not be able to get your mask back after cleaning.**
• Masks may be removed when eating, drinking, or outside the facility.
  o When masks are temporarily removed, they should be placed into a labeled paper bag, top loosely folded over and placed in a safe place. Paper bags will be provided at the entrance.
• Discard paper bags into trash receptacles at the end of the shift.
• Do not place your mask in pockets, set on the counter, or allow to hang freely.
• Masks should be discarded if soiled, damaged, hard to breathe through or exposed to fluids.

**Where to get yellow ear loop and cloth masks:**

• At designated hospital entrances, upon arrival for shift, after temperature & screening are performed.
• **CMMC**-Yellow ear loop and cloth masks for designated entrances are to be replenished from the stock in the Supply Conservation Room (former Red Cross location beyond the coffee shop).
• **RH/BH** will replenish yellow ear loop and cloth for entrance from their designated supply conservation location.
• Please do not enter hospital facilities if it is not necessary.

**Which mask is appropriate for your role:**

• **Clinical Team Members that work directly with patients** will wear yellow ear loop mask (except when N95 mask is required- see PPE guidelines).
• **Non Clinical Team Members that do not provide direct patient care** will wear cloth masks.
• **EVS Team Members** will wear yellow ear loop mask when cleaning rooms, cloth masks when cleaning locations other than patient rooms.
• **Phlebotomy Team Members** will wear yellow ear loop masks.
• **Laboratory Team Members** will wear cloth masks except when standard operation procedure requires alternate PPE.

2. Central Maine Healthcare facilities are surrounded by amazing communities who have rallied around us and done everything they can to support us in this time of need. We feel extremely lucky for the many community members, local businesses and organizations and team members who have found ways to support us through donations of food and supplies. If you would like to help or if you have friends and family asking how they can help, you can learn about our needs and the donation process [here](#).
We would like to keep track of this generosity so that we can properly thank everyone who has supported us. If you or your department receives a donation, please contact our Development Coordinator, Jennifer Warriner, at warrinje@cmhc.org, with the name of the donor, what was donated and their mailing address.

3. Showers will now be available for team members who would like to utilize them before leaving the facilities. The following are the processes for each location:

**Central Maine Medical Center**
The YMCA, located on the lower level of the 12 High St. medical office building, will be open starting tomorrow, April 1 at 7 p.m. for access to showers. Please be aware of the following:

- Hours of operation: 7 a.m. - 9:30 a.m., 7 p.m. - 9:30 p.m. – off hours call security x2299 to gain access
- Area is for staff only to use the showers, gym equipment and space is not to be used
- Keep area clean
- Bring personal shower supplies
- Towels and wash cloths will be provided

**Process for Showers at Rumford Hospital**
There are 3 showers located on the second floor which staff are encouraged to use these.

1. Across from the Infusion Center
2. The OB call Room
3. RSA break Room

- Please discard your scrubs in the laundry hamper provided at each shower location
- Towels will be provided
- Bring your own Soap
- If you choose not to shower here, please help yourself to a plastic bag in the ASU Waiting room and return the scrubs to the hamper located there.

**Process for Showers at Bridgton Hospital**
There is a shower located in the female bathroom in the OR that staff may use.

- Please discard your scrubs in the laundry hamper provided at the shower location.
- Towels will be provided, please discard in the United hamper, not the same hamper provided for scrubs.
- Bring your own soap.
If you choose not to shower here, please be sure to return the scrubs to the hamper provided so that they can be laundered in a timely fashion.

For additional and the most up-to-date information, please access the public website at www.cmhc.org/team-alerts.