



Pulaski
Memorial Hospital

MEMORANDUM

TO: All PMH Associates
FROM: Tom Barry, CEO
SUBJECT: PMH's Continued Response to the COVID-19 Pandemic
Associates roles & responsibilities
DATE: April 13, 2020

I hope everyone had a Blessed and Happy Easter and enjoyed family while appropriately practicing social distancing. As our family's designated "cookie monster & tickle monster", it was a little different but still a very enjoyable "Zoom Easter for the Barry family".

Every associate who begins employment with Pulaski Memorial Hospital commits to fulfill the Mission, Vision, and Values in meeting the needs of our patients and communities we serve – including under normal operations and in times of crisis. We are indeed in unprecedented and challenging times. We know you have made difficult choices and sacrifices in your daily routine, in childcare, in your family finances and in many other ways.

While the hospital has been planning for several weeks, we may just now be approaching the starting line of a long marathon for patient care. If we are to fulfill our mission of "always providing excellent healthcare and compassionate service," we will need every associate to assist in that endeavor.

While your usual role may not be a necessity at this time, there will be other roles that you may be asked to fulfill. It is our expectation that all associates will be willing and able to "do whatever it takes" to care for our patients. Everyone is essential and will be needed in this battle against the Covid-19 Pandemic. We understand there may be some hesitation and concern for health and safety – please know that protecting our staff is our top priority. PMH will continue to follow CDC and ISDH guidelines. No associate will knowingly be placed in an unsafe situation.

Our role in this national crisis is to lead those we serve through this horrible Pandemic by working together and doing "whatever it takes" to protect and save as many lives as possible. As the Covid-19 Pandemic approaches rural Indiana, PMH's efforts and response needs to increase and intensify to ensure the safety and wellbeing of all of our associates. We anticipate that we are approaching the time that our status at PMH will soon begin to change on the hourly basis rather than the current daily or weekly changes that we have been recently experiencing. Effective Saturday April 18, 2020 @ 11:01 pm (the start of a new pay period) several changes will be implemented to further PMH's readiness as part of being in a declared "National, Indiana and Pulaski County "State of Emergency"; these changes include but are not limited to:

-) PTO or vacations will not be granted until further notice unless the specific daily circumstances would allow PTO to be granted. The Department Manager **and** the CEO must approve any requested PTO/vacation.
-) You may be expected to cover or be on call to free up someone who is needed/assigned to provide other services or assigned to be working in other areas.
-) You may be expected to work any area of the organization as necessary.
-) You will be provided appropriate training and PPE to protect you in whatever role is needed for you to fulfill as part of PMH's efforts to serve our patients and communities throughout this Covid-19 Pandemic.
-) If you are being paid (Covid-pay to meet your scheduled FTE) but not scheduled to report to work, at that time; you are expected to come to work, if you are called to do so.
-) ***If an associate refuses to, or fails to, report to work, as required, appropriate disciplinary action will be taken (up to and possibly including termination).***

As with previous disasters (tornadoes, floods, etc.) that I have encountered at other hospitals, I have been extremely proud at the very positive response of many of PMH's associates, nurse practitioners, physicians, Board members and family members willing to do "whatever it takes" to prepare and fight against the COVID-19 Pandemic. There is nowhere else I would rather be especially if I, or Joan, should need care during this COVID-19 Pandemic.

Please verify that you have received this communication by responding to your Department Manager and indicate that you understand your commitment and plan to fulfill it or if you feel that, you cannot fulfill this commitment and expectation. We need to know this information to appropriately adjust our planning strategies in our continued battle against the COVID-19 Pandemic.

If you have any questions, please feel free to contact me, preferably by email.

May God bless all of you and keep you and your families safe and healthy.