

COVID-19 CHRONICLE

We Are Fully Stocked: Regency Has PPE and Continues to Get Shipments Every Day

Regency's Facility Management department has taken on the enormous task of ordering and distributing PPE to all facilities across the state of Texas. The department is headed by Keith Long, VP of Facilities Management. Also in the department is Andy Shafer, Director of Construction, Marcus Weiser, Project Supervisor, Terry Hunsucker, Corporate Maintenance Director, Anthony Holder Regional Maintenance Director for the East and West regions, Jeremy Dillon, Regional Maintenance Director for the DFW and North regions, Ruben Ortega-Landa, Regional Maintenance Director for the Central and Valley regions, and Amy Salinger, Executive Assistant.



From left to right: Ruben Ortega-Landa, Anthony Holder, Jeremy Dillon

Even before Governor Abbott's order to lockdown nursing facilities due to the threat of COVID-19 entering the buildings, Keith and his team were busy ordering PPE to keep Regency employees safe. Since the pandemic was world-wide, it was obvious that getting enough PPE (personal protective equipment) was going to be tough in the subsequent weeks.

While Keith and Amy were securing PPE, Anthony Holder, Jeremy Dillon, and Ruben Ortega-Landa were preparing a corporate warehouse at Windsor Nursing and Rehabilitation at Duval in Austin to receive and store the items. Under Keith's guidance, they also help set up regional warehouses at Duval (North region), the San Antonio Corporate Office (West region), Weslaco Corporate Office (Valley region), Windsor Quail Valley (East region), and Remington Richardson (DFW region).

The supply chain process within Regency for PPE works like this. A facility's Central Supply Clerk orders their normal quantity of supplies through DSSI. If there are any items that the facility does not receive from Medline, the Administrator requests those from the designated regional warehouse supply person. If the regional warehouse is out of an item, then the designated supply person will send a request to the corporate warehouse to replenish.



One room at the corporate warehouse.



Over 300 boxes shipped out on Thursday, May 28th.

COVID QUERIES

PTO Donation Program Update

Can we still donate PTO and how do we do this?

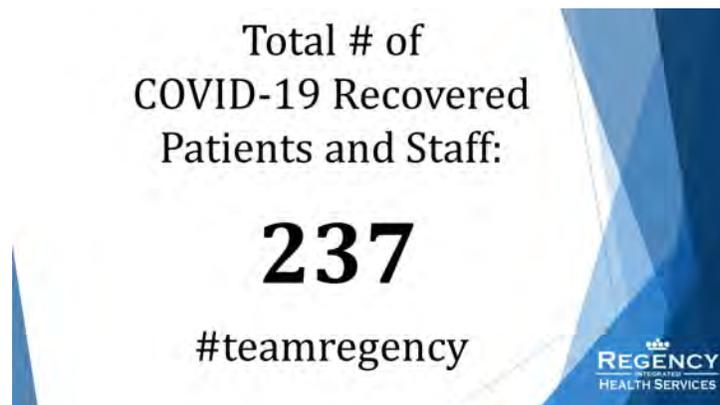
Regency Integrated Health Services is proud to announce the launch of our PTO Donation Program! This Program allows employees to donate a portion of their unused PTO hours to help other eligible team members in need.

Given the current crisis we are facing, donated time will be allocated to those directly impacted by COVID-19 and who have exhausted their own PTO. If you would like to make a donation of accrued and unused PTO, please complete the attached donation form and submit it directly to me or your Regional HR Manager. Donating a portion of your PTO hours is a simple way of making a difference in the lives of your peers.

Through May 26, 2020, a total of 2163.44 hours have been donated, but we are still behind in hours. We continue to accept donations for any amount. Please ask your HRC for the form. Your participation is appreciated!

Let's Celebrate Recovery!

How many patients and staff have recovered from COVID-19 to date?



Frontline Feature: Central Supply Clerks

We want to take a moment to applaud the Central Supply Clerks in every Regency facility!!! We are all so grateful for the job that you do every day in your buildings.

Since the COVID-19 pandemic has become a reality in several of the Regency facilities, the job of the Central Supply Clerk has gained major importance in keeping our employees safe and protected from the virus.

Each day Central Supply is asked to take an inventory of the current PPE levels in each facility and send to Anthony Holder at the corporate warehouse. This is an important task because this keeps Anthony and his team aware of any potential need even before the first positive case is reported in a facility.

We need to all thank all of our Central Supply Clerks for a job well done!

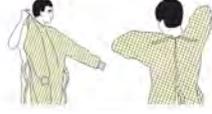


PPE Reminder:

Don't forget to use the buddy system to check for accuracy during the PPE donning and doffing procedure.

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

- 1. GOWN**
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
 - Fasten in back of neck and waist
- 2. MASK OR RESPIRATOR**
 - Secure ties or elastic bands at middle of head and neck
 - Fit flexible band to nose bridge
 - Fit snug to face and below chin
 - Fit-check respirator
- 3. GOGGLES OR FACE SHIELD**
 - Place over face and eyes and adjust to fit
- 4. GLOVES**
 - Extend to cover wrist of isolation gown

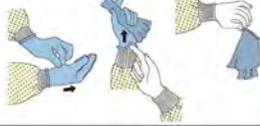
USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

- 1. GLOVES**
 - Outside of gloves are contaminated!
 - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
 - Hold removed gloves in gloved hand
 - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
 - Discard gloves in a waste container
- 2. GOGGLES OR FACE SHIELD**
 - Outside of goggles or face shield are contaminated!
 - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Remove goggles or face shield from the back by lifting head band or ear pieces
 - If the cam is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container
- 3. GOWN**
 - Gown front and sleeves are contaminated!
 - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
 - Pull gown away from neck and shoulders, touching inside of gown only
 - Turn gown inside out
 - Fold or roll into a bundle and discard in a waste container
- 4. MASK OR RESPIRATOR**
 - Front of mask/respirator is contaminated — DO NOT TOUCH!
 - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
 - Discard in a waste container
- 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**


PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

