

Due to the evolving situation in response to the Coronavirus, the facility will be taking the following measures effective **Friday, March 13, at 4 p.m.**:

- Face-to-face staff meetings and committee meetings will be held only via Skype or VANTS.
- Town hall meetings for employees and Veterans will be cancelled or held only via Skype or VANTS.
- Services provided by volunteers, including DAV drivers, will be suspended at PVAMC until further notice.
- The tax preparation program will conclude providing services tomorrow at 4 p.m.
- The employee gym in building 1 and the use of the gym in PT/OT at Eagle Square will be closed for employee and patient use. Scheduled PT/OT outpatient appointments will continue.
- The blood drive scheduled for Thursday, April 9, has been cancelled at the facility, but the facility encourages employees to donate blood at the Rhode Island Blood Bank. Authorized absence for those who donate can be approved in advance by supervisors.

#### **Telework:**

- Staff are encouraged to work with their Service Chief to obtain a telework agreement and CAG/remote access, if appropriate.

#### **Dependent Care:**

- Telework is not meant to be a substitute for dependent care. Employees may not telework with the intent of or for the sole purpose of meeting their dependent care responsibilities while performing official duties. While performing official duties, teleworkers are expected to arrange for dependent care just as they would if they were working in the office.
- While the presence of dependents in the household should not be an absolute bar to teleworking, employees should not be engaging in dependent care activities when performing official duties. While an occasional, brief interruption may occur when a dependent is present in the home, teleworkers must be careful to keep interruptions to a minimum to avoid disruptions in work accomplishment.

#### **Visitors:**

- Inpatients will not be allowed visitors unless under rare and extenuating circumstances.
  - No one under the age of 18, unless a caregiver, will be able to attend a patient appointment. Only one person may accompany a Veteran to an outpatient appointment or ED visit.
  - Valet service will be closed. Van shuttles, golf carts and individual transport will run from the parking garage to the ambulatory care entrance. DAV travel will also be temporarily suspended.
  - Parking Lots 1 and 2 will be available for general parking.
  - Patients will be encouraged to refill prescriptions via mail order.
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- Please note that the medical center IS NOT instructing anyone to cancel outpatient clinics related to coronavirus concerns. However, we are encouraging staff to deliver care virtually (VVC, e-consult, telehealth, phone) when clinically appropriate. Staff should begin evaluating appointments scheduled in the next few weeks immediately.

Clinical staff are asked to provide care virtually or via telephone and should work with patients about using VVC or telephone.

Training is required to see patients via VVC. Staff should complete this training ASAP in order to better support alternative delivery of outpatient care as well in anticipation of potential telework operational changes. The TMS training is item 4279741.

Guidance on technical requirements for VVC and other related logistics will be sent in more detail to the clinical service chiefs.

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There will be three employee Information sessions tomorrow, March 13, at 10 a.m., Noon, and 2 p.m. for an open question and answer period. Each session will be approximately 30 minutes. If you have questions, please email these to Donna Atkinson. The VANTS line information is below:

**March 13 – 10 a.m. 1-800-767-1750, Access 49655#**

**March 13 – Noon 1-800-767-1750, Access 38867#**

**March 13 – 2 p.m. 1-800-767-1750, Access 50838#**

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