

Dealing with the COVID-19 Crisis

Please **mute and silence**
phones and computer audio

Use the “**chat**” function for
questions, which will be
address at the end



Financial Planning and Projections for FY20 and FY21 Q1 & Q2

Pathology and Immunology Town Hall

April 6, 2020

3:00 p.m. CDT via Zoom

Information is rapidly changing; therefore, please use the hyperlinks to get current updates to WUSM's COVID-19 response

Overview & Welcome

- **Welcome** [Cote]
- **Calendar Year Budget and Financial Plan** [Cote]
- **General University & SOM COVID-19 Updates** [Taylor/Jolly]
- **COVID-19 Testing Update** [Burnham/Anderson/Rossi]
- **Business Continuity Planning**
 - LGM [Eby/Gronowski/Rossi]
 - AMP & NP [Gaut/Schmidt/Taylor]
 - Research lab business [Schreiber/Humphries]
 - Clinical education and training [Anderson]
 - Quality & Safety [JT Ross]
 - Business administration [Schnable/Humphries/Isaacs]
- **Question & Answer** [Please use “**chat**” function]

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Thank You for Your Courageous Efforts



**“It is not enough that we do our best;
Sometimes we must do what is required.”**

— Winston S. Churchill

What should I do if I think I might have or have been exposed COVID-19?

If you believe you may have been exposed to COVID-19 and you are experiencing symptoms, Washington University **students, faculty and staff should call 314-935-8300 or 888-234-2863** for screening. **Note:** this is also the **COVID-19 INFO Hotline**

Medical School Campus Begins **Employee Screening** March 28th

- Self screen and report on arrival <https://www.bjc.org/employeescreening>
- Employees who **fail the screening or temperature** check will be directed to **contact Occupational Health**. All staff should also follow their normal call-in procedures.
 - WashU School of Medicine faculty and staff, emailmed.coronavirus@wustl.edu
 - BJH employees call occupational health: (314) 454-7002

Medical School Campus **Employee Testing Sites**

- On Scott and Taylor Avenues
- St. Louis Children's Hospital Specialty Care Center (West County)

General COVID-19 Updates

- **Preventative measures**
 - Proper hygiene and self-care
 - Mindful Connection on Thursdays from 11:00 am – 11:30 am (*email Erin Stampf*)
 - Personal protective equipment (PPE)
 - All employees with patient or public interaction wear an isolation mask during their shift
 - One mask per person per week
 - *See appendices for specific recommendations*
 - Social “physical” distancing
 - Travel restrictions: 60-mile travel restriction, must be pre-approved by Chief & Chairman
 - Concerns regarding COVID-19 **exposure or illness**: 314-362-5056 or 314-362-5050
- **HR Updates**: Special paid-time off & Regular paid time-off designations, and Hiring Freeze
- **Childcare & parking options available in appendices & P&I website**
- University **creates new fund** to help students and employees through COVID-19 crisis:
https://wustl.advancementform.com/campaign/washu-crisis-response-funds/give?embed_form

COVID-19 Testing Update

- COVID-19 Molecular Testing Go-Live 3.16.20
 - Can be ordered in Epic using the orderable “COVID-19 Coronavirus” (Lab Number LAB4920)
 - Available for nasopharyngeal swabs collected at BJH and SLCH
 - As of 3.23.20 testing became available for BJC system inpatients and health care workers
 - Current Capacity:
 - **300-400 tests per day**
 - Expected turnaround time is **24-48 hours**
 - Current Volume:
 - ~200 tests per day (~20% positivity rate)
 - Plans for additional capacity (next 1-2 weeks)
 - Anticipating placement of Roche 6800 instruments
 - Lab FAQ: <https://wustl.app.box.com/v/CoronavirusCOVID19>

COVID-19 Testing Update

- Actively working on implementation of IgG serology as soon as possible
- Different vendors available though performance is extremely variable
- BJH is pursuing two different vendors based on early performance data and existing testing platforms
 - Abbott
 - Euroimmune

Business Continuity – LGM

Faculty Coverage

- All clinical faculty will be expected to **work remotely except for service responsibilities that require on-site activities.**
- **At least one faculty should be present** from 8:00-5:00 for each of the following clinical services depending upon service needs:
 - Blood bank/Transfusion medicine
 - Chemistry
 - Microbiology
 - Cytogenetics
 - Hematology/coag
 - MDI/HLA/MDL (one person covers all)
 - Flow cytometry (Friederike and John, other members of hemepath section)
 - SLCH (Ron, Dennis, Stephen)
 - BJWCH* (Suzie, Chang, Ron are fully credentialed there, need on call coverage, not on site)
- Coverage should be managed by the members on each service.
- If you have circumstances that affect coming to work during this difficult time (dependent care, health conditions etc.) please let Dr. Eby know.

Considerations

Due to **anticipated increased volume & staffing shortage:**

- Choose wisely when ordering laboratory tests, including elective, and repeated testing
- Limit add-on testing; the laboratory reserves the right to restrict add-ons as needed
- Reduce send-out testing (as it requires significant medical technologist time)
- Recognize that turn-around-times on some non-automated, low volume tests may be prolonged
- Understand there may be occasional delays when calling customer service staff

Business Continuity – AMP & NP

- **Hand wipes, hand sanitizer, and Spray bottle with 70% ethanol or isopropanol** are available to attending pathologists on service. Contact admin onsite.
- We have transitioned to **Zoom signout** and implemented minimal staffing.
- **Educational conferences** have now resumed using **Zoom**.
- **Revised PPE guidelines** have been put in place in line with the BJC guidelines.
- **Digital pathology implementation** projects are underway - frozen section, consultation, consensus conferences.
- **Faculty recruitment** is continuing using Zoom interviews and presentations.
- Lab Continuity/minimal staffing guidelines remain in place until 4/22.

Business Continuity – Research Labs

- Probationary period paused for School of Medicine investigator track faculty
- Only essential lab operations until further notice.
- Laboratory work specifically related to COVID-19 may continue with explicit permission from the Dean or Chairman.
- Enhance cleaning of shared instruments and surfaces (shared phones, shared lab equipment, shared benches, doorknobs). Use a disinfectant that is safe and appropriate for the item.
- Reduce animal colonies if possible.
- Changes in essential personnel within research labs please notify Jo Anne Humphries at jhumphries@wustl.edu.
- Trainees (including DBBS students, MSTP students, post-doctoral associates and scholars, clinical fellows doing research, masters students) listed as essential personnel need to email Aleatha Harris at aharris@wustl.edu.

Business Continuity – Research Labs

- Ideas for Remote Research <https://research.wustl.edu/covid19/ideas-for-remote-research/>
- COVID-19 Funding Opportunities <https://research.wustl.edu/covid19/covid-19-funding-opportunities/>
- For questions concerning your government or industry contracts, contact pathgrants@pathology.wustl.edu.
- For grant and contract submissions, **notify your Grant Administrator ASAP** with as much information as possible.
 - Funding opportunity announcement, guidelines, instructions, deadline dates
 - Project period dates, draft budget with personnel names, role on project, % of effort
 - If there will be outgoing sub-awards, contact person at outside institution

Business Continuity – Clinical Training Programs

Clinical Service

- **AP/NP:** Minimal staffing for trainees in place. Zoom sign outs going well
 - Trainees **MUST pay attention to PPE guidelines** for frozen sections and grossing
 - Trainees are **NOT** to be involved in processing fresh COVID-positive or suspected patient specimens (frozen sections, autopsies, etc.)
- **CP:** Minimal staffing for training in place. Trainee service work going well
 - Call coverage taken from home when possible
 - Beeper reports via Zoom when possible
 - Clinical and laboratory rounds with some modifications
- **AP/CP/NP:** Remaining vigilant in the event we are needed to support pathology services and BJH in additional ways
 - Encouraging all trainees to review Aquifer content

Business Continuity – Clinical Training Programs

Education

- Nearly all rotation didactics transitioned to Zoom (AP, NP, and CP)
- Divisional conferences (AP/NP and CP) resumed on 3/31 with some exceptions (e.g. Autopsy)
- Spring Primary AP/CP examinations have been canceled
- Many new **remote learning opportunities** have become available
 - Participate in other Zoom AP sign-outs
(<https://app.box.com/s/v866ypqr1kxx1durfr28y5fra001umwb>)
 - Forensic pathology resources from SLU
 - USCAP
 - ASC
 - CAP

Business Continuity – Clinical Training Programs

Added Communication Channels

- **Weekly email to trainees** (please send non-urgent trainee-wide communications to Aidas)
- Regularly scheduled meetings with **Chief Residents and Residency Program Directors** (3x/week)
- **Weekly virtual office hours** each Wednesday from 5-6pm with Drs. Anderson and Ruzinova
- **Virtual Liver and Toxicology Rounds**

Business Continuity – Quality & Safety

- ERS/SEMS entries are falling
 - Dramatic decrease from 2019 entries
- Why so important?
 - Data from ERS/SEMS entries drives process improvement projects
 - Helps us to identify and track trending

Business Continuity – Administration & Finance

- **Invoice/IDs** – sent by email from Kim Caves, kimberlycaves@wustl.edu, or Tracy Goodman, tracygoodman@wustl.edu as attachments. Please respond to the email with your approval and source of funds.
- **Travel Reports** – Completed TR forms, including supporting documentation and approvals, must be sent via email with the TR# in the subject line. Support for only one TR may be included in each email, and all associated documentation should be provided when possible in one email. Documents should be in pdf format.
 - **Approvals** - any of the following will be accepted:
 - scanned ink signatures
 - scanned or electronic signatures w/audit log
 - an email from approvers stating, “This email serves as my signature/approval for the attached XX Form.” Supporting documentation must be attached to all email approvals.

Business Continuity – Telecommuting & IS/IT Support

- All employees are encouraged to telecommute for essential operations that can be accommodated by remote access
 - Please **verify with your direct supervisor** before telecommuting
 - Please **provide contact phone #** to direct supervisor
- For technical support, please review our FAQ **page on box**
 - <https://wustl.box.com/s/osqkyku08ubqcn8tofhswbbmuvb8iq>
- Considerations: **phone transfers, home internet capability**, etc.
- Remote Clinical Application Access-
 - Upgrading Citrix Server
 - Currently recommended method is Remote Desktop to your workstation
 - Testing local installs for Copath & Digital Imaging Viewers
 - Accessing EPIC <https://epic-portal.et0965.epichosted.com/Citrix/EpicWeb/>
- IOH Power Outage 4/9/2020
- Click [here](#) for resources

<https://hr.wustl.edu/items/telecommuting/>

<https://mailings.wustl.edu/list/hzw3s27h/200317I/41c10y.vib?a0=12674>



*Special thanks to all the faculty, staff, and
trainees who helped host the P&I COVID-19
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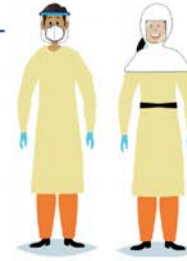
Appendices & References

COVID-19 Personal Protective Equipment by Respiratory Protection Type

N95 Respirator Required

Any team member participating in the care of patients who are positive for COVID-19 or patients under investigation (PUI) for COVID-19 that are critically-ill (ICU-level care), having aerosol-generating procedures, or other procedures of concern must wear an **N95 respirator/PAPR/CAPR, eye protection, gown and gloves**. Examples: nebulizer therapy, high flow oxygen therapy, BiPAP or CPAP, suctioning, bronchoscopy, intubation, CPR

N95 respirators may also be used at the point of patient's first contact with the health system when judged appropriate by care providers, including initial evaluation of patients in the ED, Women's Access Center and Urgent Care.



Isolation Mask Required

Any team member participating in the care of patients who are positive for COVID-19 or PUI for COVID-19 that are non-critically-ill or with patients with respiratory symptoms where diagnosis not established, must wear **isolation mask, eye protection, gown and gloves**.

Examples: Inpatient Units, Emergency Department, Urgent Care, Outpatient Testing/Therapy, Clinics



Isolation Mask Recommended

Any team member interacting with patients who are negative for COVID-19 or not a PUI, or any team member with significant public interaction are encouraged to wear **isolation mask and gloves** (only if possible exposure to body fluid).

Examples: Inpatient Units, Behavioral Health, Imaging, Infusion, Outpatient Services, Clinics, Patient Access



No PPE Recommended

Any team member not interacting with patients or with limited public interactions are not required to wear masks. Wear gloves only if there's possible exposure to body fluids.

Examples: Office-based worker with no patient contact and minimal public interactions



Childcare – Bright Horizons



Back-Up Care Advantage Program

Provides care for employees when they need to be at work and their regular child or elder/adult care is unavailable.

In partnership with Bright Horizons Family Solutions, Washington University offers the Back-Up Care Advantage Program to assist eligible individuals in balancing the competing demands of life and work. The benefit provides back-up care for eligible individuals when they need to be at work and their regular child or elder/adult care is unavailable.

Eligibility

- Benefits-eligible faculty and staff
- Clinical fellows
- Post docs
- Full-time graduate and professional students

<https://hr.wustl.edu/places/back-up-care-advantage-program/>

Registration & Reservations

- Dependents must be registered before care is provided. Reservations for care are required and may be made one month in advance up until the day care is needed. When registering or making reservations, please be prepared to provide your name, role (e.g., faculty or staff), and school/department.
- To register or to make reservations for care, please contact Bright Horizons Family Solutions as by phone at 877-242-2737 or by accessing backup.brighthouse.com.
- **First time users will need to register** by clicking on “Create Your Profile” and entering username “WUBACKUP” and password “BACKUP.”

Childcare – Gateway Region YMCA

- The **Gateway Region YMCA** is offering **emergency child care** at 8 area YMCA locations for **first responders and medical professionals** and is available on a **first-come, first-serve basis**.
- The Gateway Region YMCA is also providing enrollment (as available) for children of medical providers at the following Early Childhood Education locations – Chesterfield YMCA, Edward Jones YMCA, MidCounty YMCA, Monsanto YMCA and Tri-City YMCA. Please contact the branch directly to enroll.



DATES: Starting March 23 - March 27
(We will continue to evaluate community needs weekly to determine future extensions)
AGES: 5-12 years
HOURS OF OPERATION: 6:30 am - 6 pm
COST: \$30 per day; lunch and a snack included

LOCATIONS:
O'Fallon, MO Family YMCA.....636.379.0092
Chesterfield Family YMCA.....636.532.3100
Tri-City YMCA.....618.876.7200
Collinsville, Maryville, Troy YMCA.....618.346.5600
South County Family YMCA.....314.849.9622
Emerson Family YMCA.....314.521.1822
Carondelet Park Rec Complex.....314.768.9622

WELLNESS CHECKS
Effective Monday, March 23, 2020 we will be implementing the following preventative measures:

- Daily health checks will be completed upon arrival for all children. If child care is denied we will require the child to have a doctor's note to return to the center.
- According to the CDC, if a child's temperature is 100°F or higher (or 99°F or higher as taken under the armpit), they have a fever and care will be denied.
- Answering "yes" to specific questions related to international travel, sickness, or contact with individuals under quarantine or with a confirmed case of COVID-19 may cause denial of care.
- We will be restricting visitor access to centers.
- A YMCA staff member will escort children into the center. Parents/guardians will not be allowed past a certain checkpoint. You will sign in/out at the designated location.

REGISTRATION
Registrations will be taken on Thursday, March 19 from noon - 6pm and Friday, March 20 from noon - 6 pm as long as spots are available. If spots are available at 6pm on Friday, additional hours will be offered for registration on Saturday. Registration forms can be brought to the YMCA Branch Service Center at the branch that the emergency child care will be held.
All registrations must be accompanied by a current hospital ID or first responder ID.
Registrations can also be taken over the phone if a picture of the ID badge is emailed to the directly to the appropriate branch Member Service Associate. Forms must be filled out and waivers signed prior to the child attending, or at drop-off.

LIMITED SPACE AVAILABLE

Childcare – Childcare Co-op

- A **childcare co-op** has been put together by students at the Medical School. **Healthcare providers can sign up to be matched to medical, health science and undergraduate students from WUSM, WU and SLU** who are available and willing to assist with childcare needs during this critical time.
 - This service can be found at <https://www.hcwchildcareco-op.com/st-louis-providers/>. After registering, you will be contacted by the leaders of this co-op in order to try and match you with available students.
 - The leaders of this co-op indicate that there has been an overwhelming demand and are working to add childcare provider to this group. At this time, this resource **should be used as a last-resort only**.
 - **Please note** that this is **not a university-sponsored benefit**. WUSM Medical students have undergone background checks, however, the university is not running or involved in this co-op and **cannot guarantee that all other students in this co-op have been background checked**.

Campus Security & Access Control

- **Effective Monday, March 23, 2020 at 6am**, access control will be active on a 24/7 basis until further notice; i.e. entry points will operate as they do now on a Sunday (entrances that are normally open during business hours will require an ID). Selected entries required for patient access will remain open.
- Protective Services (314-362-4357) will be available 24/7 to assist with any issues as a result of this adjustment. Any requests for exceptions/modifications to selected entrances should be directed to protectiveservices@wustl.edu as soon as possible for consideration.
- If you have issues with your current badge, please contact access control at protectiveservices@wustl.edu or if you need a replacement, please contact your supervisor or department administrator to order a replacement badge as soon as possible.
- Employees are highly encouraged to wear their WUSM ID Badge on their outermost garment at all times.

Campus Parking

- Beginning **Monday, March 23rd through Friday, April 3rd**, any employee who is traveling to campus for an intermittent need but does not hold a parking permit may park in an open lot space belonging to the School of Medicine.
- These spaces are limited but will not require a permit and during this period. The campus will suspend ticketing on the noted lots for this short time. Parking in any ADA spot does require an ADA permit and is subject to ticketing if misused. All current parking permit holders should park in their assigned parking locations.
- Short-term teleworking employees who may not want to hold on to their campus parking may contact transportation and parking to stop their parking pass, and credit for **March 23rd and April 3rd** can be provided upon request and physical forfeiture of the parking permit. Employees cannot be guaranteed an assignment in the employee's current parking location should they restart their parking permit upon their return to campus due to the number of permits being added daily for new employees and non-metro riders.

Campus Parking

- Clayton Garage: after hours parking available (2pm – 6am)
- Security has an escort and can be reached at 314-362-4357.
- St. Louis City suspends parking tickets through 4.6.20.

From the St. Louis Business Journal:

<https://www.bizjournals.com/stlouis/news/2020/03/16/city-suspends-parking-tickets-through-april-6.html>

City suspends parking tickets through April 6, freezes penalties

Mar 16, 2020, 4:00pm CDT

City of St. Louis Treasurer Tishaura Jones announced Monday that the city has suspended parking tickets through April 6 and made all parking meters free.

In addition, parking penalties will be frozen through April 15 and hearings for parking tickets will be rescheduled, according to a release.

“It is critical to enforce ‘social distancing’ to limit the spread of COVID-19 and help St. Louisans avoid economic hardship,” Jones said in a statement. “ We are taking every action we can to ensure the health and wellbeing of St. Louisans, including our customers, employees, and families participating in financial empowerment programs.

Jones also announced that all office of financial empowerment and college kids events have been suspended through April 6. Some of the classes and programming will be made available online through Facebook live.

medparking@wustl.edu

<https://facilities.med.wustl.edu/parking-transportation/parking/>

WUSM Auxiliary Services - Adjusted Hours

- Shell Café and Farmstead Café - Open
 - Shell Café Open 7am – 2:30pm, M-F
 - Farmstead Café Open 7am – 3pm, M-F
 - In order to limit the contact of the public with those preparing the food, options will be limited and the flow of the café will be altered.
 - All items will be grab and go to minimize wait times (hot options will be still be available).
 - Menu offerings will be sent in the menu mail and posted outside of the café.
 - All food and drinks will be in to-go packaging only.
 - Convenience items available.
 - Need dinner or to feed your family, pre-made dinner options are available. Speak to a team member to order.
- Kaldi's MCC - Open
 - Café Open 5:30am – 6:00pm, M-F
 - Guests are encouraged to order online to avoid wait times and congregating.
 - Seating (dine in) is closed until further notice.
 - Full Menu available.
 - Kaldi's FLTC - Closed
- Follett Campus Store - Closed
 - Convenience items are available at Farmstead Café and in vending areas.
 - The online store is still available.
 - The Store manager is still available to work on textbook orders and course packets.
- FedEx MCC – Closed
- FedEx CSRB - Open
 - Open from 8am – 6pm

Important links

Childcare coverage: <https://hr.wustl.edu/places/back-up-care-advantage-program/>

University emergency COVID-19 updates: <https://emergency.wustl.edu/coronavirus-disease-covid-19/>

University COVID-19 FAQs: <https://emergency.wustl.edu/coronavirus-disease-covid-19/covid-19-travel-restricted-locations/>

P&I IT/IS information: <https://wustl.box.com/s/osqkyku08ubqcn8tofhswbbmuvb8iq>

Graduate student information: <https://sites.wustl.edu/dbbscovid19/home/faculty-information-2/current-student-information/>

University Communicable Diseases Policy: <https://hr.wustl.edu/items/communicable-diseases-policy-2/>

University restricted travel areas: <https://emergency.wustl.edu/coronavirus-disease-covid-19/covid-19-travel-restricted-locations/>