



**UNIVERSITY HOSPITAL**  
Newark, New Jersey

**COVID-19**

**DAILY BRIEFING**

**4/8/2020**

Confirmed COVID-19 Patients currently at UH

162

Patients Under Investigation currently at UH

35

COVID-19 Patients Discharged in Last Day

10

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### University Hospital Employee Accommodations

The New Jersey Department of Health has arranged for free accommodations at the Marriott Courtyard in Secaucus for health care workers, including any University Hospital employee, who have a confirmed positive diagnosis for COVID-19 and want to quarantine themselves away from home. The hotel is located at 455 Harmon Meadow Boulevard, Secaucus, NJ. Each employee will receive three free meals per day during his/her stay. Room availability is determined by Marriott, and this guidance may change.

If you are COVID-19 positive and want to access these services, please call the Command Center @2-5800.

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### Free Meals for All Staff

Day Shift - Free daily meal cards have been distributed by your managers and will continue for day shift staff. **Please hold on to and present the same card when you go to the cafeteria for your one complimentary meal a day.**

Evening and Overnight Shifts - Free grab and go meals are available for all staff nightly, beginning at 8 p.m., in Room H-342.

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## University Hospital Childcare Needs Survey

University Hospital is surveying the childcare needs of our employees. Staff responses will better help us work with local childcare centers to express the needs of our employees to these organizations. Please complete the survey [HERE](#).

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## Cybersecurity Reminder

There has recently been a large number of cyber attacks against individuals using teleconference applications such as Zoom and WebEx. To avoid becoming a victim of these attacks everyone is reminded to exercise the following best practice guidelines when setting up a private teleconference:

1. Apply passwords to teleconferences (understand the program's security features).
2. Do not publicly advertise teleconference links. Send teleconference registration and link information directly to attendees by email.
3. Keep the applications up to date (know how to check for software updates and apply them).

If you have any doubt about the legitimacy of a teleconference link or other electronic communication, contact the Office of Information Security at [OOIS@uhnj.org](mailto:OOIS@uhnj.org).

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## Revised Leave Policies

As a result of the surge of COVID-19 patients, University Hospital Leadership has made several temporary changes to leave policies:

1. Good Friday, April 10th, will be a normal work day for all staff this year. Staff who work will be paid for this day, and this holiday will be available for use as a future day off.
2. All previously approved vacations and float holidays beginning Monday, April 13th, or after, are cancelled. Managers are authorized to approve time off requests of no more than two (2) days. Any requests of more than two days, must be approved by the Chief Executive for each area.
3. The annual forfeit of excess vacation time that typically occurs on July 1st is suspended for this year. Staff will be able to carry-over

more than the typical allowance of one year's worth of accrued vacation time beyond this date. The next excess vacation forfeiture will occur on July 1, 2021.

We understand that these are difficult changes, and we thank all of you for your continued commitment to our hospital and our patients.

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## Office Cleaning

Staff should be aware that EVS will not be cleaning individual office spaces during this public health emergency. Any garbage bins that need to be emptied should be left outside your door and they will be picked up by EVS. Please take care to keep your workstations and offices clean during this time.

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## Negative Pressure Room Testing

Facilities Management has centralized the process for daily negative pressure room tests to enable units to focus on patient care. Please be assured that these tests are on-going.

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## Important Reminders

**Dress Code:** University Hospital is relaxing its official dress code to enable all employees to come to work in clothing that can be washed at home, and to avoid clothing that requires dry-cleaning. All staff are encouraged to dress in business casual clothing that is neat and appropriate to the workplace.

**Virtual Chapel:** To encourage and sustain well-being, the UH Chapel has made available various virtual experiences. The schedule is available [here](#).

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## Resources & Contact Numbers

**NJ COVID-19 INFORMATION HUB:** <https://covid19.nj.gov/>

**NJ 24/7 COVID-19 HOTLINE:** Call 2-1-1 or (800)962-1253, or text NJCOVID to 898-211.

**UH STAFF GENERAL QUESTIONS LINE (UH STAFF ONLY):** For non-patient care questions, contact Infection Control at (973)865-7684.

**PEER 2 PEER SUPPORT:** Monday - Friday @ 3PM. Details [here](#).

**SUPPORTIVE SERVICES:** Contact NJMS Psychiatry's telephone support service for staff at [Stress.Anxiety@njms.rutgers.edu](mailto:Stress.Anxiety@njms.rutgers.edu).

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