



**Carondelet. Be well.**

To: All Associates and Physicians

From: Dr. Donald Denmark, SVP and Chief Medical Officer, Carondelet Health Network  
Amy Beiter, M.D., President and CEO, Carondelet St. Mary's Hospital  
Tony Fonze, President and CEO, Carondelet St. Joseph's Hospital  
Deb Knapheide, VP and COO/CNO, Holy Cross Hospital  
Tawnya Tretschok, VP, Physician Practices

Date: October 16, 2014

Re: Carondelet Prepares for Potential Ebola Patients

Administrators and clinical leaders from a wide variety of disciplines across Carondelet have been meeting regularly over the last several weeks to plan for the possibility of Ebola patients presenting on our hospital campuses and in our clinics. We are working on an aggressive timeline to provide appropriate protocols and processes for use by all departments who might participate in any aspect of patient care in a suspicious or confirmed case of Ebola.

As a result of that planning, a network-wide Executive Steering Committee for Ebola Preparation and Planning has been formed. This Steering Committee includes the following administrators, physicians and divisions leads.

- **St. Joseph's Hospital:** Dr. Don Denmark (Chair), Dr. Chris Johnson/Dr. Rachel Gibly, Dr. Marcelo Nasif, Kari McGlone, Chris Bohler, Monica Fontes
- **St. Mary's Hospital:** Martha Gerganoff (Co-Chair), Dr. Herb McReynolds, Dr. Julia Salmon, Dr. Mike Hecht, Jennifer Biggs, Jim Seaney, Teresa Harris, Shannon Mabalot.
- **Holy Cross Hospital:** Dr. Roy Farrell, Dr. John Reid, Dr. Bill Bartholomew, Debbie Knapheide, Ami Bera, Shirley Ortega
- **Carondelet Medical Group/Carondelet Specialist Group:** Dawn Valenzuela, Dr. Christine Donnelly
- **Carondelet Health Network Shared Services:** Margaret Bergin (Legal), Joel Bojorquez (Finance), Diane Lowry (AIS), Lisa Contreras (Communications), Cathy Coulter (Human Resources), Julie Jenkins (Network Education)

Sub-committees have also been identified and have started developing guidelines, processes, policies and a comprehensive educational plan. These sub-committees include:

- Personal Protective Equipment Selection, Process, Policy and Associate Education
- Emergency Department Signage, Sign-In, Placement, Flow and Process
- Inpatient Placement, Flow, Policy and Process
- Associate Staffing, Policy and Process
- Medical/Surgical Care Decision Making
- Environmental Services Role, Policies and Education
- Management of Patient Care Equipment
- Laboratory Processes (Inpatient and Outpatient)
- Imaging Process (Inpatient and Outpatient)
- Patient Transportation
- Management of Patient Waste
- Monitoring and Management of Potentially Exposed Healthcare Workers
- Monitoring, Management and Training of Volunteers and Visitors

- First Responder Training
- Patient Expiration Processes
- Surge Plan
- CMG/CSG Ebola Preparation

We are working to ensure that Carondelet's caregivers have all the education, information, supplies and support they would need. And, as we learn more from the World Health Organization, Centers for Disease Control and the experiences of other hospitals around the nation, we will assess and update our plans accordingly.

Even as the work of our Steering Committee and Sub-Committees continue, other resources are being made available to associates and physicians:

- A 45-minute educational Grand Rounds video on Ebola, presented just weeks ago by Dr. Julia Salmon at St. Mary's Hospital will be available on the Carondelet Learning Center this week.
- Specialized training in Personal Protective Equipment (PPE) is being developed:
  - A "how to" video explaining the proper ways to don and doff PPE will be made available.
  - Anyone who will be responsible for caring for an Ebola patient will receive one-on-one personal training on PPE and other protocols for care.
- A dedicated page of resources is being set up on iConnect and the Physician Portal for easy access to important information and educational tools.

The health and safety of associates is always at the forefront of our planning. If we have reason to suspect that a patient is infected with Ebola, we will seek extensive support from local, state and national public health experts. More information about Ebola can be found at [www.cdc.gov](http://www.cdc.gov) and [www.who.int](http://www.who.int).

If you have additional concerns or questions, please contact your direct supervisor. As more information becomes available, we will provide updates to our protocols and procedures.