

Coronavirus (COVID-19) Information for Employees and Patients

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En español

COVID Website Quick Guide

Welcome to Vanderbilt University Medical Center. As a new employee of the Medical Center, we want to help you quickly get up-to-date on the information that VUMC provides all our employees in our fight against the COVID-19 virus.

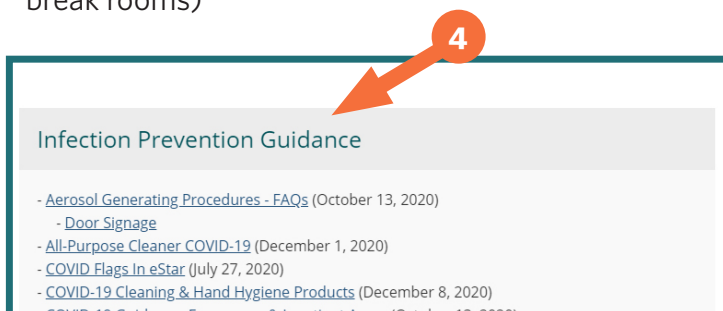
The primary way that VUMC keeps its employees informed is through a dedicated website for our workforce, our patients and visitors and our community. The website address is vumc.org/coronavirus. The organization also uses MyVUMC, a twice weekly newsletter, to let employees know when new information is on the website. Periodically, there are special COVID MyVUMC editions as well as video messages from Dr. Jeff Balsler, President and CEO of Vanderbilt University Medical Center. MyVUMC is delivered to your vumc.org email address.

This guide was developed to help you learn how to navigate the coronavirus website, which is updated frequently as new information becomes available. Please take a moment to review this guide as soon as possible as our policies and procedures may be slightly different than what you currently have.

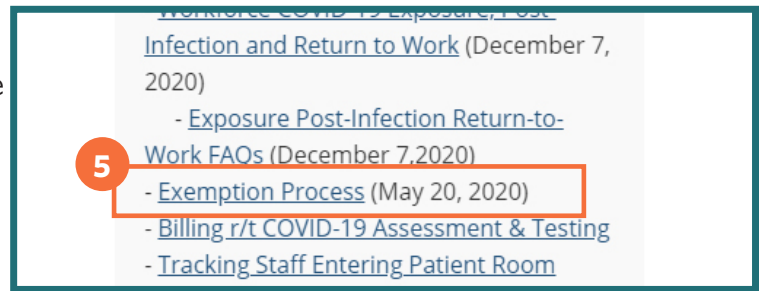
8 things new employees need to know immediately about the COVID-19 website

To get you started, here are 8 things we recommend you review immediately.

1. What to do if you have a COVID-19 exposure
 - At work (submit a First Report of Injury via Veritas)
 - At home (redcap form)
2. Learn about universal masking and PPE guidance
3. Learn about proper N-95 usage (not everyone needs to wear the N-95) and learn how to wear your mask correctly
4. Social distancing checklist and guidelines (especially for workplace Exposure guidance and break rooms)



5. Learn how to obtain a temporary exemption from direct patient care duties which would put certain VUMC personnel at high risk for adverse outcome if infected by coronavirus (COVID-19). Visit www.vumc.org/coronavirus/updated-change-covid-19-temporary-exemption-process-implementation-all-vumc-employees to learn who is eligible and how to apply for the exemption.



6. **VUMC keeps patients informed too** —There is also a special patient and visitors' section of the website. Here patients can find out information, such as visiting hours, safety protocols and tips on how they can help the Medical Center fight COVID-19. Please take a look at this section as well because it may help you direct your friends and family to vital information about COVID-19.
7. **Got Questions?** — A dedicated mailbox has been set up for employees to send questions about VUMC's response to the COVID-19 virus. Queries may be sent to vumccoronavirus@vumc.org. The answers to questions received will be used in upcoming editions of MyVUMC, a twice weekly newsletter, or at vumc.org/coronavirus. We will use that to guide the content and questions we answer on this site and in MyVUMC. We will not be able to answer emails individually.

The coronavirus website features a lot of valuable information, and you are encouraged to take the necessary time to review the items listed above and topics related to your role. In addition, we encourage you to read each MyVUMC to make sure you have the most up-to-date information.

3 Tips for Leaders

As a leader, you also have the added duty of helping point your employees to accurate information (i.e. VUMC educational resources related to COVID-19).

1. Familiarize yourself with the employee section of the coronavirus website. Take steps to learn what employees need to know about exposure, infection and return to work.
2. Visit the Resources for Leaders section of the website. This is a dedicated section for our managers. Here, you'll find resources and information specific to being a VUMC leader. This section contains information for managers concerning processes and procedures (i.e., guidance for pay for those who are in quarantine or have COVID, and resources).
3. Help your employees get questions and concerns resolved. Continue to review new information on the website so you can help answer any questions your employees may have about COVID-19 guidance, policies or procedures. Should you not find the answer on the website, questions may be sent to vumccoronavirus@vumc.org.

VUMC COVID-19 workforce vaccination plan

If you are interested in learning more about the COVID vaccination, especially the ability for you to receive one, you can visit the vaccine section of the COVID website at <https://www.vumc.org/coronavirus/covid-19-vaccines>. This section is dedicated to the many questions employees are asking about the vaccine. Your process will be site specific and you are unlikely to be using the VUMC scheduling system at this time.

For information on how you will receive a vaccine, contact:

- Megan Walker, Employee Health at VBCH
931.685.8294
- Katrina Jackson, Employee Health at VTHH
931.461.4818

Our communications about COVID vaccine procedures will make it clear whether that information is specific to your site.