



March 12, 2020

Dear Trinity Health Staff:

The safety and security of our patients, residents, visitors, and employees is our highest priority. We take great pride in maintaining the highest standards of cleanliness and hygiene. Trinity Health is committed to maintaining a safe and healthy workplace for our employees as we work to serve as the northwest North Dakota regional health care destination. Trinity Health is also committed to keeping our patients, visitors, employees, and communities updated about steps we are taking concerning the novel coronavirus (COVID-19).

As such, Trinity Health is closely monitoring the on-going situation and following the guidance from relevant authorities, including the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the North Dakota Department of Health (NDDOH), and working in close partnership with First District Health Unit in Minot, Minot Air Force Base (MAFB), and other community partners. We want to share with you the steps and actions we have taken and are taking to help protect you and your committed co-workers and colleagues.

**What Trinity Health is Doing at its Facilities and Clinics:**

We're focused on keeping our employees and facilities safe. Here are some measures Trinity Health is taking:

1. *At our care system hospitals and clinics:* We have heightened and increased the frequency of cleaning our public areas (including lobbies, elevators, door handles, public bathrooms, ATM screens, touch pads, door glass, clinical station countertops, etc.) and use only hospital-grade disinfectants. We are paying particular attention to high touch point areas, to include all clinical work-stations, waiting room furniture and service items, all equipment, key cards, public area computers, elevator doors and buttons, door handles, locks and latches, light switches, desk surfaces, telephones, television remote controls, and bathroom fixture handles.
2. *At our care system buildings:* We are reinforcing measures to keep our facilities as safe as possible. For example, we are changing out the air filters on all HVAC systems, are substantially increasing the quantity of hand sanitizer devices throughout all sites and adding additional cleaning staff to accomplish this goal.
3. *Visitor restrictions:* As a precautionary measure to help protect vulnerable residents and patients, temporary visitor restrictions have been implemented at Trinity Homes, Trinity Hospital and Trinity Hospital-St. Joseph's, and Kenmare Community Hospital (visit [TrinityHealth.org](http://TrinityHealth.org) for details). These restrictions are being evaluated daily and are subject to change accordingly.
4. Our clinical and professional teams are receiving ongoing briefings and enhanced operating protocols; an internal web-microsite keeps staff up-to-date with news, links and other guidance on policies and procedures to effectively communicate about this rapidly changing pandemic.
5. Suspending non-essential business travel, and postponing, cancelling or moving larger group meetings to a virtual format.



6. We've reinforced existing Trinity Health policy encouraging employees who exhibit flu-like symptoms to stay home, contact Trinity Health Employee Health, and consult a medical professional. This includes:
  - a. If they are not feeling well or an immediate family member is not feeling well, we ask that they stay home to avoid passing it to others.
  - b. Keep their hands clean and wash their hands properly and frequently.
  - c. Regularly wiping down and sanitizing their workspace.
  - d. Maintain a healthy lifestyle (proper diet, sleep and exercise) to help keep their immune system strong.
7. We are working closely with our vendors and suppliers to ensure appropriate inventory levels of all clinical supplies are maintained and emergency supplies are available.
8. We have activated our response teams to provide around-the-clock assistance and are acting swiftly to community concerns and needs.

**What You Can Do:**

It is important to stay up to date by visiting the *Centers for Disease Control and Prevention (CDC)* website. Here are some every day preventative measures you can follow (as instructed by the CDC):

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

We are closely monitoring the guidance of the World Health Organization, the Centers for Disease Control and Prevention, the North Dakota Department of Health, and working with First District Health Unit in Minot regarding the spread of the virus. Our focus is to ensure we meet your needs while doing our part to keep our patients, residents, visitors, employees, and our communities safe.

We reassure you that we are taking every reasonable precaution to promote a safe and healthy environment. Your health and well-being are our highest priority and we truly appreciate the trust that you place in us when you choose Trinity Health.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Kutch".

John M. Kutch  
President & CEO