

Dear AMI Team:

As always, we want to thank everyone for their continued diligence in the battle against COVID-19. In January of 2021, the country began the fight to vaccinate Americans against this virus that has impacted so many of us. Yet the fight is not over, and we still must maintain continued safe practices including the use of appropriate PPE and practicing social distancing both while working in our AMI facilities as well as when out in our local communities. As the weather begins to improve, and the virus continues we all want to relax and at times may feel we can let our guard down. Unfortunately, we now must be worried about new variants and the unknown impact of those variants. AMI firmly believes it is everyone's best interest to continue with recommended precautions and become vaccinated as soon as possible. Currently NJ has the highest per capita number of cases in the country.

At AMI we are continuing our hope to achieve 80% of our staff to become fully vaccinated by June 1st. Last month we recorded that 36% of AMI staff have been vaccinated and I am happy to share that number has now grown to 43%. We are continuing to monitor for opportunities to provide access to vaccinations in the community and are happy to see that access to vaccines has become much easier for individuals wishing to receive vaccination.

Reminders:

- Daily wellness checks including taking your temperature and completing the symptom screening are mandatory.
- Any staff member experiencing symptoms or illness must contact employee health via email at employeehealth@aminj.com and their manager by phone before reporting to work.
- Ensure you are wearing your facemask when entering and exiting the facility.
- Continue using appropriate PPE while working in AMI and any other medical facilities, public spaces, where you may be in contact with individuals of unknown status.
- Continue social distancing practices both while in AMI facilities and off shift.

REMINDERS & UPDATES

Scheduling:

All patients calling into the scheduling department will be screened for the Coronavirus by asking the following questions:

- Do you have a sore throat, cough, or flu like symptoms?
- Have you recently lost your sense of taste or smell?
- Have you had close contact with anyone suspected of or positive for COVID-19 in the past 14 days?
- Have you been recommended to quarantine in the past 10 days?
- NEW CHANGE: Have you tested positive for COVID-19 in the last two weeks or are you pending COVID-19 results?

If the patient answers YES to one or more of the screening questions they will be placed on the schedule for Further Screening Required and a Further Screening Required (FSR) task will be generated to be worked further by the nurse triage team. Patients should NOT be scheduled for an appointment until they are cleared by the Nurse Triage Team.

Triage Team:

- We continue to have a designated group of nurses who are assigned to working on an enhanced level of screening the patients who warrant additional investigation. Please continue to direct screening questions to this group.
- Emails for specific questions regarding patient screenings can be sent to the group at "COVID Triage" covidtriage@aminj.com

Front Desk:

- When a patient checks in at the front desk.
 - Perform temperature check and re-screen patient for any new onset of symptoms.
 - Do you have a sore throat, cough, or flu like symptoms?
 - Have you recently lost your sense of taste or smell?
 - Have you had close contact with anyone suspected of or positive for COVID-19 in that past 14 days?
 - Have you been recommended to quarantine in the past 10 days?
 - Yes - Patient to be scheduled after the quarantine period ends
 - No - proceed with registration
 - NEW CHANGE: Have you tested positive for COVID-19 in the last two weeks or are you pending COVID-19 results Have you been tested for or are you PENDING results for COVID-19?
 - Negative - proceed with registration
 - Positive - Check nurse screening. If not cleared the patient is to return to their car and call 609-568-9182 to reach a member of our nursing staff.
 - Pending results - schedule out 5-7 days, negative result must be provided before scheduled exam.
- Continue to ensure patients are wearing face masks or providing them if needed, requesting patients change gloves if they enter the facility wearing gloves.
- Continue to offer patients & visitors the option to wait in their car. This is our preferred waiting room option. NOTE: We are testing a check-in from car technology in Galloway and will continue to roll this out to other offices once testing is completed.
- Be sure to check the notes in the "Further Screening Required" appointment and task for details regarding the patients screening.

Employee Health:

- Continue to complete the "Daily Wellness Screening" PRIOR to beginning your shift each day.
- Do not report to work when feeling ill. Contact your manager and/or employee health if you are exhibiting any potential COVID symptoms.
- Please continue to reach out to Employee Health with questions and ensure you are notifying her immediately of any potential exposure or illness.
- Email group for Employee Health Issues/Questions:
 - employeehealth@aminj.com
 - Phone: 609-568-9198 ext: 2856

- Linda cell phone- 609-204-5613 / lmalonado@aminj.com

Vaccination Information:

AMI has been actively monitoring and reporting vaccination opportunities via email to our staff. When we are able to secure dedicate resources and scheduling opportunities, they are time sensitive and require your immediate attention. We will continue to monitor options available to staff and email them as soon as possible. We are however optimistic that the Megasites have been opening additional capacity and many staff have been able to schedule themselves for appointments within days.

- SCHEDULING RESOURCES: <https://newjersey.github.io/vaccine-locations/NJ-COVID-19-Vaccine-Locations>
- WALK IN VACCINE APPOINTMENTS: The Atlantic City Convention Center Mega Site is now offering walk-ins from 9am - 4pm. Appointments are recommended but this is another option for anyone 16 years of age or older.

REPORTING YOUR VACCINATION:

- Please completed BOTH steps outlined below to report the completion of your vaccination.
 - STEP 1: PAYCOM
 - Please enter your vaccination information through PAYCOM.
 - I have attached the instructions provided by Desi on how to report your vaccination information in Paycom
 - STEP 2: EMPLOYEE HEALTH
 - Please submit a copy of your vaccination card to employee health via email at employeehealth@aminj.com
- We have added the tracking of this in Paycom to ease the manual burden of tracking this information by our employee health nurse. Additionally, we continue to monitor on a regular basis any updates from the DOH & CDC. Having this information available will help us to communicate any pertinent information with staff based on the vaccine they received. Furthermore, tracking this information will assist us in making appropriate adjustments in our COVID policies. I understand there are concerns with sharing information, but it is important for us to understand so we can respond in the most appropriate manner to the changing circumstances regarding COVID-19. We thank you for your cooperation in submitting your vaccination information if/when you have received it.

If you have any questions or concerns please do not hesitate to contact me.