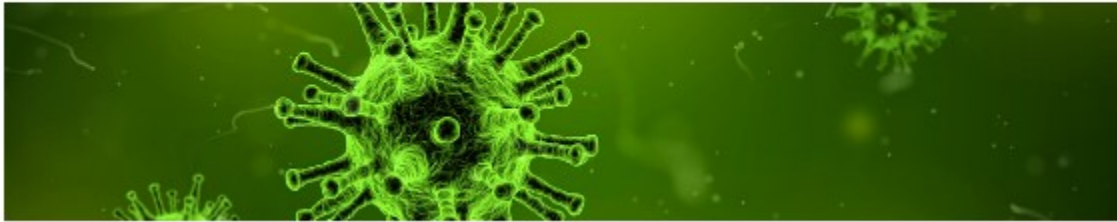


**Dela Cruz, Joan B**

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**From:** Dela Cruz, Joan B  
**Sent:** Thursday, March 19, 2020 3:35 PM  
**To:** staff.radiology@uth.tmc.edu; faculty.radiology@uth.tmc.edu;  
radiology.res@uth.tmc.edu; Radiology.Fellows@uth.tmc.edu  
**Subject:** \*\*DII Updates - Coronavirus\*\*  
**Importance:** High

# DII Updates - Coronavirus



## March 19, 2020 COVID 19 update

### 1. Changes with OPID locations effective Saturday, March 21, 2020

#### Upper Kirby:

- All modalities will continue with increased gaps in the CT, US, and MRI schedules to keep waiting room populations low
- Some(if not all) fluoroscopic guided and ultrasound guided procedures will be canceled
- No procedures will be performed on Saturdays during the COVID 19 event until we are otherwise notified.

#### Bellaire:

- Ultrasound and x-ray services will be suspended. These procedures will be performed at Upper Kirby.
- CT and MRI will operate as normal with increased gaps between exam times to keep waiting room populations low.

#### Plaza:

- No Saturday procedures will be performed during the COVID 19 event until we are otherwise notified.
- If Nicks is aware of any other changes, I will let him update you.

### 2. Social Distancing/Remote Preparedness

#### Staff

- Effective **Monday, March 23, 2020**, the department will begin operating under the remote preparedness plans.
- We urge everyone to still utilize office numbers first (as calls should be forwarded) but staff cell phone numbers will also be provided in the event of an urgent matter.
- Staff should still be working during their assigned work hours and should be available via email and phone.

## Reading Rooms

In the interest of social distancing at work, we are developing a plan to break up our large reading rooms into smaller units during the COVID-19 emergency. Key strategies will include:

- Relocating some radiologists, fellows, or residents to unused single person reading rooms in TMC OPID.
- Temporarily moving some PACS workstations to Faculty offices and other rooms near clinical work areas (Cullen, Jones, Hermann, Sarofim).

Dr. Nicholas Beckmann will tour the department and develop a detailed plan. Please assist him in finding places to spread out the PACS workstations. This is a temporary emergency measure, not a permanent reassignment of offices. Everything will go back to its original location when the emergency is over.

### **3. Grab 'N Go (RG Grill) will be closed effectively 2 pm today.**

We advise on bringing lunch or ordering food delivery.

### **4. Surface cleaning in reading rooms at MHH TMC**

- All reading rooms should have supplies for cleaning desks, chairs, keyboards, mice, microphones and telephones.
- Radiologists should clean their work area at the start of each shift and as needed throughout the shift.
- PLEASE DO NOT USE **alcohol, bleach or other harsh chemicals** on the PACS monitor screens -- the surface coating is easily damaged or smeared -- hand soap or dish soap on a damp towel is safe for the monitors, if they are dirty.
- If cleaning supplies run out, ask the MHH-TMC manager or team leader in your area to obtain refills.
- Save empty hand sanitizer bottles for refilling.

Since this situation is actively evolving, we are urging all individuals to actively view the following links to stay informed:

<https://www.uth.edu/news/covid19>

<https://inside.uth.edu/>

<https://www.utpconnect.com/>

<http://publichealth.harriscountytexas.gov/Resources/2019-Novel-Coronavirus>

If you are **returning** from travel, please call the following number:

- Students should call [Student Health Services](#) at 713-500-5171.
- Employees should contact [Employee Health Services](#) at 713-500-3267

## **Joan Dela Cruz**

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Office of Susan John, MD, Chair



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