

## COVID-19 Response Timeline

DATE	ACTION
February 26, 2020	Externally facing coronavirus website live
March 2, 2020	Hospital Incident Command System stood up COVID-19 hotline established "Ask a Question" web page live Rush intranet coronavirus web page live
March 4, 2020	All-staff town hall
March 5, 2020	Business travel suspended Employee travel survey launched
March 6, 2020	HR Q&A distributed with updated work from home, furlough and PTO sharing policies
March 7, 2020	Travel survey updated to reflect out-of-state travel
March 9, 2020	Group gatherings restricted to less than 50 people; meetings moved online/virtual Executive leadership preparedness meeting Internal and external contact numbers distributed via flyers and posters in Medical Center Entrances and exits closed and pedestrian traffic streamlined into specific entry points All-staff employee "Daily Digest" email implemented
March 10, 2020	"Wash your hands" sign displayed on Tower building
March 11, 2020	Deadline for emergency contact system signup Work from home instructional materials distributed Forward triage erected in ambulance bay
March 12, 2020	All-staff town hall/Q&A (virtual) Work from home option encouraged Surge mode engaged
March 13, 2020	CEO letter sent to government officials No visitors policy activated
March 14, 2020	HR Q&A updated and redistributed
March 15, 2020	Deadline for updated emergency phone tree
March 16, 2020	Rush Fitness Center closes Rush University student clinical rotations canceled In-house COVID testing activated Employee drive-in testing activated Chicago public schools closed Rush pop-up onsite day camp open
March 17, 2020	All-staff town hall/Q&A (virtual)
March 18, 2020	Board of Trustees-specific Webex Elective surgeries postponed