



# COVID-19 Update

**Date:** Friday, April 24, 2020

**To:** Everyone at HHS

**From:** Kelly Campbell, VP, Corporate Services and Capital Development

**Subject:** **Screening and ID badge reminder**

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Over the last few weeks, we have refined our process related to screening staff, physicians and visitors as they enter our sites.

## Reminder – HHS ID badge

Staff and physicians are reminded that they must be ready to show their HHS photo ID when coming to one of our sites.

The identification badge must:

- have a clear picture and
- include a department and title
- not be damaged.

If anyone's ID is not legible, security can provide a new one on the same day and have the badge reprinted. **We are currently waiving the replacement fee for lost or damaged identification badges.**

## Security Services – Support

Members of the security team can assist staff and physicians with:

- Replacing lost badges
  - Reprinting badges that are not legible
  - Information changes (title, department)
  - Taking a new photo if the current one is older than 10-years.
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## Security Services – Locations and Hours

Security team members are available at the following locations and time periods:

- MUMC: Main Entrance Security Office, 24/7
- JHCC: G wing, Ground Floor, RM 10 Security Office, 24/7
- HGH: 1-261, Main Security Office, 24/7
- SPH: Main Lobby Security Desk, Monday to Friday, 8 a.m. to midnight.

NOTE: staff and physicians from WLMH, 100 King, 293 Wellington and Ron Joyce Children's Health Centre must visit one of the locations above.

We ask that you call security at 77753 before visiting any of the locations above to ensure someone is actually present.

Thank you,  
Kelly

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