**Dofficer Information**

**AWH Example**

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| * **Start of Shift**
	+ Please punch in prior to beginning your shift (nearest time clock is located to the right of the patient care elevators near the chapel).
	+ Dofficers are to report to the ICU Family Waiting Room.
	+ Hospital scrubs will be available for Dofficers (available in Waiting room and bathroom available for changing).
	+ In the ICU Waiting Room, they will find their assignment for the day as well as the schedule for Dofficers.
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| * **PPE**
	+ A face mask and a face shield are required for Dofficers to wear in the ante room
	+ A white coat will be available for them to wear over their scrubs to clearly identify them as the Dofficer for the day.
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| * Please let the charge nurse of the area you will be helping know that you are their Dofficer for the day and the length of your shift.

 * + **Charge Phone Numbers**
		- COVID ICU: 54862
		- COVID Medical Unit: 72646
		- ED: 31334
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| * **Breaks**
	+ Dofficers are allowed a 30-minute break for lunch.  Whenever you need to leave your role, please let the charge nurse of the area know that you will be leaving and when you plan on returning.
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