

Yesler Terrace – staff FAQs

BUILDING HOURS & ACCESS

- **What are the hours for Yesler Terrace?**
Yesler Terrace employees can access the building Monday – Saturday from 4:15 a.m. to 12:30 a.m. Supervisors, managers, directors, executives, physicians and support services teams (IT, Plant Operations, FSS and Biomed) will have 24/7 access to the building.
- **What if I need to access the clinic outside of the standard open hours and I don't have 24/7 access?**
You will need to make arrangements with your manager.
- **Do I need to carry my access card/ID badge at all times?**
Yes, you need to display and carry your ID badge at all times. If you enter the stairwell, you can only re-enter the floor using your access card. Without an access card, you will be forced to exit the building following the emergency egress route. This is to ensure that non-employees cannot enter closed floors after hours or get into the staff parking garage level.

REQUESTS FOR CHANGES

- **Can I move to a different workspace/work station?**
Not at this time. Work station assignments were determined in consultation with department leadership. We want to give everyone a chance to get familiar with the building and understand its operation before making any changes. After the first 90 days (roughly Jan. 21st), if you would still like to relocate, please discuss your request with your manager. ***Do not move from your assigned workspace without written approval from the clinic director and Randy Thompson.***
- **I have a suggestion for a change to the facility. Who do I contact?**
Please hold off on any requests or suggestions unless they are urgently needed for operational purposes. Otherwise, we want to give ourselves 90 days to move in, get familiar with the building and understand its operation before we consider any changes.

GENERAL QUESTIONS ABOUT THE MOVE

- **When do I get boxes? I need to pack my things!**
We are not using regular cardboard boxes – instead, we'll provide special crates for you to pack your belongings into. These crates are sturdier than cardboard boxes, and easier for our moving company to stack and move. (If you've already started putting your belongings into cardboard boxes, those will need to be

packed into your crates.) **NOTE:** Please be sure to follow the instructions about labeling your crates, to ensure the movers know exactly where to deliver your things. ***If items in your work area are not packed and labeled, they will not be moved!***

- **Can I get back into the Seattle/Broadway building after we move?**

No, everything must be either packed up to move to the new location or taken with you. Staff access to the Seattle building ends Oct. 6th and access to the Broadway building ends Oct. 31st. The only access to Broadway after Oct. 31st is the main entrance for patients to access the pharmacy and for staff to grab an umbrella behind the reception desk if they are walking to Yesler Terrace.

- **How are we communicating about the move to patients?**

We've been talking about the move with patients since last spring, both in person and through printed materials like letters and posters. With all our communications, we've aimed to make the transition as smooth as possible for patients and reassure them if they have questions or concerns.

All patients have received a handout with key Yesler Terrace clinic information, including the address, a map, driving directions and bus route numbers, and phone numbers. In-center patients have also received a personalized letter that lists their dialysis treatment schedule and general transportation information.

Our Transportation department is handling arrangements for patients who use Access or Hopelink for rides. Patients who currently drive themselves to dialysis will have received a parking sticker and access badge for the YTKC parking garage by Oct. 1st.

We will also put posters on the doors of the Seattle and Broadway clinics, with a reminder that we've moved to the Yesler Terrace clinic and the new address.

IT SYSTEMS (Conference Room / Flex Space Reservations, Wi-fi & AV Systems)

- **I need to schedule a meeting at Yesler Terrace. When can I start reserving meeting rooms?**

You can reserve rooms now in Outlook. Search for "Yesler" to see a list of available rooms and their location. IT will update the room information with details about the number of people each room holds. The navigators outside meeting spaces can also be used to see the room schedule and to book rooms.

- **I need to schedule a flex workstation for the day. How can I reserve flex workstations?**

There are flex workstations on each floor that can be reserved using Outlook. Search for "Yesler" to see a list of available rooms and their location. The navigators outside flex workstations can also be used to see the room schedule and to book rooms. They're available on a first-come, first-served basis.

- **Can we use the TVs in the break rooms to watch TV?**
No, the TVs throughout Yesler Terrace are used for digital signage only – there is no cable or streaming available.
- **What's the wi-fi password?**
Please connect to KGuest. The password is Kidney1962.
- **How do I use the AV systems in the conference rooms at Yesler Terrace?**
The conference room AV system is similar to the ones at other facilities; please contact IT for support if you need help. The Founders Conference Room can be partitioned to divide the room into two spaces (if you have not been trained how to use the partition, please ask your manager for help). If you plan to use one or both of the Founders Conference Rooms A & B, please check with IT beforehand – they can provide instructions on how to use some of the unique features and equipment in the rooms.

PARKING

- **Do I need to apply for a new parking permit sticker for YTKC?**
If you are eligible to park in the Yesler Terrace garage, we'll contact you prior to the move to let you know how to apply for a parking permit for the new building. The Yesler Terrace parking permit will be a different color and will require manager and director approval. ***Not all staff have access to the parking garage. Your access badge will need to be modified to access the parking garage.***
YTKC clinical staff whose shifts start when the clinic opens or end when the clinic closes for the evening will have priority to receive Yesler parking permit stickers. All other staff at YTKC will have the option to park for free at the Broadway/Haviland garage and walk to Yesler Terrace. The Broadway / Haviland garage gate will be open Monday – Friday from 7 a.m. – 6 p.m. Parking is also available behind the Broadway/Haviland building outside of these hours.
If you already have a parking permit for the Broadway or Seattle clinics, it will still be valid to park in the Broadway/Haviland garage and other NKC locations.
- **How are we going to accommodate clinical staff who are filling in at YTKC for short-term assignments, or staff who need 24/7 access to the building for emergencies?**
Loaner access badges and temporary parking permits will need to be coordinated with your manager for floating/per diem staff.
- **I already have a parking permit – can't I just use that to park at the new clinic?**
No. You will not be able to park in the Yesler Terrace garage without a specific Yesler Terrace permit and a modification to your access badge.
- **Will the Yesler Terrace garage be secure?**

Yes, the garage has a gate, and patients and staff will need to use their employee badge or patient access badge to access it. Patients will park on the upper parking level. Employees will park in the lower parking level and access the staff parking area using their employee access badge.

- **What if I drive more than one vehicle? Can I get parking permits for both?**

You will need to request a parking permit for each vehicle you drive.

TRANSIT/ORCA CARDS

- **Can I have both a subsidized transit pass and the option to park at Haviland/YTKC?**

Yes. If you qualify for an ORCA pass, you can also request a parking permit. NKC subsidizes 100% of the regional ORCA pass (which covers buses, trains and ferries in WA), Ship to Shore Pass, local government-organized vanpool for monthly transportation costs and the Ride Home benefit for staff who use public transit to commute at least 50% of the days on which they're scheduled to work within a month.

- **How do I get a free ORCA pass?**

First, read the Transportation Subsidy Policy in Policy Manager for details and determine if you qualify for this benefit. Then print and fill out the form on K-Net, and have your manager and director sign it. Return it to people@nwkidney.org.

- **I'm transferring to a different NKC clinic (not Yesler Terrace) when this clinic closes. Can I still get a subsidized ORCA pass?**

Yes. All NKC staff can apply for a subsidized ORCA/Ship to Shore pass/ Vanpool pass. See the Employee Transportation Subsidies Policy in Policy Manager for details, or email people@nwkidney.org.

- **Are there any facilities for employees who want to bike to work?**

Yes, Yesler Terrace has a bike storage area (P2 lower parking garage level), lockers and a shower area (Clinic 1 and Clinic 2 floors) at the new clinic. If you'd like a key to the bike storage room, please submit a Plant Operations work request.

ALARM SYSTEM & NURSE CALL SYSTEM

- **When is the Yesler Terrace alarm system armed/disarmed?**

The alarm system is armed when the building is closed (generally Monday – Saturday from midnight to 4:30 a.m. and all day Sunday). The exact times may vary depending on when the first person arrives and last person leaves for the day.

- **How do I arm the system?**

The last person in the building needs to arm the system at the keypad after sweeping the building for people on the first, second and third floors. Detailed instructions are posted at the alarm keypad. If you do not know how to arm /

disarm the system, ask your manager for training, and an alarm code and password will be provided to you if you will routinely arm and disarm the system.

- **How do I disarm the system?**

You can only enter the building in 3 locations without triggering an instant alarm to the monitoring center. If you enter any other way (elevator, stairwell, etc.) the alarm will go off instantly and call the monitoring center. You will need to enter the building using one of these locations and disarm the system at the keypad:

- P1 parking garage elevator lobby
- P2 parking garage elevator lobby
- 2nd floor main entrance

Detailed instructions are posted at the alarm keypad. If you do not know how to arm/disarm the system, ask your manager for training, and an alarm code and password will be provided to you if you will routinely arm and disarm the system.

- **How does the nurse call system work?**

The nurse call system is segregated by floors. Alarms on the first floor will not report to other floors. If the third floor is closed, patients should not be allowed onto the third floor to use the restroom because alarms from that floor will not be monitored on other floors.