

# **UCR School of Medicine Onsite Training Guidelines for Faculty and Staff During COVID-19**

Version date: 7/27/2021

Approval dates:



**Situation:**

The COVID-19 crisis forced the UCR SOM to move much of its instruction online for the past year. While this has been effective in many ways, there are many aspects of medical student training, education, and assessment that simply cannot be completed in any other way than with in-person instruction. For subjects like physical examination, patient interviews, and clinical care simulation the only viable delivery model is in a live format, and these returned to in-person venues last year, following public health guidelines. However, much of our instructional program remained remote, and there is now a need to return all instruction to primarily in-person modalities, following campus directives and the needs of our students and our curriculum.

**Background:**

Large group, online instruction has been very successful for the SOM over the past few months. However, large portions of the curriculum have been delayed, including foundational instruction and assessment of competency in physical diagnosis skills and simulated patient care. Certain aspects of in-person education have restarted, following initial safety guidelines. We need to continue the trend to in-person instruction, while providing for a safe environment for students, staff, and faculty.

**Assessment:**

Following campus and SOM leadership guidance, we plan a return to full in person instruction this summer and fall. We intend these updated guidelines to address the ongoing safety of our students, faculty, and staff.

## Scope

These guidelines are applicable to all in-person educational activities within UCR SOM sites. Please note that additional safety procedures not outlined in this document may also be necessary and will be determined on a case-by-case basis. For example, the Anatomy Lab or some accreditation societies may require additional guidelines not included in this document. UCR SOM Administration or the UCR SOM Public Health Committee may also require changes to these guidelines as the situation evolves. Campus wide updates and timely communication will be posted at <https://ehs.ucr.edu/coronavirus/campus-news>.

## 1. Best Practice Guidelines

- A. Onsite training is now expected for all classes, but must follow current CDC, state, county, and campus guidelines for safety during this ongoing pandemic. Onsite sessions should follow all current guidelines.
- B. Current state guidelines are for 100% occupancy for classrooms. Close attention to changes in occupancy guidelines should be followed as the situation changes with the pandemic.
- C. For onsite instruction, follow these guidelines:
  - **Enroll in symptom tracking.**  
[https://ucriverside.az1.qualtrics.com/jfe/form/SV\\_cZwHeZMQU2F6Tsx](https://ucriverside.az1.qualtrics.com/jfe/form/SV_cZwHeZMQU2F6Tsx)
  - Follow PPE guidelines including **universal masking** at all times and **hand hygiene** before and after a meeting or educational activity.
- D. All individuals are REQUIRED to get the COVID-19 vaccination, per UC mandate, unless they are approved for an exemption.
- E. Testing of students, staff, and faculty: Fully vaccinated individuals do not need to undergo asymptomatic testing. Unvaccinated individuals will be required to obtain asymptomatic weekly testing.
- F. Special considerations should be made to minimize exposure of high-risk learners, faculty, and staff, including our Standardized Patients (SPs) to any activity that requires physical contact or working in close proximity to others.
  - Provide advance communication about the nature of the activity, request if accommodations are needed for onsite training (e.g., elderly, immunocompromised, or pregnant individuals), and offer alternatives to onsite training if possible.
- G. Practice personal protective measures among team members (stay home when sick, handwashing, respiratory etiquette, etc.). Follow all State and Local guidance for shelter in place and PPE.
- H. Remote options for attendance at many sessions are being implemented (e.g., HyFlex support for live, virtual attendance at lectures and CBLs, etc). However, utilization of this mode should be reserved for students and faculty who cannot attend in person for quarantine reasons, or other reasons beyond their control.

## 2. Permission to be Onsite/Return to Work

All learners, staff and instructors must complete a short online course which provides information on UCR's COVID-19 guidelines and shared responsibilities, as well as strategies for limiting the

spread of the disease. An email invitation with a link to the Campus Learning Management System will be sent to those who are required to complete this course.

### 3. Qualtrics Symptom Monitoring

Everyone coming on campus for onsite training or work must enroll in the Qualtrics symptom tracking system. Once enrolled, a daily reminder is sent via email/text. Those coming onsite must complete the survey each day they plan to be on campus and show the certificate of clearance to enter the building.

[https://ucriverside.az1.qualtrics.com/form/SV\\_cZwHeZMQU2F6Tsx](https://ucriverside.az1.qualtrics.com/form/SV_cZwHeZMQU2F6Tsx)

- A. **If anyone develops symptoms, they should stay home and call the hotline at UCR Employee COVID-19 Hotline | 1.844.827.6827 (951-827-8275 for students) for further instructions and possible testing. UCR Health is actively monitoring symptoms for early detection of possible COVID-19.**
- B. Anyone who tests positive for COVID-19 at an outside facility (e.g., Kaiser) is required to immediately self-report the positive COVID-19 test result to UCR Occupational Health Services or Student Affairs.



#### 4. Compliance Monitoring, Enforcement & Anonymous Reporting

Training sites are responsible for ensuring compliance to these guidelines in order to conduct in-person educational activities. Staff should be empowered to perform spot checks to confirm appropriate protective measures. Mutual support should be encouraged for everyone to help remind each other of the appropriate behaviors, and for anyone to be able to call out when they see violations to the safety procedures. Instructors and unit leadership should also monitor compliance.

Anyone should be able to report noncompliance problems to the training site leadership team. If appropriate action is not taken, the reporter must be empowered to take their concerns to the educational unit leader who is obligated to follow up and report to the dean. Non-compliance with safety policies and principles could lead to shutdown of on-campus training in the non-compliant lab or educational space. Non-compliance could also result in discipline under applicable UC or UCR policies.

#### 5. COVID-19 Exposure Notification & Reporting

- Training sites should maintain a record of all onsite training attendees.

COVID-19 testing is available to all UCR employees and students who have symptoms of illness. Individuals working or learning on the UCR campus who test or have tested positive for COVID-19 at an outside facility must self-report the positive COVID-19 test result to the appropriate UCR department:

- UCR Health Hotline at **1.844.827.6827** for faculty, staff, trainees, and volunteers; and <https://somsa.ucr.edu/critical-student-resources>, **951-827-8275** for students.
- All employees who have a positive COVID-19 test regardless of where the exposure occurred (at home or at work) will be reported to Occupational Health. Students will be referred to Student Health.
- Occupational Health or Student Health will confirm that the employee or student has notified their supervisor and/or training coordinator.
- Co-workers and classmates will not be notified of the positive results, the notification will be done through student health services or the campus COVID hotline. All employees and students are instructed to monitor for symptoms and must register in Qualtrics and complete the daily survey.

## 6. Common Areas

- Common areas include conference rooms, break/lunchrooms, bathrooms, and any gathering areas.
- Whenever possible comply with masking in any indoor, group setting. This is the current recommendation for indoor group activities at UCR, in California, and per the CDC for areas with increased COVID transmission.
- Maintain 6 feet distance eating and drinking when masks are removed, if possible.
- Meals, eating and drinking should be outside, if possible.
- Perform frequent hand hygiene, before and after a training session and before and after a meal. Hand sanitizers are available at building entrances and in every room. Sinks with soap are also available in some rooms.
- High-touch surfaces in common areas should be disinfected at least once daily. Environmental services follow enhanced facilities cleaning protocols, including wiping down rails on staircases and disinfecting common areas.

## 7. Shared Office Spaces (Non-Clinical)

- Encourage personal protective measures among staff (such as staying home when sick, handwashing, respiratory etiquette, etc.).
- ☐ Follow procedures and guidelines per each unit for flexible work schedules and shared spaces.
- Employees must follow masking guidance when in shared workspaces in clinical areas.
- To reduce risk in the use of shared phones, desks, and office equipment (copiers, fax machines), perform hand hygiene before and after use to minimize the spread of contamination and ensure there is routine cleaning of these items.
- Encourage all non-clinical staff to enroll in employee symptom monitoring.

## 8. PPE Guidance

### A. Hand Hygiene

Proper hand hygiene requires a minimum of 20 seconds of washing with soap and water or applying alcohol-based hand sanitizer.

If possible, perform hand hygiene in front of others so the entire group can be assured each person is following safety precautions. This is especially important if physical exams are part of the educational activity. Students should visibly demonstrate proper hand hygiene before touching SPs or each other during physical exam practice or assessments.

### B. Universal Masking

**Universal masking** policy means that **everyone must wear a mask or cloth face covering** in indoor, group settings.

Everyone entering any in-person small group learning environment (i.e., simulation center, laboratory, classroom, etc.) must come with their own face masks or cloth face covering. Masks should be clean and dry. All participants are encouraged to use a face shield if it does not interfere with the planned activity.

N95 masks are not part of universal masking and should not be worn outside of providing care to actual patients requiring level 2 PPE. To conserve masks, use expired N95 for simulation training or use surgical mask as simulated N95 masks.

Launder your cloth mask with warm water and detergent when visibly soiled or daily if worn in

UCR facilities.

## 9. Cleaning Guide

- In-person training requires additional planning, preparation, and cleaning time. Please schedule educational sessions to ensure that staff has time to set up and clean in between each group and after an educational event.
- While all participants (students, faculty, and staff) are expected to clean after themselves, training site staff will be responsible for inspection and standardized cleaning between each group. Common spaces such as classrooms will be cleaned daily by custodial services.
- Lab/training facility specific guidelines for cleaning specialized equipment should comply with manufacturer and COVID-19 guidelines.

### A. Hard Surface and Equipment

For non-porous, such as ultrasounds, gurneys, and ventilators, use any of these three disinfectants:

| Disinfectant            | Sani Prime (purple top)<br> | Super Sani Cloth (purple top)<br> | Sani Cloth AF (grey top)<br> |
|-------------------------|--|---|---|
| <b>Wet Contact Time</b> | 2 minutes  | 2 minutes   | 3 minutes   |

For all other surfaces, we recommend only disinfectants that have been approved and are listed on the EPA approved disinfectant list.

Ensure that small items such as laryngoscopy handles/blades and ultrasound probes are wiped down with EPA-approved cleaning products between use.

## B. Manikins

| Manufacturer                | Mfr Suggested Cleaning         | Recommended COVID-19 disinfection  |
|-----------------------------|--------------------------------|------------------------------------|
| Laerdal <sup>1</sup>        | 70% Alcohol                    | Saniwipes, Clorox/Lysol wipes      |
| Gaumard <sup>2</sup>        | Water; 70% alcohol             | Soap and water; Clorox/Lysol wipes |
| Limbs & Things <sup>3</sup> | Warm water with mild detergent | Soap and water                     |
| Simulab <sup>4</sup>        | 70% Alcohol                    | Saniwipes, Clorox/Lysol wipes      |
| KKAmerica <sup>5</sup>      | Water                          | Soap and water                     |
| TruCorp <sup>6</sup>        | Water with mild detergent      | Saniwipes, Clorox/Lysol wipes      |

We will use EPA-approved cleaning wipes for all simulators that suggest alcohol as a cleaning solution. Alcohols, and specifically 70% solutions are commonly used for the purpose of sanitizing hands or disinfecting surfaces. However, 70% alcohol is not EPA approved because it often cannot give an appropriate wet contact time (it evaporates too quickly). Therefore, EPA approved products are recommended. **See list of examples of approved products in section F below.**

For manikins that can only be cleaned with water or risk damage otherwise, consider spreading out the use of those manikins (i.e., use 1 day and then not use for a few days).

Manikin cleaning referenced above in table:

1. <https://laerdal.force.com/HelpCenter/s/article/What-is-Manikin-Wipe>
2. <https://gaumard-downloads.s3.amazonaws.com/manuals/Victoria-S2200-UserGuide.18.3.1.pdf>
3. <https://limbsandthings.com/au/news/24452/care-and-cleaning-of-lt-products>
4. <https://limbsandthings.com/au/news/24452/care-and-cleaning-of-lt-products>
5. [https://www.kkamerica-inc.com/assets/1/7/m99\\_manual\\_\(Users\\_manual\\_\(1.02MB\)\).pdf](https://www.kkamerica-inc.com/assets/1/7/m99_manual_(Users_manual_(1.02MB)).pdf)
6. <https://www.trucorp.com/Content/files/GenCart/ProductPdfs/UserManual/AirSimAdvanceX.pdf>

Updated Cleaning Guide for Guamard simulators (per email from Michael Moyer, Territory Manager on 6/29/30):

- The simulator should be cleaned with a cloth dampened with diluted liquid dish washing soap.
- Remove all traces of any lubricant.
- Dry thoroughly.
- A secondary cleaning with a cloth dampened with 70% isopropyl alcohol can be performed if required
- Allow to dry completely
- Do not clean with harsh abrasives.
- Do not use povidone iodine on the simulator.
- The simulator is “splash-proof” but not waterproof. Do not submerge or allow water or other liquids to enter the interior of the simulator.

## C. Cloth/Porous Items (Bedding, Linen)

- a. Clean linen and gowns will be used when available.
- b. If clean linen is not available, and to minimize cost of linen and laundry, you may use the gurney/bed surfaces without linens and wipe down after use with an approved disinfectant to minimize changing linen.

- c. If Standardized Patients (SPs) or any live human models (e.g., a student playing the role of a patient) are involved, change the linens between SPs. Depending on what learners are doing, you could change the top sheet between each group or all linens. If the training is not hands-on with the SP and there is no learner contact with the linen, change the linens after the SP leaves.
- d. If only manikins are used, you could change the linen out at the end of the day, provided that all participants perform hand hygiene prior to touching the linens and after the activity. If any deviations in hand hygiene practices is observed, change the linens after that group.

#### D. iPads/Tablets/Computer Equipment/Monitors

- EPA-approved disinfectants such as Clorox or Lysol Disinfecting Wipes should be used for the cleaning and disinfection of electronic devices per the manufacturer's instructions for use (e.g., for iPads see: <https://support.apple.com/en-us/HT204172>). Staff shall allow the disinfectant to remain wet for the appropriate dwell time. When cleaning electronic devices without protective covering, avoid using cloths that are saturated (i.e., soaked or holding excessive moisture) with disinfectant to prevent damage to internal systems. Surfaces should be allowed to dry before reuse, docking, recharging and as recommended.
- Use the Disinfecting Wipes to gently wipe the hard, nonporous surfaces, such as the display, keyboard, or other exterior surfaces. Do not use bleach. Avoid getting moisture in any opening, and do not submerge in any cleaning agents. Do not use on fabric or leather surfaces.
- In general, a waterproof/resistant, non-porous, hard, or soft case and screen protector should be applied to allow for easier cleaning and disinfecting of portable devices/tablets.
- Keyboard covers should be used for computers on wheels or computer workstations. Electronic devices located in public areas (i.e., registration kiosks) should be cleaned and disinfected by Environmental Services daily.

#### E. What to Avoid:

- Please avoid using any equipment that we cannot properly decontaminate. Do not perform mouth-to-mouth or mouth-to-mask ventilation!

#### F. EPA Approved Cleaning Products:

Below is a sample list of EPA approved products. A full list can be found on the EPA website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Arm & Hammer Essentials™ Disinfecting Wipes
- Caviwipes
- Clorox Multi Surface Cleaner + Bleach
- Clorox Disinfecting Wipes
- Clorox Commercial Solutions® Clorox® Disinfecting Spray
- Discide Ultra Disinfecting Towelettes
- Lysol brand Heavy-Duty Cleaner Disinfectant Concentrate
- Lysol Disinfecting Wipes

- Lysol® Disinfectant Max Cover Mist
- Lysol brand Clean & Fresh Multi-Surface Cleaner
- Opti-Cide 3® Wipes
- Oxivir™ HC Wipes
- Purell Professional Surface Disinfectant Wipes
- Sani-Cloth Germicidal Disposable Wipe
- Sani-Prime Germicidal Spray
- Stepan Disinfectant Wipe
- Windex Disinfectant Cleaner
- Weiman Germicidal Solution

## 10. Return Guidance

The COVID-19 hotline number is **1.844.827.6827**. The student hotline is 951-827-8275.

| Symptoms ( <i>in the last 24 hours</i> )  | If I develop symptoms, can I continue to work?   | Can I return to work?   | When can I go back to work?   |
|---|--|---|---|
| Feeling feverish/chills<br><b>OR</b><br>Fever greater than or equal to 37.8°C/100°F<br><b>OR any one or more of the following:</b><br>Cough<br>Difficulty breathing<br>Sore throat<br>Body/muscle aches ( <i>not from a chronic condition</i> )<br>Diarrhea ( <i>not from a chronic condition</i> )<br>Severe fatigue<br>New loss of sense of smell or taste<br>Nasal congestion ( <i>different from pre-existing allergies</i> ) | <b>NO</b>  | <b>NO</b>   | Call <b>UCR Employee COVID-19 Hotline   1.844.827.6827</b> to be assessed for a COVID-19 test. If you are tested, you can return to work† if:<br><b>1) Your COVID-19 test is negative, AND</b><br><b>2) You have no fever for 24 hours without the use of fever-reducing medications, AND</b><br><b>3) Your symptoms are improving, AND</b><br><b>4) Enroll in symptom tracker</b><br><br>Once you meet these criteria, you may return to work†, but you must:<br>1) Self-monitor for symptoms and call primary care doctor if they recur or worsen.<br><br>If your COVID-19 test is positive, see <i>below</i> . |
| Runny nose or sneezing<br><b>ALONE (<i>due to pre-existing allergies</i>)</b>   | Yes, wear a face mask and consult with manager about going home. If there is a disagreement, you should call UCR <b>Employee COVID-19 Hotline   1.844.827.6827</b> . | Yes, wear a face mask. You can call <b>UCR Employee COVID-19 Hotline   1.844.827.6827</b> for further questions or clarification. | You can keep working if your runny nose or sneezing are due to allergies alone. If you develop <b>any further symptoms, GO HOME</b> and call <b>UCR Employee COVID-19 Hotline   1.844.827.6827</b> .  |

| Exposure   | Can I continue to work? | Can I return to work?   | When can I go back?  |
|--|-------------------------|---|--|
| You have returned from a CDC level 3 country or domestic equivalent in the last 14 days. | <b>YES</b>              | <b>YES</b><br>You must enroll in the Symptom Tracking System† | You can return to work immediately. <b>If you develop symptoms, GO HOME</b> and call <b>UCR Employee COVID-19 Hotline   1.844.827.6827</b> . |

|   |            |  |  |
|---|------------|--|--|
| You live with a person presumed to have or diagnosed with COVID-19*     | <b>NO</b>  | <b>NO</b><br>You must enroll in the Symptom Tracking System† | You can return to work† 7 days after your last*** exposure as long as you have no symptoms. <b><i>If you develop symptoms, STAY HOME</i></b> and call <b>UCR Employee COVID-19 Hotline   1.844.827.6827.</b> |
| You had an exposure to a COVID-19 positive patient in the last 14 days* | <b>YES</b> | <b>YES</b><br>You must enroll in the Symptom Screening       | You can return to work† immediately. <b><i>If you develop symptoms, GO HOME</i></b> and call <b>UCR Employee COVID-19 Hotline   1.844.827.6827.</b>  |

|   |           | Tracking System† |   |
|---|-----------|------------------|---|
| You have been diagnosed with COVID-19 and have symptoms*        | <b>NO</b> | <b>NO</b>        | <b>STAY AT HOME</b> and self-quarantine until:<br><b>1)</b> At least 10 days have passed since the onset of symptoms, <b>AND</b><br><b>2)</b> You have no fever for 72 hours without the use of fever-reducing medications, <b>AND</b><br><b>3)</b> Your respiratory symptoms are improving. Once you meet these criteria, you may return to work†, but you must:<br><b>1)</b> Avoid severely neutropenic patients for 14 days, <b>AND</b><br><b>2)</b> Self-monitor for symptoms |
| You have been diagnosed with COVID-19 and do not have symptoms* | <b>NO</b> | <b>NO</b>        | You will be excluded from work until 10 days have passed since your first positive COVID-19 diagnostic test   |

You do NOT require a doctor's note to return to work for COVID-related concerns as long as you meet the criteria listed.

## References

1. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. <https://www.rivcoph.org/coronavirus>

### UCR Campus References

1. Environmental Health and Safety: <https://ehs.ucr.edu/coronavirus>
2. Campus Return summary: <https://campusreturn.ucr.edu/>
3. UCR SOM COVID-19 Information: <https://medschool.ucr.edu/covid19>
4. Critical Student Resources: <https://somsa.ucr.edu/critical-student-resources>

## Questions?

- For site specific questions, please reach out to your specific training units.
- For simulation specific guidelines, please contact the UCR Simulation Center