

UCR School of Medicine Onsite Training Guidelines During COVID-19

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Situation:

The COVID-19 crisis has forced the UCR SOM to move most of its instruction online for the past few months. 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.

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.

Assessment:

While most of the curriculum can continue online for quite a while, utilizing virtual meetings, certain critical functions have returned to in person instruction, or are planning to. These include Anatomy, Clinical Skills, Doctoring, and Simulated Patient Care and Procedures. 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 requires thoughtful and advance planning, as well as additional time for preparation and cleaning. Training sites are responsible for reviewing requests to approve only qualified activities. Onsite sessions should be prioritized according to these criteria:
 - Training must be necessary and essential (e.g., certifications or skills demonstration required for licensure, patient care, or graduation).
 - Training cannot be done remotely.
 - Training sites have sufficient staffing, space, time, PPE and cleaning supplies available.
 - A detailed agenda showing sufficient time for setup, briefing, and cleaning between groups must accompany each request.
 - All training activities must start with a briefing to remind everyone to observe physical distancing, proper PPE use and hand hygiene.
 - Requests must be made at least four (4) weeks in advance for adequate planning, scheduling and preparation.
 - Cancellations should be made at least 24 hours in advance, since staff are onsite only for scheduled sessions.
- B. Whenever possible, use Zoom, Teams or phone for meetings and didactic sessions that do not require hands-on practice. Record these meetings/sessions for asynchronous viewing if needed. Please speak with the simulation/education team to discuss creative options for conducting interactive remote training.

- C. If onsite training is necessary, follow these guidelines:
- **Enroll in symptom tracking.**
https://ucriverside.az1.qualtrics.com/jfe/form/SV_cZwHeZMQU2F6Tsx
 - **Maintain 6 feet of physical distancing.**
 - **Limit occupancy to a maximum of 10 people in a gathering.**
 - Follow PPE guidelines including **universal masking** at all times and **hand hygiene** before and after a meeting or educational activity.
- D. If 6 feet of physical distancing is not feasible (e.g., a team gathering around a manikin to perform chest compressions in a simulated code, practicing a procedural skill on a task trainer, or conducting a physical exam on a live human model):
- Use **universal facemask with permissive face shield in addition to hand hygiene.**
 - Group size should be **limited to 5 people whenever possible and should not exceed 25% of room capacity**, and face shields should be worn in situations involving direct contact or exposure to others in close proximity.
- E. 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.
- F. To conserve PPE, gowns and gloves are not required unless the procedure or simulation scenario calls for them (e.g., placing a central line on a task trainer, running a code on a simulated COVID-19 patient, or performing physical exam that would normally require gloves), or when needed during cleaning and disinfecting. Groups will be asked to bring their own reusable face shields and gowns if needed. Gowns cannot be shared or reused without decontaminating the gowns between users.
- 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 such as use of face coverings.

2. Permission to be Onsite/Return to Work

All learners, staff and instructors must first obtain permission (from their supervisors, program directors, department chairs, Dean's Office) to come on campus during the shelter at home order. Additionally, prior to returning to campus to work, all UCR faculty, staff, student employees and volunteers 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/jfe/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. Onsite Screening & Entry Procedures

Building access and security should adhere to campus requirements.

Participants should be emailed the following message about entry requirements before they come onsite.

You are scheduled for <Event> on <DATE & TIME>, at <LOCATION>. Please note that for everyone's safety during the COVID-19 pandemic, the following requirements will be enforced for entry and participation in all onsite training:

1. Wear a dry, clean facemask or cloth face covering (bring your own mask; also bring your reusable face shield if needed for your scheduled session).
2. Enroll in symptom tracker system and present Certificate of Clearance for each onsite visit or answer screening questions at the door.
3. Perform hand hygiene upon entering/exiting the building, and prior to and after any activity.
4. Maintain physical distancing (6 ft apart) The number of people to a room will not exceed 25% of normal capacity.

Training site staff will be monitoring all of the above requirements when you arrive in the building. If any of the following apply, you will not be permitted to enter the building or participate in any activity:

- a. In the last 24 hours, you have any of these symptoms:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat (not due to a chronic condition)
 - Muscle aches (not due to a chronic condition)
 - Diarrhea (not due to a chronic condition)
 - Severe fatigue
 - Nasal congestion (not due to a chronic condition)
 - Loss of sense of taste or smell (not due to a chronic condition)
- b. In the last 10 days, you have:
 - Tested positive for COVID-19
 - Lived with a person diagnosed or presumed to have COVID-19

In this event, you will need to stay home, notify your immediate supervisor or education coordinator about your status, and also contact the COVID-19 hotline at **UCR Employee COVID-19 Hotline | 1.844.827.6827** for further guidance (for students: **951-827-8275**.)

5. 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 density, distancing and 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 department chair or 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.

6. 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.

7. Common Areas

- Common areas include conference rooms, break/lunch rooms, bathrooms and any gathering areas.
- **Whenever possible, limit use of elevator to one individual at a time and comply with universal masking.**
- To direct flow of traffic and prevent bottlenecks, stairways and hallways will be labeled for one-way use except in case of emergency.
- Maintain 6 feet distance whenever possible, especially when meeting in groups (with no more than 10 people together). Maintain 6 feet distance eating and drinking when masks are removed.
- 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.
- **Use of common areas should be avoided whenever possible. Shared spaces should be reserved for full-time staff and student use should be limited. Designated alternative areas for eating, drinking, and breaks should be provided if necessary. There will be no use of shared refrigerators, microwave or coffee makers.**
- **High-touch surfaces in common areas should be disinfected at least twice daily. Environmental services follow enhanced facilities cleaning protocols, including wiping down rails on staircases and disinfecting common areas.**

8. Shared Office Spaces (Non-Clinical)

- Encourage personal protective measures among staff (such as staying home when sick, handwashing, respiratory etiquette, etc.).
- All work that can be successfully accomplished remotely should continue in the remote setting.
- Work in shared office spaces should be kept to a minimum. Maintain 6 feet distancing in office spaces **at all times**. Consider alternate work schedules and rotations if 6 feet physical distance cannot be maintained and to reduce mixing.
- Plexiglass partitions **may be placed between employees sharing office space, but this is not a substitute for maintaining 6 feet physical distance.**

- Employees must follow universal masking guidance when in shared workspaces **in clinical areas**. For non-clinical areas, cloth face coverings are acceptable.
- If 6 feet of physical distancing cannot be followed due to office layout or space considerations, **permissible face shields in addition to facemasks or cloth face coverings should be used**.
- Minimize 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.

9. 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 public settings.

Everyone entering 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.

C. Permissive Face Shield

Permissive face shield means that you can choose to but are not required to wear a face shield in addition to your facemask or cloth face covering. However, if there are physical exams involved with live models (SP or student playing the role of patient), at least one party should wear a face shield. Please respect the safety concerns of all participants and encourage everyone at the safety brief to speak up and ask others to wear a face shield if they or others in the group are uncomfortable working in close proximity and unable to maintain 6 ft distance.

- Always perform hand hygiene before and after touching the face shield.
- Always remove your face shield by touching the least contaminated part, using the earstraps.
- Disinfection of face shields should be performed **after the educational activity, upon removal.**
- When an employee needs to remove a face shield (e.g. lunch break), the face shield should be stored in a clean, dry location (such as a designated bag when not in use).

10. 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) 	Super Sani Cloth (purple top) 	Sani Cloth AF (grey top) 
Wet Contact Time	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 ¹	70% Alcohol	Saniwipes, Chlorox/Lysol wipes
Gaumard ²	Water; 70% alcohol	Soap and water; Chlorox/Lysol wipes
Limbs & Things ³	Warm water with mild detergent	Soap and water
Simulab ⁴	70% Alcohol	Saniwipes, Chlorox/Lysol wipes
KKAmerica ⁵	Water	Soap and water
TruCorp ⁶	Water with mild detergent	Saniwipes, Chlorox/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-It-products>
4. <https://limbsandthings.com/au/news/24452/care-and-cleaning-of-It-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 water-proof. 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

11. 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 OR Fever greater than or equal to 37.8°C/100°F OR any one or more of the following: Cough Difficulty breathing Sore throat Body/muscle aches (<i>not from a chronic condition</i>) Diarrhea (<i>not from a chronic condition</i>) Severe fatigue New loss of sense of smell or taste Nasal congestion (<i>different from pre-existing allergies</i>)	NO	NO	Call UCR Employee COVID-19 Hotline 1.844.827.6827 to be assessed for a COVID-19 test. If you are tested, you can return to work† if: <ol style="list-style-type: none"> 1) Your COVID-19 test is negative, AND 2) You have no fever for 24 hours without the use of fever-reducing medications, AND 3) Your symptoms are improving, AND 4) Enroll in symptom tracker Once you meet these criteria, you may return to work†, but you must: <ol style="list-style-type: none"> 1) Self-monitor for symptoms and call primary care doctor if they recur or worsen. If your COVID-19 test is positive, see <i>below</i> .
Runny nose or sneezing ALONE (<i>due to pre-existing allergies</i>)	Yes, wear a face mask and consult with manager about going home. If there is a disagreement, you should call xxx.	Yes, wear a face mask. You can call xxx for further questions or clarification.	You can keep working if your runny nose or sneezing are due to allergies alone. If you develop any further symptoms, GO HOME and call UCR Employee COVID-19 Hotline 1.844.827.6827 .

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.	YES	YES You must enroll in the Symptom Tracking System†	You can return to work immediately. If you develop symptoms, GO HOME and call UCR Employee COVID-19 Hotline 1.844.827.6827 .

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

		Tracking System†	
You have been diagnosed with COVID-19 and have symptoms*	NO	NO	STAY AT HOME and self-quarantine until: 1) At least 10 days have passed since the onset of symptoms, AND 2) You have no fever for 72 hours without the use of fever-reducing medications, AND 3) Your respiratory symptoms are improving. Once you meet these criteria, you may return to work†, but you must: 1) Avoid severely neutropenic patients for 14 days, AND 2) Self-monitor for symptoms
You have been diagnosed with COVID-19 and do not have symptoms*	NO	NO	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. UCR SOM COVID-19 Information: <https://medschool.ucr.edu/covid19>
3. Critical Student Resources: <https://somsa.ucr.edu/critical-student-resources>

Questions?

- Frequently asked questions and answers are available at (UCR Corona site)
- For site specific questions, please reach out to your specific training units.
- For simulation specific guidelines, please contact the UCR Simulation Center