

UPSTATE

MEDICAL UNIVERSITY
Simulation Center

COVID-19 Guidelines Policy and Procedures Addendum Revised June 10, 2020

Applies to:

This policy addendum applies to Upstate Medical University Simulation Center.

Policy Addendum:

This document serves to standardize guidelines for safe use of the Upstate Medical Center University Simulation Center for all University and Hospital learners. This policy addendum supersedes and supplements current policies and procedures. All policy and procedures are subject to change based on evolving precautions mandated by SUNY Upstate, the State of New York, and the Centers for Disease Control and Prevention (CDC). For any questions regarding current guidelines at the Center, please contact the Upstate Simulation Team at upstatesimulation@upstate.edu.

Procedure:

1. Simulation Scheduling

- a. Requests for simulation sessions should continue to be submitted through the online request form at <https://is.gd/umusimprojectform>
 - i. Please note in regard to supplies for sessions, the Center will not be able to provide surgical masks or PPE gowns for use during learning sessions.
- b. All requests will be reviewed by Simulation Leadership Team and prioritized as outlined in the Center's policy and procedures manual.
- c. Sessions will be scheduled with the minimal required staff, instructors, and learners to effectively meet learning outcomes.
- d. To allow for proper cleaning of learning spaces and equipment, additional time will be blocked between all sessions.
- e. Large groups will be given a staggered entry schedule to allow for physical distancing between learners.
- f. The Center will make every effort possible to provide additional space for the safety of all learning programs. If the Simulation Leadership Team feels a proposal for an event is not safe due to the COVID-19 restrictions the instructors will be asked to make alternate arrangements to maintain safety.

2. Safety Measures

a. Screening

All employees and visitors are required to comply with Upstate screening processes prior to entering the Center.

b. Ear-Loop Masks

New ear-loop masks are provided daily to everyone who enters any building on campus. These must be worn at all times in all locations within the Center.

c. Hand Hygiene

All individuals entering the Center are required to thoroughly sanitize their hands before proceeding. Sanitizer stations are strategically located at every entrance.

- i. Center staff may request that anyone not stopping at stations to return and use sanitizer.

d. Gloves

All learners will be asked to wear gloves when touching any simulator, trainer, simulated patient, or ultrasound/exam models. Upon removing gloves, learners should wash hands thoroughly or utilize hand sanitizer.

e. Clothing

Clothing worn during face to face contact with patients should not be worn in the Center to help maintain a safe working environment for all users. Providers should have a plan for changing clothes prior to arriving at the Center.

f. Cleaning and Disinfecting

The cleaning and decontamination of all equipment and surfaces at the Center will be conducted in accordance with SUNY Upstate Medical University, CDC\EPA, and equipment manufacturer guidelines.

- i. **Manikin safe disinfectant (CDC approved):** will be used on all task trainers and manikins (Laerdal, CAE, Limbs and things, Kyoto, Simulab, etc.)
- ii. **Hospital grade disinfectant:** will be used on all commonly shared objects, hard surfaces, and reusable consumables (masks, IV bags, etc.)
- iii. In addition to the cleaning guidelines outlined in the Policies and Procedure Manual, all task trainers, equipment, and “high touch” points (door handles, surfaces, etc.) will be cleaned and disinfected prior to start of every session by Center staff and/or Environmental services.
- iv. As a reminder all workplaces should be cleaned as instructed prior to leaving the Center.

3. In-person simulation and training

We understand that physical distancing of six feet is not always possible in the clinical setting and in learning situations. We ask that all people in the Center maintain physical distancing whenever possible.

- Signage will reinforce wearing masks and to avoid congregating in small spaces.

Pre-brief/Center orientation given by Center staff or Instructors should always review specific COVID-19 reminders such as physical distancing, decontamination, etc.

All learners:

- will be directed to their assigned rooms immediately upon arrival.
- arriving more than 10 minutes prior to scheduled start time will not be permitted into the department.
- will not be allowed to congregate in simulation space or open seating areas.
- should leave promptly after their session.

4. Room Capacity

Recommended maximum capacity for each room have been established for your safety.

Room	Room Description	App. Square Footage	Recommended Max. Capacity
Haptics-0245	Small Task Training Room	357	9
046 or 047	Divided Skills and Task Training Rooms	500	10
046 and 047 Combined	Full Skills Room	1000	27
Room A(041), B(042), C(013), or D(013A)	Divided Debriefing Rooms	276	7
AB or CD Combined	Full Debriefing Room	552	14
Room 3-7	Single Bay Patient Rooms	234	5
Control Rooms	All	170	4
026	Surgical Suite	500	13

5. Compliance and Enforcement

The Covid-19 Policies and Procedures Guidelines Addendum is intended to provide a safe environment for safe use of the Upstate Medical University Simulation Center for all University and Hospital learners. Any learner that refuses to follow the COVID-19 guidelines will be required to leave the Simulation Center.

References:

American College of Health Association. (2020, May 7.) Considerations for reopening institutions of higher education in the COVID-19 era. Retrieved from https://higherlogicdownload.s3-external-1.amazonaws.com/SSIH/ACHA_Considerations_for_Reopening_May2020.pdf?AWSAccessKeyId=AKIAVRD07IEREB57R7MT&Expires=1590012135&Signature=577i%2FU%2FUpTPOLPU%2BSBuABckAK13ag%3D

Centers for Disease Control and Prevention. (2020). Guidelines opening up America again. Retrieved from <https://www.whitehouse.gov/openingamerica/>
New York State. (2020). Industries reopening by phase. Retrieved from <https://forward.ny.gov/industries-reopening-phase>

Additional thanks to the following institution's simulation policies:
Columbia University School of Nursing, Alameda Health System, UVM, Texas Children's, University of Wisconsin, Tulane, John Hopkins Medicine, UAB