UCLA Health Sciences COVID-19 Onsite Training Guidelines

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Purpose
During the COVID-19 pandemic, our highest priority is the safety of our faculty, staff and learners. This document lays out a set of guidelines detailing safety precautions and Personal Protective Equipment (PPE) for onsite educational activities, including simulation and skills training. They are based on approved UCLA Health and UCLA Campus policies. These guidelines have been reviewed by the Emerging Infectious Diseases (EID) team and approved by the Deans of the Schools of Medicine and Nursing, as well as the Chief Human Resources Officer and the Director of the Center for Nursing Excellence.

Scope
While some references are specific to simulation centers (DGSOM UCLA Simulation Center, Center for Advanced Surgical & Interventional Technology - CASIT, School of Nursing Simulation Lab, MOC Simulation Lab, and the Center for Prehospital Care), these guidelines are applicable to all in-person educational activities in other areas within UCLA Health Sciences 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. UCLA Health Command Center may also require changes to these guidelines as the situation evolves. Campus wide updates and timely communication will be posted on the ramp-up FAQ page and Bruins Safe Online.

1. Best Practice Guidelines
   A. Onsite training will require 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, safety briefing, and cleaning between groups must accompany each request.
      • All training activities must start with a safety 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.
      • 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):
  • Wear a **facemask/facering covering and eye protection (face shield, safety glasses or safety goggles)** in addition to **hand hygiene**. **NOTE:** **Personal eyeglasses are not considered universal eye protection.** Only UCLA-issued eye protection (i.e. face shields, safety glasses, or safety goggles) can be used for universal eye protection
  • Group size should be **limited to 5 people whenever possible**, and UCLA Health-provided eye protection should be worn in situations involving direct contact or exposure to others in close proximity for 15 minutes or more.

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.

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 simulated code on a 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.

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### 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 UCLA faculty, staff, student employees and volunteers, except for UCLA Health employees, must complete a 12-minute online course which provides information on UCLA’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 is required to enroll in the Qualtrics symptom tracking system. Once enrolled, a daily reminder is sent via email/text and everyone is expected to complete the survey each day regardless of whether or not they are coming on campus. Those coming onsite must show their daily certificate of clearance to enter the building. There are
different surveys for different groups, so please use the appropriate version. QR codes are provided on the References page.

A. **UCLA Health Symptom Tracker**: For UCLA Health personnel and trainees (including DGSOM residents and medical students) involved in clinical care.

B. **UCLA COVID-19 Symptom Monitoring Survey**: For all UCLA personnel (excluding students) who are not engaged in clinical care. Follow instructions from campus policies posted at [UCLA Bruins Safe Online](https://bruins.ucla.edu) website – see UCLA Campus References section for additional links and FAQs.

C. **UCLA Student Monitoring System**: For all UCLA students except DGSOM medical students. Includes DGSOM PhD students and School of Nursing students.

D. **Non-UCLA Survey**: For participants without a BruinCard ID number. Use cell phone number to enroll in the survey.

E. **If anyone develops symptoms, they should stay home and call the Infection Prevention hotline (UCLA COVID Call Center) at 310-267-3300 for further instructions and possible testing. UCLA Health is actively monitoring symptoms for early detection of possible COVID-19.**

F. 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 UCLA Occupational Health Services or the Ashe Center (for students) and immediately self-quarantine per LA County Department of Public Health Emergency Quarantine Order.

G. Staff and faculty should follow the reporting process per [Standard Operating Procedure (SOP) for Responding to COVID-19 Cases on the UCLA Campus](https://uclahs.box.com/s/tses2wvhre5sij5fcpovdroab9irfrn1), including emailing the UCLA COVID Call Center at covidcallcenter@mednet.ucla.edu promptly.

### 4. Onsite Screening & Entry Procedures

Building access and security should adhere to campus requirements. The following is required for entry and participation in all onsite activities (see visual example of Onsite Screening Requirements in Box: [https://uclahs.box.com/s/tses2wvhre5sij5fcpovdroab9irfrn1](https://uclahs.box.com/s/tses2wvhre5sij5fcpovdroab9irfrn1)). See Policy References. 1

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. Additionally, wear eye protection when scheduled for small group work that cannot maintain 6 ft distancing. Please bring your own mask and eye protection (NOTE: Personal eyeglasses are not considered universal eye protection. Only UCLA-issued eye protection (i.e. face shields, safety glasses, or safety goggles) can be used for universal eye protection).

2. Enroll in symptom tracker system and present **Certificate of Clearance** for each onsite visit. You must complete the appropriate daily symptom monitoring survey for clearance:
   - **UCLA Health** (for personnel engaged in clinical care and DGSOM medical students)
   - **UCLA Campus** (for personnel not engaged in clinical care)
   - **UCLA Students** (for all students except DGSOM medical students)
• **UCLA PreK-12 Students** (for UCLA childcare and University High School students)
• **Non-UCLA** (for external visitors and those without UCLA ID numbers – use cell phone number as your ID)

3. Get temperature checked by staff.
4. Check in electronically for your scheduled educational session – includes attestation to abide by code of conduct, safety measures, and confidentiality agreement.
5. Perform hand hygiene upon entering/exiting the building, and prior to and after any activity.
6. Maintain physical distancing (6 ft apart) and do not gather with more than 10 people in a room.

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. You are identified as having a fever – defined as >= 100°F (or 37.8°C)
b. 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)
c. 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 310-267-3300 for further guidance.\(^{A1}\)

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 UCLA policies. See [reporting resources](#) on ways to report an infraction.
To ensure best practices, signs and safety briefings can help communicate a shared mental model. The UCLA Simulation Center has developed a sample script for a safety briefing: https://uclahs.box.com/s/4rjijztmqz63iw7fofm80ovg41s9v3

6. COVID-19 Exposure Notification & Reporting

- Training sites should maintain a record of all onsite training attendees.
- COVID-19 testing is available to all UCLA employees and students who have symptoms of illness. Individuals working or learning on the UCLA 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 UCLA department: UCLA COVID Call Center at (310) 267-3300 for faculty, staff, trainees, and volunteers; and Ashe Center Infection Control Line at (310) 206-6217 for students. See the Standard Operating Procedure (SOP) for Responding to COVID-19 Cases on the UCLA Campus for more information. See Policy References.
- 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 the Ashe Center.
- Occupational Health or Ashe Center 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. 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 elevator use to four individuals at a time, complying with universal masking.
- To direct flow of traffic and prevent bottlenecks, stairways and hallways should 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) and during 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. Minimize use of shared refrigerators, microwave ovens, coffee makers and other appliances. If use is unavoidable, perform hand hygiene before and after use.
- 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. Training sites should ensure that shared items such as refrigerator and appliances are regularly cleaned. See Policy References.
8. Shared Office Spaces (Non-Clinical)

- Encourage personal protective measures among staff (such as staying home when sick, handwashing, respiratory etiquette, etc.). See Policy References.A3
- 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 whenever possible. Consider plexiglass partitions if necessary. Consider alternate work schedules and rotations to reduce mixing.
- Employees must follow universal masking guidance when in shared workspaces. 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, and two or more people are together in a space for 15 minutes or more, eye protection (UCLA Health-provided face shields, safety glasses or safety goggles) in addition to facemasks or cloth face coverings is also required.
- 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 hand sanitizer. Detailed instructions (posters) on how to wash and sanitize hands can be found in Box: [https://uclahs.box.com/s/wibqrs01bcbiivnrgpyp58a8o4m4ex1l](https://uclahs.box.com/s/wibqrs01bcbiivnrgpyp58a8o4m4ex1l)

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. Mayor Eric Garcetti’s order requires Angelenos to wear masks or face coverings outside their homes. See Policy References.A4

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. Staff can use the UCARE Cloth Face Coverings with an iShieldMax (or UShield face shield) if 6 feet of social distancing cannot be maintained. All participants are encouraged to use a face shield if it does not interfere with the planned activity.

Please visit the Mednet COVID-19 PPE webpage for a video on how to safely wear and handle a face covering/mask under universal masking.
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.

Laundry your UCARE face covering with warm water and detergent when visibly soiled or daily if worn in UCLA facilities. See Policy References. \(^5\)

### Protection

<table>
<thead>
<tr>
<th>Protection</th>
<th>How to use, clean and reuse</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>iShieldMax</td>
<td>iShieldMax cannot be shared - Write name on side of iShield before use.</td>
<td>iShieldMax Face Shield Guidance</td>
</tr>
<tr>
<td></td>
<td>Disinfect/clean the iShieldMax if it has any visible contamination.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clean with Sani Cloth AF (Gray Top) wipes, Sani Cloth (Light Purple Top) wipes, or Hydrogen Peroxide (Green Top) wipes.</td>
<td></td>
</tr>
</tbody>
</table>

### UCare Face Covering

The UCare cloth face coverings should be laundered daily with warm water and detergent if worn in UCLA Health buildings and whenever they are visibly soiled.

### C. Universal Eye Protection

Recent case surges and evidence have prompted the CDC and LA County Department of Public Health to require eye protection in addition to face coverings as an additional layer of protection when physical distancing cannot be maintained and the group is gathered for 15 minutes or longer. Please see COVID-19 Universal Eye Protection Guidance (7/24/2020) in Policy References A9 [https://uclahealth.policystat.com/policy/8397153/latest/]. NOTE: Personal eyeglasses are not considered universal eye protection. Only UCLA-issued eye protection (i.e. face shields, safety glasses, or safety goggles) can be used for universal eye protection. Permissive face shield use is also available for anyone who want to wear a face shield for additional protection even when there is 6 ft or more distancing in place. Please respect the safety concerns of all participants and encourage everyone at the safety briefing to speak up and ask others to wear a face shield if they or others in the group are working in close proximity and unable to maintain 6 ft distance.
Please refer to the Extended Use and Re-use Guidance for specific guidance related to disinfecting and re-using face shields.

- iShieldMaxs may be worn in non-clinical settings with a facemask or face covering and in clinical settings for patients that are not on Enhanced Droplet & Contact Precautions.
- UShields may be worn in clinical and non-clinical settings with a facemask.
- Always perform hand hygiene before and after touching the face shield.
- Always remove your face shield by touching the least contaminated part, using the ear straps.
- 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). See Policy References.6, 7

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.
- UCLA Health recommends using only Infection Prevention approved disinfectants that are listed on the EPA approved disinfectant list: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- 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:

<table>
<thead>
<tr>
<th>Disinfectant</th>
<th>Sani Prime (purple top)</th>
<th>Super Sani Cloth (purple top)</th>
<th>Sani Cloth AF (grey top)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet Contact Time</td>
<td>2 minutes</td>
<td>2 minutes</td>
<td>3 minutes</td>
</tr>
</tbody>
</table>

For all other surfaces, UCLA Health recommends only disinfectants that have been approved by Infection Prevention and are listed on the EPA approved disinfectant list. The Emerging Infectious Diseases team recommends simulation training sites use only using EPA-approved disinfectants. For a list of example approved products, see References below.

a. Ensure that small items such as laryngoscopy handles/blades and ultrasound probes are wiped down with EPA-approved cleaning products between use.
Please note that UCLA Health EH&S ([https://www.uclahealth.org/safety/](https://www.uclahealth.org/safety/)) is different than Campus EH&S ([https://www.ehs.ucla.edu/](https://www.ehs.ucla.edu/)). Health Sciences training sites should follow UCLA Health guides. Other main campus labs may follow the campus guides.

UCLA Campus Environmental Health and Safety noted on 3/12/2020:

The virus that causes COVID-19 is relatively sensitive to a range of disinfectants. UCLA campus is not recommending any specific disinfectant but bleach, hydrogen peroxide, and quaternary ammonium disinfectants are all effective. The EPA has recently issued a list of disinfectant products, which are currently allowed to advertise effectiveness against SARS-CoV-2, though the list is not in any way complete. For specific questions, contact Joseph Callahan, Asst. Biosafety Officer, UCLA Environment, Health & Safety. 501 Westwood Plaza, Strathmore Building 4th floor Los Angeles, CA 90095. Telephone: 310-206-0712

B. Manikins

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Mfr Suggested Cleaning</th>
<th>Recommended COVID-19 disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laerdal¹</td>
<td>70% Alcohol</td>
<td>Saniwipes, Chlorox/Lysol wipes</td>
</tr>
<tr>
<td>Gaumard²</td>
<td>Water; 70% alcohol</td>
<td>Soap and water; Chlorox/Lysol wipes</td>
</tr>
<tr>
<td>Limbs &amp; Things³</td>
<td>Warm water with mild detergent</td>
<td>Soap and water</td>
</tr>
<tr>
<td>Simulab⁴</td>
<td>70% Alcohol</td>
<td>Saniwipes, Chlorox/Lysol wipes</td>
</tr>
<tr>
<td>KKamerica⁵</td>
<td>Water</td>
<td>Soap and water</td>
</tr>
<tr>
<td>TruCorp⁶</td>
<td>Water with mild detergent</td>
<td>Saniwipes, Chlorox/Lysol wipes</td>
</tr>
</tbody>
</table>

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, per Emerging Infectious Diseases team, 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:

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)

Updated Cleaning Guide for Guamard simulators (per email from Michael Moyer, Territory Manager on 6/29/20):

- 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)
   b. Clean linen and gowns will be used when available.
   c. 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.
   d. 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.
   e. 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.
   f. UCLA Health recommends using only Infection Prevention approved disinfectants that are listed on the EPA approved disinfectant list (see example list in references).
   https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

D. iPads/Tablets/Computer Equipment/Monitors
   • EPA-approved disinfectants such as Chlorox 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. Where to Order PPE Supplies

Many PPE items are in high demand, short supply and often back ordered. Please plan accordingly to ensure you have supplies for your scheduled training sessions. In order to ensure that our hospitals have enough PPE supply for patient care use, please conserve PPE use in training, while maintaining appropriate safety precautions.

**Hand Sanitizers and Disinfectants:** Training sites can order from the UCLA Emergency PPE Supply Store web page. Facilities Management also offers PPE supplies:

- Provides COVID-19 Disinfection Packs and other disinfectants with a Facilities Service Request (FSR) – include item, quantity, and delivery location in your submission request.
- **COVID-19 Disinfection Packs** include:
  - Sanitizing Wipes
  - 1 box of Nitrile Gloves (S, M, L, or XL)
  - 1 bottle of Spartan Neutral Disinfectants Cleaner
  - Paper Towels
  - 16oz refillable hand sanitizer with 1 gallon sanitizer resupply

**Face Shields:** Face shields and face shield replacement pieces can be requested directly through Materials Management or via an Ambulatory Operations Qualtrics survey. iShieldMax should be used for non-clinical areas. Order via this link: https://uclahs.az1.qualtrics.com/jfe/form/SV_bgzIXZyGWdnS9JX
All new staff will be receiving face shields upon New Employee Onboarding by Human Resources.

Materials Management EMPAC numbers:

<table>
<thead>
<tr>
<th>EMPAC #</th>
<th>Full Description</th>
<th>EMPAC DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>699590</td>
<td>UShield</td>
<td>SHIELD FACE - USHIELD DONATED</td>
</tr>
<tr>
<td>699591</td>
<td>UShield: Front shield only</td>
<td>SHIELD FACE - USHIELD FRONT ONLY DONATED</td>
</tr>
<tr>
<td>699592</td>
<td>UShield: Comfort strip only</td>
<td>STRIP COMFORT FACE USHIELD ONLY DONATED</td>
</tr>
<tr>
<td>699593</td>
<td>UShield: Elastic band only</td>
<td>BAND ELASTIC USHIELD ONLY DONATED</td>
</tr>
<tr>
<td>699594</td>
<td>iShieldMax</td>
<td>SHIELD FACE - ISHIELDMAX DONATED</td>
</tr>
</tbody>
</table>

12. Return Guidance

The COVID-19 hotline is available from Monday - Friday, 7 am - 7 pm. The number is **310-267-3300**. Calls received outside of business hours will be returned the following business day.

### Symptoms (in the last 24 hours)

<table>
<thead>
<tr>
<th>Symptom Description</th>
<th>If I develop symptoms, can I continue to work?</th>
<th>Can I return to work?</th>
<th>When can I go back to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 (not from a chronic condition) Diarrhea (not from a chronic condition) Severe fatigue New loss of sense of smell or taste Nasal congestion (different from pre-existing allergies)</td>
<td>NO</td>
<td>NO</td>
<td>Call 310-267-3300 to be assessed for a COVID-19 test. If you are tested, you can return to work† if: 1) Your COVID-19 test is negative, <strong>AND</strong> 2) You have no fever for 24 hours without the use of fever-reducing medications, <strong>AND</strong> 3) Your symptoms are improving, <strong>AND</strong> 4) Enroll in symptom tracker Once you meet these criteria, you may return to work†, but you must: 1) Self-monitor for symptoms and call primary care doctor if they recur or worsen. If your COVID-19 test is positive, see below. You can keep working if your runny nose or sneezing are due to allergies alone. If you develop <strong>any further symptoms</strong>, <strong>GO HOME</strong> and call 310-267-3300.</td>
</tr>
<tr>
<td>Runny nose or sneezing ALONE (due to pre-existing allergies)</td>
<td>Yes, wear a face mask and consult with manager about going home. If there is a disagreement, you should call 310-267-3300.</td>
<td>Yes, wear a face mask. You can call 310-267-3300 for further questions or clarification.</td>
<td></td>
</tr>
</tbody>
</table>

### Exposure

<table>
<thead>
<tr>
<th>Exposure</th>
<th>Can I continue to work?</th>
<th>Can I return to work?</th>
<th>When can I go back?</th>
</tr>
</thead>
<tbody>
<tr>
<td>You live with a person presumed to have or diagnosed with COVID-19*</td>
<td>NO</td>
<td>NO</td>
<td>You can return to work† 7 days after your last*** exposure as long as you have no symptoms. <strong>If you develop symptoms, STAY HOME</strong> and call 310-267-3300.</td>
</tr>
<tr>
<td>You have COVID-19**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You are a close contact of someone with COVID-19**</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AND** indicates multiple conditions must be met. **GO HOME** and call 310-267-3300.
You had an exposure to a COVID-19 positive patient in the last 14 days*

<table>
<thead>
<tr>
<th>YES</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must enroll in the Symptom Tracking System†</td>
<td></td>
</tr>
</tbody>
</table>

| You can return to work† immediately. If you develop symptoms, GO HOME and call 310-267-3300. |

| 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. (If you have been hospitalized or if you are immunocompromised due to a health condition or medication, you must self-quarantine until at least 20 days have passed since the onset of symptoms) **AND** |
| 2) You have no fever for 24 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†, |

| 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 |
| If you are immunocompromised due to a health condition or medication, you must self-quarantine until at least 20 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.

‡ Enroll in the UCLA Symptom Tracking System at: https://uclahs.fyi/SymptomTrackingEnrollment

*Regardless of the way in which workforce members test positive for COVID-19 (i.e. participating in a study; testing at an outside facility), once they test positive, workforce members follow this guide, and they are eligible for the appropriate COVID-19 leave options.

**If you are unable to avoid close contact and have had repeated exposures to this person, you should stay in quarantine for 7 days after the person with COVID-19 was told they were “cleared” to stop their own isolation.

***If you previously tested positive in the past 3 months and have not had new symptoms, you may return to work.


See Policy References.

Policy References

A. Command Center Policies


4. LA County universal masking policy:  
   https://coronavirus.la/FaceCovering

5. Guidance for face covering:  

B. UCLA Health References
1. Mednet COVID-19 Resources: https://mednet.uclahealth.org/covid19/
2. Workforce Guidance: https://mednet.uclahealth.org/covid19/workforce-guidance-resources/
   a. UCLA Health symptom tracker survey: https://uclahs.az1.qualtrics.com/jfe/form/SV_bJzsHsgggM5v6t
3. DGSOM Coronavirus Information: https://medschool.ucla.edu/coronavirus-information
5. Non-compliance/Policy Infraction Reporting Resources: https://medschool.ucla.edu/coronavirus-information/operations-updates-reporting-resources

C. UCLA Campus References
1. Bruins Safe Online website https://www.bso.ucla.edu/
2. UCLA Requirements for COVID-19 Symptom Monitoring: https://ucla.app.box.com/s/96on1j6ynhy5c91jpdxqyi39pl8x796
   a. Qualtrics survey: https://uclasures.co1.qualtrics.com/jfe/form/SV_eu2OzJ85q7BBKXr
3. UCLA Campus Temperature Screening Guidelines for COVID-19: https://ucla.app.box.com/s/33bg5orv2f7gddgw8mt6h3jcv3x0dhj
4. Standard Operating Procedure (SOP) for Responding to COVID-19 Cases on the UCLA Campus: https://ucla.app.box.com/s/he3gv13ox51csi2m87h6dd51ycfghx
5. COVID-19 Flyer Face Cloth Covering Use: https://ucla.app.box.com/s/9xdolg8me28z6auffms9io8mzzuc00cf
6. UCLA Safe and Physical Distancing Protocol: https://ucla.app.box.com/s/iicscfqj2n5olhlvauef5wja6zf70z9p
7. UCLA Safe and Physical Distancing Sign: https://ucla.app.box.com/s/sytsksothlw1mv3xu55bm3nqe3ceqttr
8. UCLA Compliance: https://www.compliance.ucla.edu/

D. Additional Resources
2. COVID-19 Signs and Posters: https://uclahs.box.com/s/wibqrs01bcbiunrqvpp58a8o4m4ex1l
3. UCLA Policies: https://uclahs.box.com/s/fly93dea5m0dx0uijt9rwdfpleafbe7

Questions?

- Frequently asked questions and answers are available at https://medschool.ucla.edu/coronavirus-information/ramp-up-faqs
- For site specific questions, please reach out to your specific training units.
- For simulation specific guidelines, please contact the UCLA Simulation Center (call 310-267-2114; email SimTeam@mednet.ucla.edu).
Guideline Review Committee

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2. Sarah Petro – Director of Operations, UCLA Simulation Center
3. Kenneth Lay – Director, Standardized Patient Program, UCLA Simulation Center
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5. Areti Tillou – Executive Committee & Chair of CASIT Education Committee
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22. Daniel Uslan – Co-Chief Infection Prevention Officer