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Version date: 6/15/20
Review/Approval date: 6/15/20

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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 labs (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 other guidelines on top of these guidelines. UCLA Health Command Center may also require changes to this guideline as the situation evolves. We will communicate regular timely updates to leaders of the different training sites and post the updates and questions on our FAQ page.

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 is 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 should start with a briefing to remind everyone to observe physical distancing, proper PPE use and hand hygiene.
      • Cancellations must be submitted 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, recording 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:
      • Maintain 6 feet of physical distance apart.
      • Limit occupancy to the recommended maximum of 10 people in a gathering.
      • Follow universal masking guidance and perform hand hygiene before and after a meeting or educational activity.
D. If 6 feet 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 face shields are highly recommended in situations with direct contact or exposure to others in close proximity (>15 minutes).

E. Special considerations should be made to minimize exposure of high-risk learners, faculty or 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 guidelines and PPE such as use of face coverings.

2. Permission to be Onsite
   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.

3. Qualtrics Symptom Monitoring
   A. All healthcare workers (students, faculty and staff at UCLA Health Sciences, including Schools of Medicine, Nursing, Dentistry and Public Health) working on campus and affiliated institutions need to enroll in the Qualtrics Symptom Tracking Survey. Once enrolled, a daily email from UCLA Administration Surveys is sent and those coming onsite must complete the survey each day and be cleared before coming on campus. Certificate of clearance must be shown to enter the building. Click here to enroll in/complete the UCLA Health symptom monitoring survey.
   B. Main UCLA campus employees and students can enroll in the campus monitoring system and follow the instructions here (all campus policies are posted in the UCLA Bruins Safe Online website – see UCLA Campus References for additional links). Click here to enroll in/complete the UCLA Campus symptom monitoring survey.
   C. Non-UCLA participants (those without a 9-digit BruinCard ID number) must complete a symptom screening survey each time they come onsite. Click here to access this non-UCLA participant screening survey.
   D. If anyone develops any symptoms, they should stay home and call the 24-hour Infection Prevention hotline at 310-267-3300 for further instructions and possible testing. UCLA Health is actively monitoring symptoms for early detection of possible COVID-19.
E. 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).

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/tses2wvhre5sij5fcpovdroab9irfm1). See Policy References.¹

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

Please note that for the safety of everyone during this COVID-19 era, the following requirements will be enforced for entry and participation in onsite training:

1. Wear a dry, clean facemask or cloth face covering (bring your own).
2. Present Certificate of Clearance email for each onsite visit. Complete the appropriate surveys for clearance:
   - UCLA Health Sciences (for those with Mednet accounts)
   - UCLA Campus (for main campus participants)
   - Non-UCLA Participants (for external visitors and those without UCLA ID numbers)
3. Get temperature checked by staff.
4. Check in electronically for your scheduled educational session.
5. Perform hand hygiene upon entering the building, prior to and after any activity.

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 >= 100.4°F (or 38°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.¹
5. Monitoring & Enforcement

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 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 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 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 Infectious Diseases Hotline 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 encouraged to 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. A3

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, permissive 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 hand sanitizer. Detailed instructions (posters) on how to wash and sanitize hands can be found in Box: https://uclahs.box.com/s/wibqrs01bcbiivnrqwpyp58a8o4m4ex1

      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.

Launder your UCARE face covering with warm water and detergent when visibly soiled or daily if worn in UCLA facilities. See Policy References.

### 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. We recommend that if there are physical exams involved with live models (SP or student playing the role of patient), at least one person should wear a face shield. Please respect the safety concerns of all participants and encourage everyone at the
briefing 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.

- 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.
- 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/) is different than Campus EH&S (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</td>
<td>Soap and water</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

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
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: Starting June 1, 2020, 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

Please note that 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>
## 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>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)</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>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.</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 have returned from a CDC level 3 country or domestic equivalent in the last 14 days.</td>
<td>YES</td>
<td>YES You must enroll in the Symptom Tracking System†</td>
<td>You can return to work immediately. <strong>If you develop symptoms, GO HOME</strong> and call 310-267-3300.</td>
</tr>
<tr>
<td>You live with a person presumed to have or diagnosed with COVID-19*</td>
<td>NO</td>
<td>NO You must enroll in the Symptom Tracking System†</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 had an exposure to a COVID-19 positive patient in the last 14 days*</td>
<td>YES</td>
<td>YES You must enroll in the Symptom Tracking System†</td>
<td>You can return to work† immediately. <strong>If you develop symptoms, GO HOME</strong> and call 310-267-3300.</td>
</tr>
</tbody>
</table>

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*If you develop any further symptoms, **GO HOME** and call 310-267-3300.

†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, **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. See Policy References. 

### Policy References

**A. Command Center Policies**

   https://uclahealth.policystat.com/policy/7903363/latest/. **Command Center Approval:** 4/1/2020, 4/5/2020
   https://uclahealth.policystat.com/policy/7940207/latest/. **Command Center Approval:** 4/13/2020
   https://uclahealth.policystat.com/policy/7995633/latest/. **Command Center Approval:** 4/30/2020
4. LA County universal masking policy: https://corona-virus.la/FaceCovering
   https://uclahealth.policystat.com/policy/7997907/latest/. **Command Center Approval:** 4/30/2020

**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. Qualtrics survey: https://uclahs.a2.qualtrics.com/jfe/form/SV_bUJs2HsggM5v6t

**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/96on1j6ynhy5c91jdpqxqi39pl8x796
a. Qualtrics survey: https://uclasurveys.co1.qualtrics.com/jfe/form/SV_eu2OzJ8Sq7BBKXr
3. UCLA Campus Temperature Screening Guidelines for COVID-19: https://ucla.app.box.com/s/33bgosorv2f7gddgwli8mt6h3jcv3x0dhj
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/sytsksothlw1mv3xu55bm3nqe3ceqtrr
8. UCLA Compliance: https://www.compliance.ucla.edu/

D. Additional Resources
1. Symptom Monitoring Qualtrics Survey for non-UCLA Participants: https://uclahs.az1.qualtrics.com/jfe/form/SV_dbY2lbPXCe7UyTr
2. COVID-19 Signs and Posters: https://uclahs.box.com/s/wibqrs01bcibiunrqwpv58a8o4m4ex1l
3. UCLA Policies: https://uclahs.box.com/s/flv93dea5m0dx0uiji9rwrdvfpleafbe7

Questions?
- Feel free to reach out to your specific training units or contact the UCLA Simulation Center (310-267-2114; email SimTeam@mednet.ucla.edu)
- A running list of common questions (FAQs) is available in Box: https://uclahs.box.com/s/2wmc8me6hyrrri2csmm1m4v3hexa9xi1b

Guideline Review Committee
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