In-Person Learning TOOLKIT

CAMPUS PLANNING

University of Colorado Anschutz Medical Campus

June 2020
Welcome
Defining the Need and Overview of the Process
Submit the Application
Walk-Through
Approval by the Reconstitution Committee
Communication Plan
Attestation and Screening
Acknowledgments
Appendix
WELCOME

CU Anschutz is the premier academic health center in Colorado, and we place the health and safety of our community as our highest priority. To allow in-person learning during the COVID-19 pandemic, we will use the CU Anschutz guiding principles of Protect, Innovate and Lead to guide our decisions and management. This tool kit provides the step-by-step process needed to allow in-person learning to campus. The process is a partnership between many different campus partners and is intended to allow for multiple programs to host activities that provide student learning concurrently. We ask that all academic programs be flexible and patient during the approval and implementation process.

This process incorporates the requirements of the Environmental, Health and Safety, Facilities, and Police departments, as well as Campus and School/College leadership. Each student, faculty and staff member is our priority and we will work to ensure they have a safe and secure learning environment.

This process will be updated to reflect current status of pandemic and safety protocols outlined by CDC, CDPHE, Tri-County Health Department and campus expertise.

If you have questions or comments please email Jan Gascoigne at jan.gascoigne@cuanschutz.edu or Neil Krauss at neil.krauss@cuanschutz.edu.
Due to COVID-19, Campus Leadership has determined that all work and learning activities that can be conducted remotely should be done remotely. However due to the requirements within many of our degree programs, in-person learning is a necessity. To facilitate necessary activity that cannot be completed remotely.

To request approval, please justify why the in-person learning must be completed remotely, and provide a rationale of why the class cannot be taught remotely.

Overview of Process for Applying For In-Person Learning:

✓ Identify a COVID-19 Official, who will be the point person for the course throughout the process, be responsible for submitting an Application for In-Person Learning, click here, and ensuring the program follows the approval and implementation process.

✓ To request teaching/learning space, an EMS request is required. Room capacities have been altered significantly to follow the CDC physical distancing guidelines. Before making a request, base your request on the new Covid-19 space capacities. For space capacities in each room, and room diagrams for room usage, the Return to Campus Website

✓ After receiving the request, a liaison will contact the program. Each program will receive an implementation template to fill out. The liaison will assist the program with the template, and, if necessary, facilitate a walk-through with campus administrators from Facilities, Police and Environmental Health and Safety.

✓ If a request is approved by campus leadership, the liaison will ask each program to provide a roster of students, staff and faculty who will be attending the in-person learning activity.
After the COVID-19 official submits the application for in-person learning, they will receive an email confirmation.

Within 3 business days, the request will be assigned a reconstitution liaison and be given an Academic Implementation Planning Template. The liaison will help you and your colleagues develop the implementation plan specific to your course needs and objectives within the guiding principles of returning to campus (see Appendix).

Once the Academic Implementation Plan has been drafted, it might be determined by the Academic Reconstitution Task Force that a walk through is necessary. The COVID-19 official will work with your liaison to schedule an on-site walk-through of the plan.
WALK - THROUGH

During the walk-through, representatives from Environmental Health and Safety, University Police, Facilities, University Architect, Scheduling and Student Affairs will walk through the plan step by step to understand the student learning needs and work with you to complete on your Academic Implementation Planning Template.

The walk-through will help refine the proposed process and ensure as safe a return as possible. It will also:

- Identify entrance and egress processes that includes physical distancing
- Identify space capacity based on physical distancing guidelines
- Develop cleaning protocol for spaces
- Identify PPE needs
- Understand any student/staff badging needs
- Identify any gaps not addressed in the proposed plan
- Outline how to submit faculty, staff, and students to the Critical Access List

The Academic Implementation Plan is the final step in the process. This plan captures the data from the walk-through and is a blueprint for how you will implement and complete the in-person learning.

You will submit your Academic Implementation Plan to your liaison for submittal to campus leadership for approval.
Once the Academic Implementation Plan has been submitted, you will be asked to obtain approval by your relevant program director or dean. Then it will be reviewed by the Chancellor, Executive Vice Chancellor and Provost for approval. If there are any follow up questions, you will be asked to address them prior to plan approval.

Once your plan has been approved by leadership, your COVID-19 official will be notified and your room reservation will be confirmed.
COMMUNICATION PLAN

Once the application for in-person learning has been approved, it is important to communicate clear expectations with your students.

It is recommended you develop an Orientation Presentation to share the process and protocols.

The orientation needs to include:

✓ The SkillSoft training must be completed before initial arrival on campus, Screened visitors will be checked daily to see if the course has taken.
✓ Identify the best screening location for students to go for screening
✓ Identify the building entrance, and indicate that students will be met at the building entrance to ensure screening has occurred verified by student wearing a wristband
✓ Share the expectation for physical distancing and other related safety measures are followed
✓ Ensure mask wearing
✓ Outline expectations for any breaks and lunch, optional bathroom breaks, locker checks, etc

It is also expected that you provide an "opt out" language for students who cannot attend the class. We recommend the following:

“As part of the requirements for (INSERT YOUR CLASS, TESTING, PROGRAM, ETC) there will be an in-person learning component that cannot be completed remotely. If you feel that there is a reason you cannot attend this in-person learning, please let your (RESPONSIBLE PERSON) know and we will work with Case Management to develop appropriate options. Please fill this form out to capture the reasoning: (LINK TO CARE FORM)”

Please share Student Service resources that may be helpful to students as they are return to campus. These include: Disability Resource Services, Bursar, Registrar, Financial Aid, Student Health Insurance etc. A comprehensive link is [here].
ATTESTION AND SCREENING

On the day of the class, everyone coming to campus must complete the daily health screening and wear a wristband signifying passage. The screening locations for education activities are the Fulginiti Building and the Strauss Health Science Library. There is also a screening location outside the Hensel-Phelps auditorium in Research 1 North. The screening steps include:

1) Passing attestation through screening check points a list of which can be found here

2) Temperature check

3) Wristband -- wristbands change each day and make it simpler to identify who has been approved for that day

Self-attestation is required for late night or weekend activities in which the screening locations are not available.

Once completed, if a person has a "negative" screening, meaning you answered "no" all of the questions, they will be given an EHS approved building access wristband to identify they are approved to be on campus that day.

If a person has a "positive" screening, meaning they answered in the positive to one or more of the questions, they will not be approved to attend the in-person learning. If it is a faculty or staff person, they will be directed to contact Occupational Health and their supervisor, if it is a student they will be directed to contact the Campus Health Center and their course director.

A positive screen will be logged and traced, and any necessary follow-up will be documented and coordinated via Occupational Health for employees or Campus Health Center for students.
CU Anschutz is committed to the safe return of students and faculty to the classroom. This procedure has been the charge of Chancellor Don Elliman and the following units have been vital in sharing best practices and expertise in the development of this process.

- Chancellor's Office
- Executive Vice Chancellor and Chief Financial Officer
- Provost
- Office Environment Health and Safety
- Facilities
- Library
- College of Nursing
- School of Dental Medicine
- University Police
- University Communications
- Student Affairs
- University Legal Counsel
APPENDIX

The appendix houses the critical documents that guide and shape the Academic Reconstitution process.

The Appendix is a great resource to understand what to expect from the process and how the process unfolds. Also the most up to date information can be found at the CU Anschutz Return to Campus Website.

If you are looking for downloadable files for signage, please click here.

The appendix includes:

1. CU Anschutz guiding Principles
2. Academic Reconstitution Template
3. PPE Guidelines
4. PPE request process
5. An example of a completed Reconstitution Plan from SODM
6. Copy of Additional Screening Letter
7. Cleaning guide
8. QR code for screening
9. Hand washing protocol
10. Mask protocol
11. Wristband protocol
12. Example of Risk Release for student in-person learning
13. CU Anschutz COVID-19 Contact tracing workflow
14. Contact Tracing Work Flow
United by the spirit of collaboration, innovation and commitment that powers the CU Anschutz Medical Campus, we move purposefully toward a brighter future we are creating together.

–Chancellor Don Elliman
Protecting the health and safety of our students, faculty, staff, and those we serve will continue to be our primary focus and highest priority.

- **Identify and mitigate risk** across academic and campus operations using real-time, data-driven tools and resources.
- Engage and communicate effectively with our audiences to:
  - Further strengthen the measures taken to **ensure the well-being** of our CU Anschutz community
  - Bolster the spirit of **support and collaboration** that powers the work accomplished on our campus.
- Expand and prioritize access to **mental health resources** for our campus and broader community.
We will continue adapting our academic programming and campus operations to meet the evolving challenges presented by COVID-19, while serving our foundational missions in education, research, innovation and patient care.

- Expand and refine our online course offerings to deliver a relevant, purposeful, meaningful virtual education experience to our students.
- Continue to develop new in-person learning experiences integral to academic progression that are founded on science and follow best practices to ensure student/faculty/staff safety.
- Implement reconstitution efforts in our research departments to safely continue the exploration and development of life-changing, life-saving treatments, procedures and cures.
- Increase access to telehealth to safely care for more patients.
- Collaborate across operational divisions – from finance and human resources to law enforcement – to ensure a rapid, nimble and effective response to challenges as they arise.
We will continue to demonstrate strength in unity as we address this unprecedented challenge together, never losing sight of our purpose.

• **Provide the finest healthcare in the world;** push the science behind that care to new horizons; and train those who will deliver that care in the future.

• Collaborate with state and local leadership on **modeling efforts** to help forge a path to post-pandemic conditions in Colorado and the nation.

• Make a positive impact in the development and efficacy of **testing and treatment for COVID-19**, while continuing our groundbreaking research and treatment of myriad other conditions, illnesses and diseases.

• **Harness lessons learned** in responding to this historic crisis to inform our operations/mission/leadership going forward as a top academic medical campus.
DRAFT INSERT UNIT NAME COVID-19 Reconstitution Plan
DRAFT

Purpose
This document guides the actions of the INSERT UNIT NAME as it re-starts in-person teaching and learning operations on campus during the COVID-19 pandemic.

Justification
INSERT JUSTIFICATION FOR IN-PERSON COURSE ON CAMPUS

Scope
This document applies to the INSERT UNIT NAME on the CU Anschutz Medical Campus. The INSERT UNIT NAME will conduct operations in the following locations:

<table>
<thead>
<tr>
<th>INSERT BUILDING NAME</th>
<th>(COPY TABLE IF MULTIPLE BUILDINGS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
<tr>
<td>INSERT ROOM #/NAME</td>
<td>INSERT ROOM #/NAME</td>
</tr>
</tbody>
</table>

The INSERT UNIT NAME will invite a total of INSERT# of students, faculty, and staff will be invited to campus. The invited population consists of the following:

<table>
<thead>
<tr>
<th>Students</th>
<th>INSERT#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>INSERT#</td>
</tr>
<tr>
<td>Staff</td>
<td>INSERT#</td>
</tr>
</tbody>
</table>

ADD ROWS TO TABLE IF OTHER GROUPS INCLUDED

As operations expand or contract these numbers may fluctuate with INSERT APPROVAL AUTHORITY approval.

INSERT UNIT NAME will share the roster of students that will be invited to return to campus with the Office of Student Services

Objectives
The INSERT UNIT NAME’s objectives during academic reconstitution are:

- Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff.
- INSERT OBJECTIVES

INSERT DATE
**Assumptions**

The following assumptions informed this document:

- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice.
- **INSERT UNIT NAME** fiscal unit will track all COVID-19 specific related expenses.
- **INSERT UNIT NAME** faculty and staff involved **INSERT SPECIFIC PROGRAM IF APPLICABLE** are designated as critical personnel.
- The **INSERT UNIT NAME** (CHOOSE) will/will not provide disposable or reusable facemasks to all personnel.
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be invited to return to work by the **INSERT UNIT NAME** leadership.
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the **INSERT UNIT NAME** leadership.
- Any students, residents, faculty or staff needing any special accommodations need to request such from the **INSERT UNIT NAME** leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about be able to return to campus should contact the **INSERT UNIT NAME** via this link: https://ucdenverdata.formstack.com/forms/sodm_in_person_learning__data_collection

**INSERT UNIT NAME** Reconstitution Group

The **INSERT UNIT NAME** Reconstitution Group is composed of representatives of University administration, and leadership, faculty, and staff of the **INSERT UNIT NAME**. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and **INSERT UNIT NAME** Finance and University Finance to ensure support services are in place for restart activities.

**COVID-19 Coordinator**

A COVID-19 official will be designated by the **INSERT UNIT NAME** to ensure the combined activities in their areas do not violate the physical distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.

**INSERT UNIT NAME** will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools

**INSERT DATE**
and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

If this activity requires individuals to work in close proximity, INSERT UNIT NAME will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on maintaining physical distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

**Return to Campus Requirements**

- Students, faculty, and staff will be contacted by academic leadership from the INSERT UNIT NAME and invited to return to campus.
- Before returning to campus students, faculty and staff must complete the online training entitled “COVID-19 Return To Campus” which can be accessed via SkillSoft in the University portal.

**Building Entry Requirements**

The INSERT UNIT NAME will coordinate the entry process and physical distancing requirements

**Student Building Entry**

- Students will have prescribed times to enter the building beginning at INSERT TIME at INSERT -minute intervals.
- Students will enter the building through the INSERT entrance.
- Physical distancing of 6 feet will be enforced while students wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of physical distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.

**Faculty and Staff Entry**

- Faculty and staff will enter the building through the INSERT entrance.
- Physical distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).

**INSERT DATE**
• Administrative staff and/or faculty from the **INSERT UNIT NAME** will be assigned to enforce screening, monitoring of physical distancing, and appropriate use of PPE and infection control behaviors.

### Face Mask Requirements

• Students, faculty, and staff on campus will wear a face mask at all times. **EDIT THIS BULLET TO REFLECT WHETHER MASKS PROVIDED BY UNIT OR STUDENT HAVE TO PROVIDE**

• If **INSERT UNIT NAME** provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance.

• Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards.

**Note:** Instructions for assembling an improvised face mask can be found at: [https://www.youtube.com/watch?v=tPx1yqvJGtf](https://www.youtube.com/watch?v=tPx1yqvJGtf) or [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

• The **INSERT UNIT NAME** will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.

• Students, faculty, and staff will maintain their face masks as instructed.

• Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements.

• If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. ([Industrial.Hygiene@ucdenver.edu](mailto:Industrial.Hygiene@ucdenver.edu))

### Physical Distancing / Safety Requirements

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the physical distancing and safety measures listed below. The **INSERT UNIT NAME** will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate physical distancing/safety requirements may be subject to disciplinary measures.

• **All work that can be done remotely is required to be done remotely until further notice.**

• Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE.

• Do not loiter or congregate in public areas, hallways, work areas, etc.

• Wash hands frequently in accordance with CDC recommendations.

• Follow posted building specific elevator occupancy limitations.

• Administrative staff and/or faculty from the **INSERT UNIT NAME** will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control behaviors.
control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.

Cleaning Requirements

- Cleaning supplies will be provided by the INSERT UNIT NAME.
- Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities.
- Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day.
- INSERT UNIT NAME will coordinate the cleaning of common areas with Facilities and/or EHS as appropriate.

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe physical distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas will be allowed.
- Temperatures of students will be taken prior to re-entering the building.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the INSERT UNIT OR BUILDING NAME in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact.
- Take the most direct route from the point of entry to their work location.
- Stay within their assigned work location as much as possible.
- Utilize the restroom facility closest to their work location whenever feasible.
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

Exiting the Building

- INSERT EXITING INSTRUCTIONS IF APPLICABLE, IF N/A DELETE THIS ROW

After Hours Use

- INSERT ANY SPECIFIC INSTRUCTIONS PERTAINING TO AFTER HOURS USE. IF AFTER HOURS USE IS NOT PERMITTED NEEDS TO STATE THIS.

Schedule of Activities

- INSERT THE SCHEDULE OF ACTIVITIES. INCLUDE WHICH ROOMS WILL BE USED, THE NUMBER OF STUDENTS, INSTRUCTORS, ETC. ALLOWED IN

INSERT DATE
EACH SPACE, AND THE NECESSARY PROXIMITY OF INDIVIDUALS TO MEET PROGRAM REQUIREMENTS.

Space Diagram(s)

INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.

IF NOT APPLICABLE DELETE THESE ROWS

Illness Reporting

The information below provides the basic steps for the reporting of COVID-19 illness and exposure to the university. For the latest information on COVID-19 and more details about the reporting process please visit the University COVID-19 page at: https://www.cuanschutz.edu/coronavirus

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

- Report their symptoms/illness to their instructor/supervisor
- After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
- Do NOT come to campus under any circumstances
- Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
- If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
- Do NOT return to work until cleared to do so by a medical provider or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

- Fever greater than 100.4 °F
- Cough
- Shortness of breath
- Sore throat
- Headache
- Muscle pain
- Chills
- Repeated shaking with chills
- New loss of taste or smell

The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s illness:

- Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency

INSERT DATE
• Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
• Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
• Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
• If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

If a student, resident, faculty, or staff member believes they were exposed to a COVID-19 positive person at work or at home they should take the following steps:

• Report their exposure to their instructor/supervisor
• Do NOT come to campus under any circumstances
• Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)

The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s exposure:

• Instruct the student, resident, faculty, or staff member NOT to report to campus until cleared to do so by their medical provider or occupational health.
• Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
• Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member

Occupational Health will follow-up with those who test positive, (or believe they have been exposed to a COVID-19 positive person) to provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):

 INSERT DATE
References

Colorado Department of Public Health and Environment, Public Health Order 20-28 Safer At Home

Colorado Executive Order D 2020 39 “Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings”
## Guidance for Personal Protective Equipment in CU Anschutz Academic Programs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Face Covering or PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom teaching session (small group)</td>
<td>Campus classroom, diminished occupancy</td>
<td>At a minimum, cloth face mask for all participants</td>
</tr>
<tr>
<td>Large classroom teaching</td>
<td>Not permitted/virtually only</td>
<td>n/a</td>
</tr>
<tr>
<td>Simulation interviews, physical exam, virtual reality</td>
<td>CAPE, small group with subject (standardized patient, actor, etc)</td>
<td>At a minimum, cloth face mask for all participants; no oropharyngeal exams Exception (dental) PPE as clinically required</td>
</tr>
<tr>
<td>Laboratory based course requiring group contact with donor tissue (anatomy, histology, pathology, etc)</td>
<td>Laboratory classrooms (anatomy lab, micro lab, etc). Small cohorts, diminished occupancy</td>
<td>At a minimum, cloth face mask for all participants</td>
</tr>
<tr>
<td>Basic science research activities; non-BSL3</td>
<td>Laboratory with diminished occupancy</td>
<td>See Specific Lab for guidance. At a minimum, cloth face mask for all participants</td>
</tr>
<tr>
<td>Basic science research activities; BSL3</td>
<td>BSL3 lab facilities</td>
<td>See Specific Lab for guidance. At a minimum, cloth face mask for all participants</td>
</tr>
<tr>
<td>Office work, administrative activities</td>
<td>Labs, classrooms, office cubicles, offices, campus library, conference rooms, common spaces indoors</td>
<td>At a minimum, cloth face mask to worn at all times inside the building except alone in private office (or cubicle)</td>
</tr>
<tr>
<td>Clinical research</td>
<td>Clinical research facility</td>
<td>As required for clinical visits; Currently: surgical mask for providers and staff</td>
</tr>
<tr>
<td>Walking outdoors on campus</td>
<td>On campus</td>
<td>Bring &amp; wear your CU Anschutz badge and a face covering at all times, indoors and outdoors Only exception if working alone in a closed workspace</td>
</tr>
</tbody>
</table>
Dear COVID Officials,

Due to worldwide demand on PPE and PPE like inventories we are seeing unprecedented challenges in our supply chain. As such, the CU System and CU Anschutz Campus have made the decision to curtail all individual purchases of PPE and proceed to purchasing in bulk and centrally. This means we will be purchasing together as a campus. This is a rapidly evolving situation and we will keep you updated.

PPE in this case means gloves, gowns, masks (you would only order these if you used them before in a lab situation or they are required for a clinical reason or specific research reason – these are not meant to be used as the cloth masks every employee is to wear on campus).

Purchasing:
Please communicate with your units that they need to identify a procurement person that will place the orders. These orders will be placed via a website. The procurement person will enter quantity and a speedtype for the order. Units will be able to place one order per week. The campus will push an order up to the system once per week. This is the ordering website that we will be using: https://app.smartsheet.com/b/form/8697f80dc02643eeb7c547cc979579a5

Delivery:
We are still working out the details, however, we will likely plan a day a week where we will deliver all of the units orders to the COVID Official or Coordinator for distribution to the units. Think of this as your Amazon day.

Chargebacks:
These will be done by the finance office after orders are placed.

As with all of the adjustments with COVID related business, we will be adjusting processes on the fly and will communicate those changes with you. We look forward to constructive feedback and questions you might have that makes this a better service for all.

Cleaning Supplies:
Please contact Lacey Klindt at LACEY.KLINDT@CUANSCHUTZ.EDU to get bottles of 70% ethanol for cleaning surfaces. Facilities will be providing spray bottles of disinfectant in the future, we will provide more information as it is available.

Thank you,

Breanne Beck, Senior Industrial Hygienist, Environmental Health and Safety
Amy Gannon, Associate Vice Chancellor, Financial Services & Controller, CU Anschutz | Denver
Christopher Smith, Assistant Dean, Administration and Finance, School of Medicine
School of Dental Medicine COVID-19 Reconstitution Plan

Purpose
This document guides the actions of the School of Dental Medicine as it re-starts teaching operations during the COVID-19 pandemic.

Scope
This document applies to the School of Dental Medicine on the CU Anschutz Medical Campus.

Objectives
The School of Dental Medicine’s objectives during academic reconstitution are:

- Immediately allow for simulated clinical assessments that will enable fourth-year students to graduate
- Eventually to allow for progressive resumption of required in-person skills development
- Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff

Assumptions
The following assumptions informed this document:

- Graduating dental students are the first group of students who will return to in-person learning
- After graduating dental students complete their simulation needs, the School of Dental Medicine will determine the priority of other groups of students in need of in-person instruction
- All students, faculty, and staff will abide by the requirements of this document while in the School of Dental Medicine Building and on campus
- Holiday building access controls remain in place
- School of Dental Medicine faculty and staff involved with the simulation labs are designated as critical personnel
- Only work requiring the use of the simulation labs will be conducted on campus. Administrative functions will primarily continue from remote locations. All work, that can be done remotely, will continue to be done remotely.
- The School of Dental Medicine will provide disposable or reusable facemasks to all personnel
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be invited to return to work by the School of Dental Medicine leadership
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the School of Dental Medicine leadership
- Any students, residents, faculty or staff needing any special accommodations need to request such from the School of Dental Medicine leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about their ability return to campus should contact the School of Dental Medicine via this link:
School of Dental Medicine Reconstitution Group

The School of Dental Medicine Reconstitution Group is composed of representatives of University administration, and leadership, faculty, and staff of the School of Dental Medicine. This group coordinated its planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and School of Dental Medicine and University Finance to ensure support services are in place for restart activities.

Return to Campus Requirements

- Students, residents, faculty, and staff are contacted by the School of Dental Medicine and told they can return to campus
- Before returning to campus students, residents, faculty and staff must complete the online training entitled “Return To Campus” which can be accessed via Skillsoft in the University portal: https://universityofcolorado.skillport.com/skillportfe/main.action#whatshappening

Building Entry Requirements

The School of Dental Medicine Office of Clinical Affairs will coordinate the entry process and physical distancing requirements

Student Building Entry

- Students will have prescribed times to enter the building beginning at 7:30 am at 10-minute intervals.
- Students will enter the building through the North entrance.
- Physical distancing of 6 feet will be enforced while students wait to enter the building (marked spots along patio/stairs/handicap ramp).
- Screening of students using CDC recommended questions will be conducted and temperatures will be taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the North vestibule.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative and clinical staff from the School of Dental Medicine will be assigned to screening, monitoring of physical distancing, and appropriate use of Personal Protective Equipment (PPE) and infection control behaviors.

Resident, Faculty, and Staff Entry

- Residents, faculty, and staff will enter the building through the East entrance.
- Physical distancing of 6 feet will be enforced while residents, faculty, and staff wait to enter the building (marked spots along patio).
- Screening of residents, faculty, and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the East vestibule.
- Residents, faculty, and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).

April 24, 2020
Face Mask Requirements

- Students, residents, faculty, and staff on campus will wear a School of Dental Medicine-provided face mask at all times.
- If School of Dental Medicine-provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance.
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards.

Note: Instructions for assembling an improvised face mask can be found at:

- The School of Dental Medicine will provide medical PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.
- Students, residents, faculty, and staff will maintain their face masks as instructed.
- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements.
- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Alison.M.McGrath@cuanschutz.edu)

Physical Distancing / Safety Requirements

- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE.
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash their hands frequently in accordance with CDC recommendations.
- Ride elevators alone.
- Administrative and clinical staff from the School of Dental Medicine will be assigned as Infection Control Monitors to ensure students, residents, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, residents, faculty, and staff) breaking infection control protocols will be asked to leave the building immediately.
- Students will use the Grand Stair Case when making their way to their assigned simulation area.
- Students will be allowed to go to their lockers but must adhere to infection control guidelines.

Simulation Areas

- Wrap-around eye wear, surgical masks, gloves, and gowns will be required to enter the designated simulation areas for students, residents, faculty, and staff.
Clinical staff will be designated as Infection Control Monitors to ensure adherence to infection control protocols. Anyone (student, faculty, or staff) breaking infection control protocols will be asked to leave the simulation areas immediately.

Cleaning Requirements

- Cleaning supplies will be provided by the School of Dental Medicine.
- Students will disinfect their work space (simulation unit, chair, countertops, delivery system) using COVID-19 infection control protocols prior to beginning any simulation activities in the morning and again after re-entering the space in the afternoon.
- Students will disinfect their work space (simulation unit, chair, countertops, delivery system) using COVID-19 infection control protocols while they are exiting their unit both at the lunch break and at the end of the day.

Lunch Hours

- Students are encouraged to return to their apartments if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe physical distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas or Cyber Café will be allowed.
- Temperatures of students will be taken prior to re-entering the building.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the School of Dental Medicine in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact.
- Take the most direct route from the point of entry to their work location.
- Stay within their assigned work location as much as possible.
- Utilize the restroom facility closest to their work location whenever feasible.
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

Exiting the Building

- Students will use the back stairways and freight elevator when leaving the building.
- Students will be allowed to leave simulation areas when they are done with assigned activities. This will allow for fewer people moving through the building at a time.

After Hours Use of Simulation Areas

- In the first two weeks, there will be no after-hours use of the simulation areas.
- When after-hours use is approved, a clinical staff member will be assigned to each area as the Infection Control Monitor to ensure adherence to infection control guidelines.
- The after-hours timeframe will be shorter than the hours of availability prior to the COVID-19 pandemic. No morning sessions will be held and evening sessions end at 8:00 pm.
Simulation Activities

**Week One**

- School of Dental Medicine will share the roster of students that will be invited to return to campus with the Office of Student Services.
- Senior students only for completion of threshold experiences and competency assessments.
- Ten (10) senior students in the Simulation Lab with one faculty member to practice for and complete Restorative Dentistry competencies. See Simulation Lab schematic below.
- Fourteen (14) simulators moved to the Second Floor East clinic. Fourteen (14) senior students and two faculty assigned to this clinic to practice hand skills and complete Restorative Dentistry. See Second Floor East clinic schematic below.
- Twenty (20) simulators moved to the Second Floor West. In addition, four (4) endodontic simulators can be used in the closed operatories. Twenty (24) senior students and three faculty assigned to this clinic to practice hand skills and complete Endodontics competencies. See Second Floor West clinic schematic below.
- Eight (8) simulation units moved to the Third Floor Futures Clinic for senior students to practice hand skills and complete Restorative competencies. See Third Floor Futures Clinic schematic below.
- Students will be assigned to four hour blocks: 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm.
- FMX radiology competencies will be scheduled within this block of time or taken in the first or 3rd floor radiology clinic.
- Technique Lab available to senior students will allow for 20 students at a time with appropriate physical distancing and use of PPE. This space will be used on an as needed basis and will need to be reserved using Sign-up Genius.
- Anticipate having 80-90% of seniors complete simulation activities in first week.

**Week Two**

- School of Dental Medicine will share the roster of students that will be invited to return to campus with the Office of Student Services, if any additional students are anticipated.
- Third Floor Futures Clinic will be used for any senior student who needs to complete their competencies. Students will be assigned to specific times and dates depending on the activity needed.
- If permissible, the Second Floor East and West Clinic simulation areas will now be used to begin the catch-up phase for underclassman courses missed in the spring semester.
- At end of week, simulation units will be removed from Third Floor Futures Clinical area and returned to the Simulation Clinic.
- Any remaining senior students after week two will need to schedule a time with course directors to complete competencies. Ten simulators will continue to be available for use by any senior student in need of additional training or assessment.
Week Three – through end of semester

- School of Dental Medicine will share the roster of students that will be invited to return to campus with the Office of Student Services, if any additional students are anticipated.
- These building areas include use by start (or continuation) of first year, second year, and ISP 1 pre-clinical courses utilizing Sim Lab (10) and Second Floor East and West Clinics (34).
- The protocols (See above) for building entry, personal distancing behaviors, infection control, and PPE use will continue to be modified in accordance with the CDC guidelines and campus recommendations and applied to all entering students, residents, faculty and staff.
- Students will be assigned to specific areas based on Teams and kept in groups with the same faculty whenever possible to limit the amount of possible exposure to students and faculty.
- Students will be assigned to four hour blocks: 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm
- Faculty will be using a flip classroom model of supplying demonstration and learning objectives in Canvas prior to the lab sessions.
- Faculty and students will incorporate the use of iPads and the Explain Everything application whenever possible to limit interactions within the simulation areas.
- For seniors still needing to complete competencies, times and space will need to be coordinated with faculty members.
Simulation Lab Schematic
**Second Floor East Clinic Schematic**

### 2nd Floor East Clinic = 14 chairs, 2 faculty

<table>
<thead>
<tr>
<th></th>
<th>2-45</th>
<th>2-52</th>
<th>2-53</th>
<th>2-60</th>
<th>2-61 G</th>
<th>2-68 G</th>
<th>2-46</th>
<th>2-47</th>
<th>2-54</th>
<th>2-55</th>
<th>2-62</th>
<th>2-63 G</th>
<th>2-70 G</th>
<th>2-69</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-48 ONCALL</td>
<td>2-49</td>
<td>2-56</td>
<td>2-57</td>
<td>2-64</td>
<td>2-65 G</td>
<td>2-72 G</td>
<td>2-71</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-50 NX ONCALL</td>
<td>2-51 NX ONCALL</td>
<td>2-58 NX ONCALL</td>
<td>2-59 NX</td>
<td>2-66 N</td>
<td>2-67 N</td>
<td>2-74 N</td>
<td>2-73 N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Second Floor West Clinic Schematic**

### 2nd Floor West Clinic = 24 chairs, 3 faculty

<table>
<thead>
<tr>
<th></th>
<th>2-01 N</th>
<th>2-02 N X</th>
<th>2-15 N</th>
<th>2-16 N</th>
<th>2-17 N</th>
<th>2-18 GN</th>
<th>2-20 G</th>
<th>2-19</th>
<th>2-20 G</th>
<th>2-29 G</th>
<th>2-30</th>
<th>2-31 GNX</th>
<th>2-32 N</th>
<th>2-33 N</th>
<th>2-34 N</th>
<th>2-35</th>
<th>2-36</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-03 X</td>
<td>2-04 X</td>
<td>2-13</td>
<td>2-14</td>
<td>2-19</td>
<td>2-20 G</td>
<td>2-30</td>
<td>2-35</td>
<td>2-36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-05 X</td>
<td>2-06 X</td>
<td>2-11</td>
<td>2-12</td>
<td>2-21</td>
<td>2-24 G</td>
<td>2-25</td>
<td>2-26</td>
<td>2-28</td>
<td>2-37</td>
<td>2-38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-07 X</td>
<td>2-08 X</td>
<td>2-09</td>
<td>2-10</td>
<td>2-23</td>
<td>2-24 G</td>
<td>2-25</td>
<td>2-26</td>
<td>2-39</td>
<td>2-40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2-44 NX Endo | 2-43 N Endo | 2-42 NX Endo | 2-41 NX Endo | C | C |

**Third Floor Futures Clinic**

### 3rd Floor Futures Clinic = 8 chairs, 1 faculty

|   | 3-03 X | 3-04 X | 3-05 X | 3-07 X | 3-08 X | 3-11 X | 3-12 X | 3-15 X | 3-16 X | 3-19 X | 3-20 X | 3-23 X | 3-24 X | 3-01 NX | 3-02 NX | 3-05 NX | 3-06 NX | 3-09 NX | 3-10 NX | 3-13 NX | 3-14 NX | 3-17 NX | 3-18 NX | 3-21 NX | 3-22 NX |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| C | 3-07 X | 3-08 X | 3-11 X | 3-12 X | 3-15 X | 3-16 X | 3-19 X | 3-20 X | 3-23 X | 3-24 X | 3-01 NX | 3-02 NX | 3-05 NX | 3-06 NX | 3-09 NX | 3-10 NX | 3-13 NX | 3-14 NX | 3-17 NX | 3-18 NX | 3-21 NX | 3-22 NX |

April 24, 2020
Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

1. Report their symptoms/illness to their instructor/supervisor
2. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
3. Do **NOT** come to campus under any circumstances
4. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
5. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
6. Do **NOT** return to work until cleared to do so by a medical provider or occupational health and for the most up to date information check the CU Anschutz return to campus website.

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s illness:

1. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
2. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
3. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
4. Contact occupational health (**cody.coburn@cuanschutz.edu**) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
5. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

If a student, resident, faculty, or staff member believes they were exposed to a COVID-19 positive person at work or at home they should take the following steps:

1. Report their symptoms/illness to their instructor/supervisor
2. Do **NOT** come to campus under any circumstances
3. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s exposure:

1. Instruct the student, resident, faculty, or staff member **NOT** to report to campus until cleared to do so by their medical provider or occupational health.
2. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours.
3. Contact occupational health ([cody.coburn@cuanschutz.edu](mailto:cody.coburn@cuanschutz.edu)) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member.

Occupational Health will follow-up with those who test positive, (or believe they have been exposed to a COVID-19 positive person) to provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):

---

**References**

- Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24
- Colorado Executive Order D 2020 39 “Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings”
- Colorado’s “Safer at Home” Guidelines
Date: June 12, 2020

Hello,

You have been identified as someone who required further screening. Please go home and contact Occupational Health at 303-724-4663 and notify your supervisor. We will then determine whether further testing is required.

Thanks,
Occupational Health Team
Environmental Health and Safety
University of Colorado Denver | Anschutz Medical Campus
Cleaning vs Disinfecting:
Cleaning is the physical washing away of contaminants using soap and water. Disinfecting is the use of chemicals to kill germs remaining on a surface.
Surfaces should always be cleaned before disinfecting.

EPA “List -N”
List of chemicals known by the EPA to kill contagion. This list can be focused based on what you are looking to disinfect, such as COVID.

Guidelines for Cleaning Manikins:
• Clean all manikins with soap and water prior to disinfecting.
• Laerdal and CAE recommend disinfecting with 70% isopropyl alcohol.
• CPR manikin faces can be disinfected with a sodium hypochlorite solution.
• Do not scrub manikin skins

Best Practices for Sim Center Cleaning:
Hard Surfaces: Clean with soap and water prior to disinfecting. Be sure to disinfect all commonly touched surfaces such as doorknobs, light switches, and water fountains. Follow guidelines and safety recommendations for each chemical according the EPA's List N.
• Soft Surfaces: Launder if possible or use an approved cleaner from List N or the manufacturer.
• Clothing and Fabric: Do not shake. Wash with hottest water setting the fabric will allow. Use disposable or washable hamper liners.

Electronics:
• Consider wipeable/disposable covers for touch screens and keyboards.
• Use manufacturer guidelines for cleaning. If none, use an alcohol based cleaner of at least 70% isopropyl alcohol and allow to dry.
• Avoid bleach/alcohol/abrasives on touch screens.

VR Equipment:
• Use disposable covers and disinfect between users.
• Wet with 70% alcohol solution or other disinfectant and allow to completely dry.
• Do not use any cleaners on the lenses. Avoid UV light due to potential for burning the screens.

Common disinfectants:
• Quaternary Ammonium, the most common ingredient on List N.
• Sodium Hypochlorite, the main ingredient in bleach.
• Hydrogen Peroxide.
• Do not mix cleaning chemicals. Always follow the manufacturer's guidelines.
• Isopropyl Alcohol with a percentage higher than 70% will evaporate too quickly to allow it to kill contagions.

Disinfection with UV:
UV changes the structure of genetic material and prevents replication of germs.
Shading and shadowing can prevent UV light from effectively disinfecting surfaces.
Caution: UV can burn your eyes and skin causing lasting damage.

Contact Time (Dwell Time):
The amount of time a disinfectant needs to remain visibly wet on a surface to properly kill contagions; varies per manufacturers guidelines. Refer to EPA List N for dwell time of specific chemicals.

Sodium Hypochlorite Solution:
¼ cup of bleach (1000ppm minimum) per gallon of water.
Contact time 1 minute on surface.

Handwashing:
Remove jewelry and rinse hands with warm running water. Use friction to lather soap entirely over both hands. Wash thoroughly under running water. Turn off faucet with wrist/elbow. Dry hands with a disposable towel or electric air dryer. If handwashing is not available: Rub an adequate amount of antiseptic hand sanitizer on all surfaces. Let the antiseptic dry on its own.

© 2020 SimGeeks Podcast. All Rights Reserved www.SimGeeksPodcast.com
SAFETY FIRST

HAND WASHING GUIDELINES

WASHING YOUR HANDS:
Hand-washing is an effective way to prevent the spread of infections if proper hand-washing techniques are used. A good hand-washing technique is easy to learn and can significantly reduce the spread of infectious diseases among both children and adults.

TIPS:
- Use an alcohol-based instant hand sanitizer, if soap and water are not available.
- Cover cuts and abrasions with water-resistant dressing.
- Keep your hands away from your eyes, nose and mouth.
- Assume that contact with any human body fluids is infectious.
- Liquid soap in disposable containers is best. If using reusable containers, wash and dry before refilling.

WASH YOUR HANDS AFTER:
1. Using the restroom.
2. Eating or handling food.
3. Handling garbage.
4. Touching other parts of your body (nose, mouth, hair and skin).
5. Handling dirty utensils, objects or equipment.
6. Touching raw meat, poultry or fish.
7. Changing diapers.
8. Removing gloves.

AVOID THESE COMMON MISTAKES:
- DON’T use a common washcloth or hand towel - always use disposable towels.
- DON’T use a standing basin of water to rinse hands.
- DON’T use sponges or non-disposable cleaning cloths unless you launder them on a regular basis using a disinfectant such as chlorine bleach to the wash water.
Masks Required on Campus!

Required for interior spaces (except for private individual offices)

Required for exterior spaces
Masks, wristbands, and proper lab attire are required while in labs.

The following items are required while in labs:
- Mask
- Wristband
- Closed toe shoes
- Pants or long skirt
Effective: May 27, 2020

Student Name: ________________________

The University of Colorado Physical Therapy Program (hereafter, the Program) is taking all necessary steps to insur a relatively safe and low-risk environment for all faculty, staff and students as we return to class sessions on campus and clinical education. The Program is following guidance from:

- The Centers for Disease Control
- American Council of Academic Physical Therapy (ACAPT)
- University of Colorado Anschutz Medical Campus
- AMC Academic Reconstitution Task Force

As students and faculty return to campus to facilitate learning of hands-on psychomotor skills, it is necessary to implement procedures to prevent infection and spread of the COVID-19. It is appropriate to adopt principles of infection control for microorganisms that spread by respiratory droplet transmission. It is also important to remember that the virus may be spread by individuals who are asymptomatic.

Attention has been given to requirements and guidelines for cleaning, disinfecting, social distancing, appropriate PPE in different circumstances, containment, daily screening at University buildings, and extended illness.

Despite all planning and efforts, it is possible that some people may become ill and transmit the virus to other students, faculty, family and friends. The Program will provide additional guidance to students around the need for staying home when ill, reporting illness, seeking assistance for absence, and obtaining additional support.

This notice alerts you that the Program cannot guarantee that it will be able to prevent you from catching Covid-19, which is widespread in the Denver metro area. By confirming your participation in the Program on campus and in clinical education, you understand that there is inherent risk.

Alternatively, you have the option not to participate in on campus learning (lab sessions or other educational activities) or clinical education. This decision may impact your academic experience, may require a Leave of Absence, and could result in a delayed graduation of one year or more.

Place your initials by the paragraph that represents your decision, and upload this form as instructed in the Canvas Orientation module, no later than July 5, 2020. Any questions can be directed to: Melissa Ishida/Academic Services Professional at melissa.ishida@cuanschutz.edu

---

PHYSICAL THERAPY PROGRAM
School of Medicine, Department of Physical Medicine & Rehabilitation | Mail Stop C244 |
13121 E. 17th Ave, #3108 | Aurora, CO 80045
Phone 303 724 2878 | fax 303 724 9016 | www.cuphysicaltherapy.org
**Overview:** This chart overviews the process by which cases are defined and redefined within the case investigation and contact tracing process. Confirmed & probable cases are investigated by the case investigator. Close contacts are investigated by the contact tracer.

**CU Anschutz COVID-19 SHIELD Case & Contact Workflow**

June 30, 2020

Olivia Zarella, MPH: Olivia.Zarella@cuanschutz.edu
Cody Coburn, RN, CCRN, COHC: Cody.Coburn@cuanschutz.edu

**Confirmed Case:** A case that has tested positive for COVID-19 using a diagnostic molecular test

- Positive Diagnostic Molecular Test Result
- Close Contact Elicitation
- Isolation Guidance
- Symptom Check

Case is hospitalized or dies

**Probable Case:** Meets clinical criteria* AND epidemiologic evidence with no confirmatory laboratory testing

- Reports exhibiting COVID-19 symptoms (No test)
- Close Contact Elicitation
- Isolation Guidance

Test Result = Positive
Test Result = Negative

No symptoms for 72 hours

**Suspected Case**

- A close contact of a identified COVID-19 case (but no symptoms)
- Reports contact with a COVID-19 case (but no symptoms)

Quarantine Guidance

Symptom Check

Develops COVID-19 symptoms

Does not develop COVID-19 symptoms

Finishes 14 day quarantine with no symptoms

**Quarantine guidance:** 14 days post-exposure period of isolation to determine if individual develops symptoms and to prevent potential transmission to others

**Isolation guidance:** 10 days post-symptom (or post-first positive test result) onset period of isolation for a confirmed case to prevent transmission to others

**Close contact:** Someone who has been within 6 feet of an infected person for at least 15 minutes, 48 hours before: case illness onset, since the onset of case symptoms or the occurrence of a positive diagnostic molecular test in asymptomatic cases

*Populations that may not be included in this workflow include campus police, facility workers, and OLAR