

COVID-19 SITE- SPECIFIC PROTECTION PLAN

Last Updated: 6/29/2020

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Background Information

Founded in 1911, Southern California University of Health Sciences (SCU) has been educating healthcare professional and providing essential healthcare in Los Angeles and Orange Counties for over 100 years. SCU is a private, not-for-profit, non-residential university offering certificate, baccalaureate, master, and doctoral level programs that prepare students for a variety of careers in the health sciences. SCU offers four programs that qualify students to sit for the license or certification required to practice: Chiropractic, offered through our Los Angeles College of Chiropractic, Physician Assistant, Acupuncture and Chinese Medicine, and Massage Therapy. SCU also offers courses and programs that provide a path for students to enter or prepare for a variety of healthcare related careers.

There are currently 945 full time equivalent students enrolled at SCU.

SCU transitioned all coursework to distance learning formats in mid-March, 2020, as a result of the increasing SARS-CoV-2 infection rates and the subsequent shelter in place orders and closed the campus to all but essential employees, transitioning average daily campus occupancy from 600 people to fewer than 20 people. Essential employees currently reporting to campus for work include healthcare providers and support staff working in SCU's on-campus outpatient clinic which serves the local community.

Like many California universities, SCU has reorganized and re-sequenced aspects of its curricula to allow students to continue to progress towards graduation; however as is standard for health science programs, there are certain skills and learning outcomes that cannot be accomplished via distance learning. Because SCU is training future healthcare professionals who are essential to the workforce, SCU has created a phased limited campus opening plan and corresponding site-specific protection plan to re-introduce face-to-face learning safely and incrementally.

SCU considers its current state as Phase 1. The campus is closed except for essential, in-person duties including face-to-face patient care. Phase 2 of SCU's limited campus opening plan includes limited introduction of lab-based instruction on campus for courses that require hands-on components. The maximum number of students and faculty who will be on campus at any given time for limited lab courses is 314. The students and faculty will be dispersed over more than 50,000 square feet of classroom space, which averages 160 square feet per person. Lecture instruction and labs not requiring hands-on learning will continue to be offered remotely. Staff will work from home unless engaged in essential activities requiring them to be on campus (e.g. campus safety, cleaning personnel). Faculty will continue to work from home unless engaged directly in lab or clinical instruction. Physical, face-to-face SCU campus services including the Learning Resource Center, Academic Support Office, Campus Store, study areas, and student lounges will remain closed with remote resources available in their places as applicable. Social gatherings will not be permitted.



This Site-Specific Protection Plan (SPP) details the precautions SCU will take when reintroducing lab and clinical instruction on campus for courses that require hands-on components as part of its Limited Campus Opening Plan, Phase 2.

Description of SCU's COVID-19 Site-Specific Protection Plan (SPP)

SCU's Site-Specific Protection Plan (SPP) combines state-level guidance published in the California State Resilience Roadmap and local Los Angeles County Department of Public Health policies and guidance.

The State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to this SPP will be made as needed to incorporate new requirements.

Development of SCU's COVID-19 Site-Specific Protection Plan (SPP)

The following steps were taken to develop SCU's SPP:

1. Business practice risk assessment
2. Guideline- and evidence-informed protocol creation based on risk assessment and specific business requirements. All protocols are informed by guidelines from the Centers for Disease Control and Prevention (CDC), local and state mandates, and documents prepared for addressing the crisis in higher education, such as the American College Health Association's (ACHA) "Guidelines on Reopening Campuses," the Global Center for Health Security's "Higher Education COVID-19 Pandemic Recovery Checklist," and articles published in peer-reviewed journals whenever possible.
3. Employee and student training
4. Ongoing communication, quality assurance, and continuous improvement



Individual Control Measures and Screenings

Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, or longer, with particular consideration for employees at increased risk for more severe disease if infected.

Employees, patients, and students who are sick or exhibiting symptoms of COVID-19 are directed to stay home. Students and employees visiting campus must complete a remote, app-based, temperature and symptom screen and exposure questionnaire each day prior to arrival on campus. The app is programmed to inform any symptomatic or exposed person to stay home and seek medical care if necessary. See Appendix A for screenshots of the screening app.

All employees and patients are subject to temperature and symptom screenings prior to gaining access to the SCU campus. Employees and clinical students present confirmation of their app-based questionnaire prior to their on-campus screen. The temperature/symptom screenings are performed by certified Medical Assistants and who avoid close contact to the people they screen. Individuals receive a time-restricted, non-transferable wrist band to signify completion of their initial on-campus screening for the day. Screening procedures follow CDC Guidelines. Students attending pre-clinical classes present confirmation of their app-based questionnaire and are screened by SCU faculty members for temperature and symptoms prior to classroom entry utilizing the same protocols described above and are also given the non-transferable wrist band. Students attending lab classes are subsequently screened for temperature and symptoms at the start of each new class. Healthcare providers and clinical students are subsequently screened for temperature every 3 hours until they depart from campus.

In the event a student or employee develops symptoms while on campus, they and anyone exposed* to them should immediately exit the classroom or clinic. They may either return home and follow up with SCU Health or another health provider for symptom assessment and next steps or call 562-943-7125 for a phone or telehealth consult with SCU Health from their car. If indicated, SARS-CoV-2 virus testing can be done via SCU Health's drive thru testing.

Access to immediate viral testing for any symptomatic or exposed* student, faculty, and staff is available at SCU's on-campus health center at no charge. Viral testing of any student or employee who has visited campus within 48 hours of symptom development is required. Centers for Disease Control guidelines will be followed for when a previously symptomatic person can return to campus. The current standard is two negative virus tests plus completion of the CDC self-isolation period.

*We utilize CDC definitions of SARS-CoV-2 exposure. Presently the definitions are:

- For healthcare personnel (HCP) & those participating in patient care
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html#3>:



- >15 minutes of contact within 6 feet with someone confirmed or suspected to have COVID-19 (assuming 48-hour pre-symptom exposure period)
AND the HCP
- was not wearing a respirator or facemask **OR**
- was not wearing eye protection and the infected patient did not have a cloth face covering or face mask **OR**
- was not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure
- For all others <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>:
 - >=15 minutes of contact within 6 feet with someone:
 - with COVID-19 [symptoms](#) or with a laboratory confirmed COVID-19 diagnosis in the period from 2 days before symptom onset until they meet the criteria for [discontinuing home isolation period \(time/symptom based-strategy\)](#) **OR**
 - has tested positive for COVID-19 but has not has any symptoms in the 2 days before the date of specimen collection until they meet criteria for [discontinuing home isolation period \(time/symptom based-strategy\)](#)
 - Contact with respiratory particles (e.g. cough, sneeze, saliva, mucous) without PPE (i.e., gown, gloves, eye protection, respirator)

Contact tracing, including identification and quarantine of all persons exposed to confirmed or suspected cases of SARS-CoV-2 infection, will occur. SCU will perform case management of all persons with COVID-19 symptoms and/or diagnosis and all persons under quarantine after exposure, including placement in isolation/quarantine housing, psychological support, support for basic needs, and ongoing monitoring while isolated.

Students and employees must opt into on campus work/learning. To opt in, students and employees must sign an acknowledgement that includes a social contract for off-campus social distancing and other precautionary measures, thorough understanding of this SPP, and acknowledgement they are voluntarily opting in to returning to campus. See Appendix B for the acknowledgement forms.

Scrubs are recommended for patient care and clinical education since they can be washed in hot water. Lab clothing should be comfortable and washable. Avoid loose clothing and clothing accessories that dangle such as ties, scarves, and jewelry. Clothing should be immediately removed and laundered upon returning home.

Masks/face coverings are required while on campus, unless working in a private office. Face coverings must be minimum 2 layers of fabric, must cover the nose and mouth, and must be fitted (press against the face, covering the mouth and nose, with a complete fabric "seal"). Hands must be washed or



sanitized before and after using or adjusting face coverings. Non-medical cloth face coverings must be washed at the end of each day.

Employees, patients, and students are provided with all required protective equipment (i.e., face coverings) and SCU ensures equipment is worn properly. Types of protective equipment provided to students and employees include N-95 masks, surgical masks, face shields, gowns, and gloves as necessary based on CDC guidelines. As a general rule, PPE will be provided as follows:

- Clinical care: N-95 masks, surgical masks, face shields, gowns, and gloves as necessary based on CDC guidelines. CDC guidelines for masks and personal protective equipment (PPE) must be implemented during patient care.
- Practicum labs with less than 6 feet of space between students and faculty: Surgical masks. Gloves can be made available, but it is important to understand that a dirty glove can transmit germs the same as a dirty hand, so even when using gloves, hand hygiene must always be maintained.
- Basic science labs with at least 6 feet of space between students and faculty: Medical grade PPE is not required, but students and faculty must wear non-medical cloth face coverings as a minimum.

Cleaning and Disinfecting Protocols

Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are disinfected a minimum of three times per day.

All shared equipment and touchable surfaces are cleaned and sanitized between each use. This includes handles and latches, telephones, controls on stationary and mobile equipment, desks, tables, countertops, and other contacted surfaces.

Entrances, exits, higher traffic areas, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes

Hand washing facilities are available and will stay operational and stocked at all times. Additional soap, paper towels, and hand sanitizer are supplied when needed. Hand sanitizer is provided in the absence of indoor plumbing and is available in every room on campus.

Sanitizing supplies are provided to promote personal hygiene. This includes tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizer, disinfectants, and disposable towels. Cleaning products have been selected from the Environmental Protection Agency (EPA)'s-approved for use against COVID-19 list.



Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, handwashing, product stocking, and other measures.

Employees and students are provided adequate time to implement cleaning practices before and after shifts and classes.

Hands-free devices have been installed wherever possible, including motion sensor lights, hands-free door opening hardware, contact-less payment systems, paper towel dispensers, and timecard systems.

Schedule for disinfecting high traffic areas and commonly used surfaces.

- Break rooms: 3 times per day
- Bathrooms: 3 times per day
- Telephones: Daily or between users, whichever is more frequent
- Handrails/door handles/counters/shelving: Between patients in the clinic; between users in classrooms; and daily by janitorial staff
- Time clocks: Daily
- Handwashing facilities: 3 times per day
- Hand/held devices (payment portals, including ATM PIN pads, stylus): After each use
- Custom equipment and tools (i.e., pallet jacks, ladders, supply carts): Daily

Facility schedules will be disrupted when necessary to accommodate additional cleaning. Preference will be given to cleaning/disinfecting.

All superfluous/non-essential items have been removed to minimize touchable surfaces and facilitate cleaning and disinfecting.

Physical Distancing & Ventilation Protocols

All employee desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet minimum distance.

Physical partitions and/or visual cues (e.g. floor markings or signs to indicate where people should be) are utilized including tape or other markings at least six feet apart in queueing areas with signs directing people to use the markings to maintain distance.

Plexiglas or other sturdy and impermeable partitions have been installed at all point-of-service locations. (T, W, B, C, LRC, Campus Store)

Separate entrance and exits with posted signage to this effect have been designated in areas to avoid face-to-face traffic flow where possible.



Buildings and rooms other than those used for lab or clinical instruction remain closed.

Student common areas and lounges remain closed. Common area refrigerators and microwaves are not available. Students and employees bring food as needed and store individually until use.

Outdoor furniture has been removed or taped off. Students and employees may bring personal blankets/towels/beach chairs on which to sit during breaks. Visual cues indicate designated areas and acceptable spacing for students and employees on breaks.

Physical distancing plans have been created for each face-to-face course. Each course's physical distancing plan includes the number of students and faculty present in each session, the length of session, the nature of activities, instructions to participants on the course-specific physical distancing protocol, and availability of remote options. The following will be universal to all courses and are documented within this SPP: mechanisms to conduct student and faculty symptom checks; public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, and hand hygiene; provisions for hand sanitizer; and enhanced cleaning. When students must be within six feet of one another for hands-on learning purposes, they are assigned permanent groups, where possible, of no more than six students with whom they will work for the duration of the trimester, where possible, as a containment measure and given medical-grade masks and PPE in accordance with CDC guidelines.

HVAC filters have been upgraded to the highest possible MERV (8-13) to maximize filtered particles.

Portable high-efficiency air cleaners have been deployed to all applicable spaces.

Measures to increase non-filtered, non-recirculated air flow in all indoor spaces have been deployed, including portable fans, and instructions to keep doors and windows open, weather permitting. As a rule of thumb, if a room is 75 F or warmer, air conditioning should be utilized with doors and windows closed, and portable fans turned on.

Healthcare Industry-Specific Protections

Through SCU's capacity as an essential healthcare business, extensive health protocols relating to patient care have been developed and are being utilized. See Appendix C for a summary of SCU's patient care health protocols.

Notification of COVID-19 Positive Cases

Los Angeles County Department of Public Health is notified of all positive COVID-19 cases.



If a student or employee is diagnosed with COVID-19, an assessment of potential campus exposures will be performed, and recommended testing, quarantine, or isolation instructions will be communicated.

Students and employees are aware that they can call the Los Angeles County Department of Public Health if a suspected exposure has occurred at 2-1-1.

Training

Employee and students have been trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19, or is exhibiting COVID-19-like symptoms.
- The importance of seeking medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's what steps to take if you are sick webpage](#).
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice caution to protect these groups.
- The importance of meticulous adherence to public health practices, including: the importance of frequent handwashing with soap and water, including scrubbing with soap for at least 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol and allowing the sanitizer to evaporate for at least 30 seconds when a sink or handwashing station is not available, per CDC guidelines). Being mindful of any surface contact, e.g. use paper towel to turn off faucets after handwashing, and coughing and sneezing into one's elbow.
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time, and enhanced ventilation (see Physical Distancing & Ventilation section above).
- The availability of anonymous feedback and reporting via ReportIt.
- Use of SmartaBase for off-campus symptom screening/risk assessment.
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).



- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings to be washed after each shift/day

Compliance and Documentation

SCU's campus is regularly inspected by the Safety and Compliance and Quality Assurance Committees for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.

SCU utilizes an anonymous reporting tool, ReportIt, to encourage candor.

All new business operations will continue to be accessible to patients, students, and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

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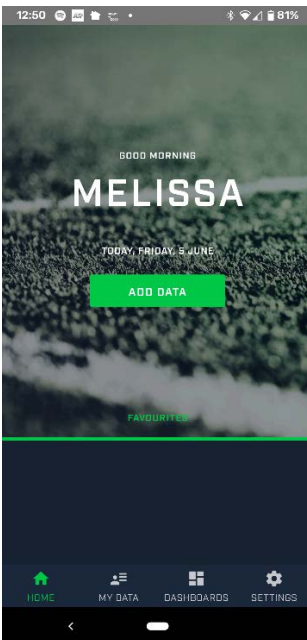
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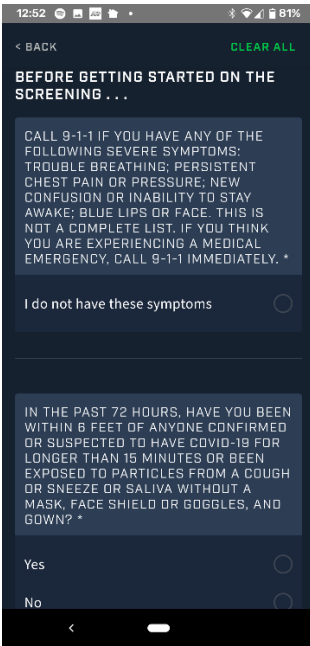
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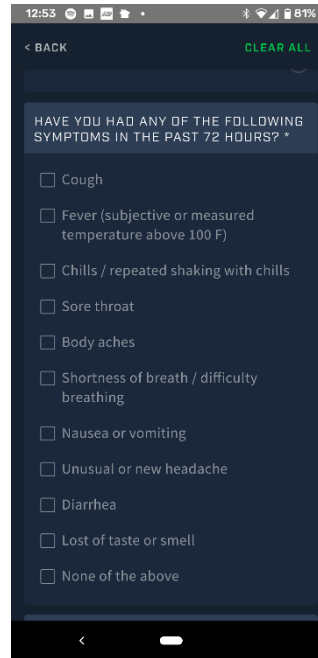
Appendix A: Screening App Screenshots



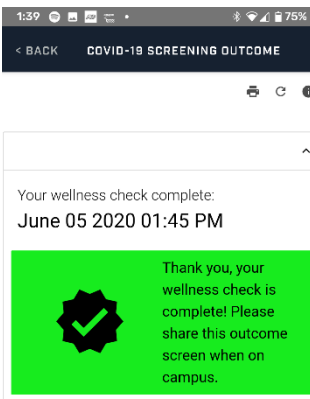
←
App welcome screen.
Users click the “Add Data” button to begin the COVID-19 wellness screening questionnaire.



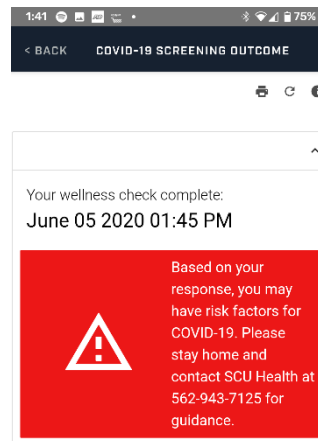
←
First section of the questionnaire



←
Second section of the questionnaire



←
Confirmation message for successful COVID-19 wellness check to be displayed prior to in-person temperature and symptom screening on campus



←
Message for screening that reveals COVID-19 risk factors



SCU COVID-19 Screening Summary

Select Date
06/05/2020

Name	Date	Exposure	Symptoms	Outcome
Melissa Nagare	June 05 2020 01:15 PM	No	[Cough]	FAIL
Melissa Nagare	June 05 2020 01:15 PM	Yes	[None of the above]	FAIL
Melissa Nagare	June 05 2020 01:15 PM	No	[None of the above]	Pass
Melissa Nagare	June 05 2020 01:00 PM	No	[None of the above]	Pass
Melissa Nagare	June 05 2020 01:00 PM	No	[None of the above]	FAIL

←
Dashboard showing summary of all completed screenings

SCU COVID-19 HEALTH SCREENING

MN Melissa Nagare
Entered on 05/06/2020 13:15

About Melissa Nagare

Event Time June 05 2020 01:15 PM

In the past 72 hours, have you been within 6 feet of anyone confirmed or suspected to have COVID-19 for longer than 15 minutes OR been exposed to particles from a cough or sneeze or saliva without a mask, face shield or goggles, and gown? No

Have you had any of the following symptoms in the past 72 hours? [Cough]

Screening Outcome Short FAIL

Go to record

←
Dashboard monitors can click on any row to view individual questionnaires

Appendix B: Acknowledgement Forms



Dear Student,

As we prepare to have you voluntarily return to class at Southern California University of Health Sciences (SCU), consistent with state and local guidelines for reopening certain businesses, all students are required to acknowledge and comply with the following health and safety procedures. For purposes of this document, "class" will mean on-campus classes, or clinical assignments at on-campus or off-campus clinical sites, including preceptor sites.

- **Self-Screen:** Before going to class each day, you must self-screen at home using the SmartaBase app or website.
 - If your screening advises you may be at risk for COVID-19, notify SCU Health at 562-943-7125 by phone or email health@scuhs.edu and **stay home**.
 - Contact your medical provider regarding any symptoms that are severe or concerning to you, and please call 9-1-1 if you experience any of the following: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. This is not a complete risk. If you think you are experiencing a medical emergency, call 9-1-1.
- **Comply with All Sanitation And Social Distancing Measures:** While you are at class, you must comply with SCU's Site-Specific Protection Plan, including, but not limited to all of the following:
 - Wash your hands often with soap and water for at least 20 seconds, especially after having been in a public space or after blowing nose, coughing, or sneezing.
 - Use hand sanitizer (with at least 60% ethanol or 70% isopropanol) frequently to supplement your regular hand washing, or when you cannot get to a sink.
 - Avoid close contact with people who are or may appear to be sick.
 - Practice 6 feet away social distancing, as much as possible.
 - Cover your mouth with your elbow or a tissue when coughing or sneezing.
 - Wear a cloth face covering or mask at all times while at class (face coverings and masks cannot be shared with others and must be washed after use each day).
 - Adjust any in-person meetings, if they are necessary, to ensure physical distancing.
 - Adhere to all applicable health and safety requirements of our clinical and preceptorship partners, which may include on-site temperature checks or symptom screenings.



I acknowledge that if I choose to voluntarily return to class, I must adhere to all of the health and safety procedures listed above. I further agree that while I'm not in class, I will adhere to CDC guidelines and public health orders, as applicable. I also understand that any willful or repeatedly negligent noncompliance with the health and safety procedures listed above may result in discipline up to and including suspension from my academic program.

I also understand and acknowledge that SCU will endeavor to comply with applicable state and local regulations, and to provide students with a safe and effective class environment under the circumstances, but that SCU cannot eliminate all risks created by the COVID-19 pandemic, including the potential for exposure to the virus while at or traveling to class. I also understand and acknowledge that the risks of exposure to the COVID-19 virus while at or traveling to class may be increased by actions or omissions of other students or third parties (including, but not limited to, e.g., cleaning personnel), regardless of whether they adhere to the health and safety procedures listed above or other recommended hygiene and social distancing practices.

I also understand that if I have any health or safety concerns about attending class at clinical or externship sites, or if I am not able to report to class for any reason (e.g., childcare obligations or high-risk category), I should contact the Program Director or Dean of my academic program to discuss and work through a plan. If I choose to come back to class, I will do so voluntarily and I agree to abide by all SCU policies, including the health and safety procedures listed above.

Student Name _____

Student Signature _____

Date _____



Dear Employee,

As we prepare to have you voluntarily return to your worksite(s) at Southern California University of Health Sciences (SCU), or as an acknowledgment of your continued work at your worksite(s), consistent with state and local guidelines for reopening certain businesses, all employees are required to acknowledge and comply with the following health and safety procedures. For purposes of this document, “worksite” will mean the SCU campus in Whittier, or clinical sites at on-campus or off-campus clinical facilities, including preceptor sites, where applicable.

- **Self-Screen:** Before coming to your worksite(s), you must self-screen at home using the SmartaBase app or website.
 - If your screening advises you may be at risk for COVID-19, notify SCU Health at 562-943-7125 by phone or email at health@scuhs.edu and **stay home**.
 - Contact your medical provider regarding any symptoms that are severe or concerning to you, and please call 9-1-1 if you experience any of the following: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. This is not a complete list - if you think you are experiencing a medical emergency, call 9-1-1.
- **Comply With All Sanitation And Social Distancing Measures:** While you are at your worksite(s), you must comply SCU’s Site-Specific Protection Plan, including, but not limited to all of the following:
 - Wash your hands often with soap and water for at least 20 seconds, especially after having been in a public space or after blowing nose, coughing or sneezing.
 - Use hand sanitizer (with at least 60% ethanol or 70% isopropanol) when available to supplement your regular hand washing, or when you cannot get to a sink.
 - Avoid close contact with people who are or may appear to be sick.
 - Practice 6 feet away social distancing, as much as possible.
 - Cover your mouth with your elbow or tissue when coughing or sneezing.
 - Wear a cloth face covering or mask at all times while at your worksite(s) (face coverings and masks cannot be shared with others, and must be washed after use each day).
 - Adjust any in-person meetings, if they are necessary, to ensure physical distancing.



- o Adhere to all applicable health and safety requirements of our clinical and preceptorship partners, which may include on-site temperature checks or symptom screenings.

I acknowledge that if I choose to voluntarily return to my worksite(s), or if I continue to voluntarily work at my worksite(s), I must adhere to all of the health and safety procedures listed above. I further agree the while I'm not at my worksite, I will to adhere to CDC guidelines and public health orders, as applicable. I also understand that any willful or repeatedly negligent noncompliance with the health and safety procedures listed above may result in discipline up to and including termination.

I also understand and acknowledge that SCU will endeavor to comply with applicable state and local regulations, and to provide employees with a safe and effective work environment under the circumstances, but that SCU cannot eliminate all risks created by the COVID-19 pandemic, including the potential for exposure to the virus while at or traveling to my worksite(s). I also understand and acknowledge that the risks of exposure to the COVID-19 virus while at or travelling to my worksite(s) may be increased by actions or omissions of other employees or third parties (including, but not limited to, e.g., cleaning personnel), regardless of whether they adhere to the health and safety procedures listed above or other recommended hygiene and social distancing practices.

I also understand that if I have any health or safety concerns about working on campus or at clinical or externship sites, or if I am not able to report to my worksite(s) for any reason (e.g., childcare obligations or high-risk category), I should contact Cindy Scheibel in Human Resources to discuss and work through a plan. If I choose to come into my worksite(s), I will do so voluntarily and I agree to abide by all SCU policies, including the health and safety procedures listed above.

Employee Name _____

Employee Signature _____

Date _____



Appendix C: Patient Care Health Protocols



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SCU HEALTH COVID-19 PROTOCOL SUMMARY Updated 5/14/2020

Providers & Staff

- All SCU Health providers and support staff are screened for temperature and symptoms upon arrival and approximately every three hours thereafter.
- All SCU Health providers and support staff are following L.A. County Department of Public Health guidelines for PPE.
- Assume that every patient is potentially infected or colonized with a pathogen that could be transmitted in a health care setting.
- Masks
 - N95 masks should be used only during sterile procedures, exposure to high velocity splash or spray, or during aerosolizing procedures. N95 masks should be reserved for providers providing care in biomedical facilities.
 - All employees must wear a surgical face mask in the clinic, unless working in a dedicated private office.
 - Ideally, a single face mask would be used per patient encounter, but when supplies need to be conserved, a surgical mask can be used for an entire day in clinic. Using a single mask for multiple days may be considered if supplies are not otherwise available. The CDC has allowed for extended use of a disposable surgical facemask under the following conditions:
 - The facemask must be removed and discarded if soiled or damaged.
 - The practitioner may not touch the face mask. If the face mask is touched, immediate hand hygiene is performed.
 - The practitioner should leave the patient area to remove their face mask.
 - If the mask is to be stored, the mask is folded with the outer surface folded inward (to reduce contact of outer surface), and the mask can be placed inside a clean sealable paper bag.²⁸
 - To don a mask, the practitioner performs hand hygiene, visually inspects the mask for soil or defect, then applies the mask, taking care to not touch the inner surface, and hand hygiene is repeated.
 - To doff a mask, first, hand hygiene is performed. The mask is removed, taking care not to touch the inside of the mask. The mask is stored or discarded, and hand hygiene is repeated.
- Gloves
 - CCAOM has revised the Clean Needle Technique protocols to include use of gloves:
 - Because acupuncture as a procedure does not typically involve exposure to mucous membranes, blood or body fluids, the routine use of gloves is

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not required of acupuncturists, although use of gloves may be mandated by some state laws. During the COVID-19 outbreak, gloves become an important PPE to prevent exposure to potential contamination.

- Upon entry into patient treatment room, perform hand hygiene, and put on a single pair of non-sterile gloves.
 - Remove and discard gloves when leaving the treatment room. Immediately perform hand hygiene after discarding gloves
 - Wear gloves to remove used laundry after the patient treatment
 - Wear gloves during cleaning and disinfecting
- Lab Coats
 - Lab coats must be worn only when there is the expectation of contamination by contact with body fluids.
 - Use of a lab coat should be restricted to treatment areas only.
 - If a lab coat is used, hand hygiene is first performed, lab coat is donned, hand hygiene is reperformed if the coat was worn since laundering, then gloves are donned. (Assumes face mask already in use.)
 - Lab coats should be laundered with clinic laundry daily.
 - Personal Clothing
 - Employees should wear clean clothes into the clinic. Scrubs are recommended to facilitate daily laundering.
 - Avoid clothing accessories that dangle such as ties, scarves, and jewelry.
 - Clinic clothing should be immediately removed and laundered upon returning home from clinic.

Patients

- All patients arriving for face-to-face appointments are screened for temperature (>100.4) and signs of lower respiratory and other COVID-19 related symptoms at an outdoor reception station.
- All patients must wear a mask while in an SCU care facility.
 - Patients are asked to bring their own mask if they have one and pen for filling out paperwork.
 - Patients may be given a surgical mask to wear if they do not have a mask or the mask they brought is insufficient.
- Payments are collected over the phone whenever possible to minimize face-to-face interactions.
- Persons accompanying non-minor patients to their appointment must wait outside of clinic, as in personal vehicle, or practicing social distancing outside.
- In the event a patient cannot be immediately roomed, they may wait in their car or outside the clinic until they can go directly into a treatment room.

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- Measures to limit face-to-face contact time should be adopted when possible. Examples include conducting patient health histories/interim histories via phone or telehealth while patient is in their car, then rooming the patient for remaining aspects of the visit that cannot be completed at a distance.

Services

- Elective face-to-face acupuncture, chiropractic, Ayurveda, and tactical sports medicine visits are suspended. Patients have the option for tele-medicine visits in lieu of face-to-face encounters.
- Non-elective (e.g. undiagnosed/unexplained new problem, worsening/worrisome aspect of an existing problem) acupuncture, chiropractic, and tactical sports medicine visits requiring diagnosis may be scheduled, pending COVID-19 screening.
- All supplement and herb orders are being shipped.
- Patient appointments are staggered to allow sufficient time for cleaning and to decrease chance of contact.
- After every patient visit: clean and disinfect treatment table, instrument tray, countertop, chairs/stools, door handle, sink, faucets, light switches, and hand sanitizer pump handle, as well as any other identified high-touch surface. Apply EPA-registered hospital grade disinfectant for the appropriate contact time indicated on the product label.

Facilities

- Enhanced cleaning measures have been deployed.
 - Office staff sanitize door handles and counters between each patient.
 - All miscellaneous items have been removed from counters and waiting areas to decrease surface area.
 - The janitorial service has been retained for extra daily cleanings.
- Plexiglass shields will be installed in UHC and Tactical Sports Medicine front office areas.
- Hygiene instructions (e.g. hand hygiene, cough/sneeze etiquette) are posted.
- Decorative items, books, office supplies, toys, magazines, clipboards, shared items, and infrequently used items removed/put into storage.

Laundry Procedures

- Wear gloves when handling used laundry. These gloves may be reusable rubber gloves. After use, disinfect gloves according to the manufacturer's instructions. Always perform hand hygiene before and after removing gloves.
- Clean laundry should be stored outside of treatment rooms, or if inside treatment room, clean laundry should be stored in a closed cabinet or sealed container (not on an open shelf).

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- No sheets, pillowcases, drapes, cloth heating pads, mattress pads, cloth pulse pillows, or blankets can be re-used in patient care without laundering
- Visually examine used laundry for foreign objects and remove these carefully. Roll used laundry so that areas in direct contact with patients is inside. Do not roll used linens against the body. Do not carry used linens against the body.
- All laundry used in patient care should be isolated into a closed, leak-proof hamper after treatment. Use a disposable bag - or reusable laundry bag that is cleaned with laundry. Hampers should be disinfected daily. With what product?
- Commercial processing of clinic laundry is preferred. If you are processing laundry, it must be processed separately from personal items. Do not shake out laundry before washing. Follow instructions from the washer/dryer manufacturer.
- Use hot water (70–80°C X 10 min) [158–176°F]) and an approved laundry detergent.
 - Disinfectant is generally not needed.
- Dry linens completely in a commercial dryer.

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