Effective Date	July 23, 2020
Last Revised	July 14, 2021
Category	Safety
Author	RC
Approval	KP

SAFETY GUIDELINES FOR REOPENING ON-SITE SIMULATION LABS

DESCRIPTION

The guidelines by which the Simulation Core can resume on-site activities and minimize the risk to all simulation participants of exposure to the COVID-19 virus.

RATIONALE

To clarify the guidelines by which the College's Education Simulation Core (SC) conducts skills training on-site at Baylor College of Medicine Main Campus while COVID-19 restrictions are in place. These guidelines are designed to ensure on-site events and activities are delivered in a way that provides a safe working and learning environment for faculty, learners, standardized patients, and SC staff. These guidelines were created by SC leadership and staff following the College's workplace COVID-19 guidelines and CDC guidelines.

STAKEHOLDERS AFFECTED BY THESE GUIDELINES

These guidelines apply to all faculty, learners, standardized patients, and SC staff who will be on-site for simulation activities and events. All participants are required to read, understand, and comply with these guidelines.

DEFINITIONS

Personal Protective Equipment (PPE) – equipment that is worn to minimize exposure to hazards that cause serious injuries or infections.

On-site Simulation Activities – procedural and clinical skills training for learners that uses manikins, task trainers, or other equipment, and is held in the SC facilities. On-site simulation training is considered essential for safe clinical practice and cannot be gained by any other hybrid or online modality.

Cleaning – the action of making something clean and free of dirt without chemical use.

Disinfection – cleaning with a chemical to destroy bacteria and other contaminants on surfaces.

EPA – The Environmental Protection Agency's mission is to protect human and environmental health by regulating with different rules and guidelines.

CDC – The Centers for Disease Control and Prevention is one of the major operating components of the Department of Health and Human Services that protect Americans from health, safety, and security threats.

COVID-19 – a pandemic disease caused by a new strain of coronavirus (SARS-CoV-2) that can spread from person to person.

RESPONSIBILITY

It is the responsibility of the SC executive director to ensure all on-site faculty, learners, standardized patients, and SC staff adhere to the guidelines.

EVENT RESERVATION PROCEDURE

1. On-site simulation event requests are submitted using the simulation center request form provided through email by an SC staff representative. This form includes tasks, materials, number of participants, and other detailed information as necessary for event planning. Event requests are reviewed on a case-by-case basis, or as determined by the SC executive director.
2. The decision to schedule on-site simulation is based on the following criteria:
    - skills training is necessary for students to progress in their education and training and safely work in clinical settings, or
    - skills training is essential for mandatory examinations or graduation, or
    - skills training is for interns, residents, and fellows. It cannot be gained in any way other than by using the simulation equipment available in the SC labs and is necessary for patient safety in clinical environments.
3. The SC manager will consult with the central scheduler to determine the best times and dates for the event. The date is also determined by available staff and the total amount of time required for set-up, execution, and cleaning.
4. In response to the event request, faculty sponsors will receive an abbreviated event proposal that summarizes the plan for the on-site event, including date, time, place,

logistics, room assignment, room layout, cost, and other detailed information that is necessary for participant safety.

5. If necessary, a meeting will be scheduled to discuss specific elements of the event plan. Once the proposal is finalized, the event sponsor and SC representative agree to implement the event plan as outlined in the final documents.

SAFETY GUIDELINES

Personal Protective Equipment (PPE): PPE may be required per the activity and at the discretion of the SC staff. Appropriate disposal containers will be provided in the SC laboratories and classrooms.

Hand Hygiene: Participants are required to practice appropriate hand hygiene as indicated by the activity and at the discretion of the SC staff.

Supplies: Essential cleaning supplies required for on-site simulation activities include hand sanitizer, and EPA approved disinfectant wipes or disinfectant spray (70% alcohol solution) used with clean disposable cloths.

Physical Distancing: Non-vaccinated persons have personal responsibility to follow BCM policy and maintain a physical distance of at least 6 feet to the extent possible.

The maximum occupancy for each space in the SC laboratories and classrooms is based on optimal room layout and optimizing the learner experience. A summary of the attendance densityallowed in SC spaces is shown in Addendum A.

Scheduling: SC staff clean and sanitize surfaces, materials, and equipment at the end of a laboratory event. Learners will be scheduled to arrive, staged in a designated area, and calledinto the laboratory or classroom at the appropriate time. Learners are not allowed to congregate in the SC labs or classrooms, and they must leave promptly at the end of their session.

Cleaning: Cleaning and decontamination of all equipment and surfaces are completed following College, CDC, and equipment manufacturer guidelines. See BCM Cleaning and Disinfection Guidance.

FOOD

When an educational activity is scheduled over a meal period, food and drink are permitted if non-vaccinated participants can maintain physical distancing while dining. Classrooms and other spaces can be used for dining if occupancy maximums are not exceeded.

ADDENDUM A

SIMULATION CORE OCCUPANCY GUIDELINES

Simulation Core Spaces - Maximum Occupancy

Procedural Skills Labs (PSL)

Room	Description	Maximum Occupancy*
414SA/415SA	Classroom	15
416SA	FLS/FES Stations	6
416C/422C	OR	13
421C	Microsurgery	5
425C	OR	10
439C	Task Training Room	10
461E	SimMan	3 + Simulation Operator
Corridor C	Staging	<25
Corridor A	Staging	<12

Clinical Skills Labs (CSL)

Room	Description	Maximum Occupancy
M419.1-14	Exam Rooms	2 in each exam room
M421	Classroom	36
M423	Classroom	42 (BCM reservations required)
M403/405	Study Room	10 (BCM reservations required)
M413/414	Study Room	10 (BCM reservations required)
Corridor	Staging/Proctors	12

Teaching and Practice Labs (TPL)

Room	Description	Maximum Occupancy
O22D	Classroom	35
C1-C20	Exam Rooms	2 in each exam room

* If non-vaccinated persons are present, then occupancy will be lowered

The maximum occupancy guidelines were determined by the square footage of each space. Actual maximum occupancy is dependent on intended use, room layout, and equipment needs for each lab.