

ROWAN UNIVERSITY: SCHOOL OF OSTEOPATHIC MEDICINE: PHASE 1 POLICIES

Rowan University, following the directives of the Governor, is currently in **PHASE 1** of engagement. The following policies are for the current phase and will be updated as COVID restrictions are changed or scientific knowledge changes best practice. Communication will occur throughout this process.

Requirements for Rowan SOM Employees:

- Continued compliance with the previous Rowan HR document effective in April.
- Physical distancing with a minimum distance of 6 feet from others
- Must wear a cloth mask properly at all times unless in an office alone. Employees with direct patient care will be required to wear a higher level of personal protection.

During Phase 1: All employees must go through the screening process prior to reporting to their work area, provided a screening process is deemed necessary. This may change in future phases as different protective measures become available.

Please leave enough time to go through the screening process, especially during heavy traffic times. Employees will be compensated for anything beyond the minimum time spent waiting for screening.

In locations where screening sites are not available:

- Home monitoring of temperature is expected prior to entering any Rowan building.
- Questions regarding COVID exposure should be reported to the department supervisor and Employee Health.

During breaks and meal time, employees should eat outside and maintain physical distancing. If unable to physical distance outside, employees are encouraged to:

- Eat **alone** in a vacant room or break room or
- Eat **alone** in your car.

Abide by a “**Culture of Safety**” consistent with the SOM mission and values.

- Speak up when colleagues do not abide with physical distancing or mask wearing.
- Be patient when waiting in screening lines.
- Honor the confidentiality of our patients and your colleagues and students. It is expected refrain from discussing any employee, patient or student that may have or be suspected of having a COVID infection.

Sick Employees:

To provide for the protection of everyone, sick employees are expected to remain home.

All employees who become ill, or experience COVID-related symptoms, should follow their department's call out policy. The department administrator or their designee will contact employee health and a determination will be made by a clinical professional as to whether there

is a potential COVID exposure. When a staff member calls out of work, they will be asked by their department supervisor/administrator a series of questions to determine if the Director of Employee Health or his/her designee will need to clear them to return to work.

The health questions will be only COVID-related and are designed to minimize the risk to fellow workers of transmission of Covid-19, influenza or other contagious illnesses.

The screening questions include:

- **Are you calling out for any upper respiratory illness?**
- **Do you have a fever?**
- **Are you short of breath?**
- **Do you have a cough?**
- **Have you lost your sense of taste and/or smell?**
- **Are you profoundly tired?**
- **Do you have muscle aches?**
- **Do you have Covid-19 or suspect you have Covid-19??**
- **Do you have the Flu?**
- **Have you or a loved one been exposed to Covid-19 or the flu.**
- **Have you traveled abroad and/or domestically?**

If you answer yes to any of these questions, you will need to be cleared by Employee Health prior to your return for your safety and the safety of others.

Approved Supervisor/Administrator script:

If you are calling out for any upper respiratory illness, fever or potential COVID related illness, you must contact employee health prior to returning to work. In the event of a potential COVID related illness, a doctor's note is not adequate and you may not return to work until you are cleared by Employee Health. Your compliance is required since this is your ethical and professional responsibility for the safety of our students, colleagues and patients.

Employee Health will determine if they must be cleared by Dr. Schachter prior to return. The department can contact Dr. Schachter by email schachter@rowan.edu or cell 609-221-7828 to provide the information.

- All employees must abide by state law in regard to COVID testing. This will be supervised by Employee Health.
- All employees must consent to COVID testing if deemed necessary by Employee Health.
- All employees must answer truthfully at all Rowan screening sites, COVID questions and self monitoring where appropriate.
- All COVID test results must be reported to Employee Health.
- **When in doubt engage Employee Health**

Patient Engagement and Safety:

- When patients are scheduled to come into the appointment, COVID screening questions will be asked. Patients who report having a temperature or feeling ill will be told **not** to come into the office and a telehealth visit will be scheduled. Patients are informed they must have a mask or face covering to enter the facility.
- If a COVID-positive patient must be seen in the office, appropriate protocols will be in place to protect the patient, our staff and other patients including physical distancing and additional protective equipment.
- All demographic and insurance information is collected in advance of the visit to avoid check in. If patients have new insurance they are advised to bring their new card with them. Patients are also advised that if they have a copay, we can accept check or credit cards only at this time.
- Patients call when they arrive for their appointment and are told to wait in their car. Staff will contact them when we are ready for them to come to the suite.
- Patients will be screened prior to entering the building for COVID questions and temperature.
- Avoid the use of the waiting room, if possible. Patients should enter the building with only one chaperone.
- After screening and taking the temperatures of patients and chaperones, bypass check in at the front desk and escort them right to an exam room. If patients have a new insurance card or copay, they can leave those with the front desk to process. Their cards will be returned to them by the CMA while in the exam room to eliminate spending time at the front desk.
- Following completion of the visit, patients should be escorted from the suite to avoid check out
- Call patients following their visit for any referral, appointment follow up.
- Only allow one or two staff working in the front check in/out area to assist with patient traffic. Move one staff to the area adjacent to that space if needed to allow for physical distancing.
- Attempt to minimize congregating in the provider touchdown space and provide alternate space for providers to touchdown.

Phase 1: Have no more than 15% occupancy as outlined in square footage analysis given to each department. Further guidance will come with Phase 2. The Taskforce will advise when appropriate to move to a higher phase.

- The hallways should be one way only to the extent possible.
- Masks and face shields to be PROPERLY worn at all times unless alone in a private room and there is protection from interruption.
- Masks must cover **both** the mouth and the nose at all times.

Employees with direct patient care:

- Providers with direct patient care must wear surgical mask and face shield **or** N95 and face shield.
- It is recommended that gowns be worn during prolonged direct contact or when body fluids can be exchanged.

- Medical Assistants with direct patient care: Wear surgical mask and face shield **or** N95 and face shield. Wear a gown during prolonged direct contact or when body fluids can be exchanged.
- Staff without direct patient care must wear a cloth or surgical mask. Easily washable clothing is encouraged such as scrubs.
- Rooms should be cleaned after every patient encounter.

Infectious Disease Cleaning Protocol

- Client care areas, common waiting areas, and other areas where clients may have potentially contaminated surfaces or objects that are frequently touched by staff and clients (doorknobs, sinks, toilets, other surfaces and items in close proximity to clients) should be cleaned routinely with EPA registered disinfectants, following the manufacturers' instructions for amount, dilution, and contact time.
- Cleaning surfaces such as floors and walls do not need to be disinfected unless visibly soiled with blood or body fluids. They should be daily cleaned with a detergent only or a detergent/disinfectant product.
- Most disinfectants are not effective in the presence of dirt and organic matter, therefore cleaning must occur first before disinfection. Wet a cloth with the disinfectant, wipe away dirt and organic material, then with a clean cloth apply the disinfectant to the item and allow to air dry for the time specified by the product manufacturer.
- Some pathogens such as norovirus and *Clostridium difficile* are not inactivated by commercial disinfectants routinely used in local public health settings. In situations where contamination with these pathogens is suspected, a bleach solution (1:10) is recommended for disinfecting contaminated surfaces and items.

Some patient care items may be damaged or destroyed by certain disinfectants. Consult with the manufacturer of the items before applying disinfectants.

Exam Room Cleaning: How to Keep High Touch Surfaces as Clean as Possible

The following items should be included on every exam room cleaning checklist:

- Perform hand hygiene would be correct terminology (acceptable to use sanitizer and change gloves, hand hygiene encompasses all)
 - Place gloves in infectious waste containers.
 - Gloves should go in the regular trash unless contaminated with infectious waste.
- Dispose of biohazards properly (If applicable)
- Clean and disinfect all surfaces that have come into contact with biohazard wastes.
 - All surfaces that the previous patient touched should be disinfected prior to the next patient, end of day cleaning will include a full clean and disinfection of all horizontal surfaces – not limited to biohazardous wastes which are typically not observed in exam rooms; more common in procedure rooms
 - Disinfect all high-touch areas such as doorknobs, chairs, and light switches.

- Clean up any spills immediately using an EPA registered, hospital grade, disinfectant
- Empty full trash cans.
- Empty hazardous waste containers when 2/3 full

Keeping Your Exam Rooms Clean

Know the difference between cleaning, disinfecting, and sanitizing

- Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.
- Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Emergency Response Cleaning

- Identify where Patient X may have sat in the waiting room. Clean and disinfect the immediate and surrounding areas. Disinfect with FDA approved chemicals.
- Personal Protective Equipment (PPE) in which includes, face shields, face masks, exam room gloves, disposable hooded overalls rated by the USDA, FDA, & OSHA should be worn out of patient and visitors view.
- Locate exam room of Patient X and proceed to put on PPE outside of the exam room prior to entering. Ensure that all cleaning items and waste receptacles are readily available.

Emergency Response Infection Control Cleaning

- Upon entrance of the exam room, proceed to clean all high-touch point areas i.e., doorknobs, light switches, stools/chairs, etc.
- Exam room tables, baby tables and scales
- Sink countertops along with sinks and its fixtures
- Cabinet handles and doors
- Paper towel, soap and hand dispensers
- Mop floor

- Once the exam room has been thoroughly cleaned, proceed to disinfect the area by spraying or wiping with disinfectant chemical. Allow the chemical to air dry to the require specification of the manufacturers recommended contact time.
- Disinfect all high-touch point areas i.e., doorknobs, light switches, stools/chairs, etc. Exam room tables, baby tables and scales
- Sink counter tops along with sinks and its fixtures
- Cabinet handles and doors
- Paper towel, soap and hand dispensers
- Mop floor with disinfectant chemical
- Once the area is completely disinfected, remove PPE immediately inside of exam room doorway to ensure no cross contamination of non-effected patient or staff areas.
- Remove all PPE while stepping out of the exam room and place PPE in the trash receptacle along with soiled cleaning rags, paper towels and mop head.
- Remove the sealed trash bag immediately from the facility and place in designated outdoor trash collection site.
- Clean and rinse all used equipment

Waiting Room Area

Daily Wipe Down:

- All Chairs which includes; arm rests, back rest, and seats, should be wiped down daily if constructed from a non-fabric like material.
- Reception desks, table tops, ledges, all high-touch point areas i.e., doorknobs, light switches, etc.

Patient Care Areas

Daily Wipe Down:

- Exam room tables, baby tables and scales
- Sink counter tops along with sinks and its fixtures
- Cabinet handles and doors
- All high-touch point areas i.e., doorknobs, light switches, etc.
- Dust mop & mop floors

Patient Restrooms

Daily Wipe Down:

- Baby Changing tables
- Sinks and its fixtures
- Toilet, base of toilet, toilet tank, top and bottom of toilet seat and scrubbing of toilet bowl
- All high-touch point areas i.e., doorknobs, light switches, toilet paper dispenser, paper towel dispenser and sanitary napkin receptacle, soap dispenser, etc.
- Dust mop & mop floors

Employee Restrooms

Daily Wipe Down:

- Sinks and its fixtures
- Toilet, base of toilet, toilet tank, top and bottom of toilet seat and scrubbing of toilet bowl
- All high-touch point areas i.e., doorknobs, light switches, toilet paper dispenser, paper towel dispenser and sanitary napkin receptacle, soap dispenser, etc.
- Dust mop & mop floors

Administrative / Reception Areas

Daily Wipe Down:

- All Chairs which includes; arm rests, back rest, and seats, should be wiped down daily if constructed from a non-fabric like material.
- Reception desks, table tops, ledges, all high-touch point areas i.e., doorknobs, light switches, etc.
- Dust mop, mop and vacuuming of floors

Cleaning of medical and computer equipment:

General: Computer and peripheral devices should be cleaned by office staff prior to/after use. Alcohol wipes of keyboards and mice and printer touch services (paper handlers, input panels) are appropriate.

Hardware/software issues: To appropriately follow physical distancing, IRT will first attempt to resolve issues remotely. If the problem cannot be resolved remotely, IRT will schedule time for the user to meet at the Stratford campus and/or come onsite to resolve a hardware issue or to service the device. The technician will wear appropriate PPE, gloves and cloth face mask. Office staff following PPE and physical distancing protocols will escort the technician to the appropriate area. The area should be cleaned/disinfected prior to the technician visit. The technician will also wipe down the equipment prior to starting work. Practice staff will remain at

the appropriate physical distance as the technician works but be available to answer questions about the issue experienced. The technician will again clean the device after they have resolved any issues. If equipment needs to be repaired off-site, the technician will return a disinfected device.

Personal Protective Equipment

N95 care:

- Employees are responsible for maintaining the care of their mask. Masks can be stored in a brown paper bag between wearings, not in a sealable zip lock bag.
- After approximately 40 hours of use, or when they become soiled, they must be cleaned.
- UVC training will be scheduled.

Surgical Masks:

- Expectation is surgical masks can be used up to 3 days
- Soiled masks to be disposed of immediately and in accordance with instructions.

Gown care:

- When gowns are required, it is the responsibility of the wearer to wash the gowns and keep a log of their use. Current gowns have 30 washes. A gown can be used in the course of the day unless it becomes soiled.

Face Guards:

- The guards are very resilient with proper care. Expectation is the guards are cleaned between patients. Cleaning agents will be provided.

Gloves:

- Highly recommend using and changing gloves between patients.
- Handwashing remains the most effective means of decreasing transmission.
- It is the responsibility of the employee to maintain PPE.

PPE request form (APPENDIX 1):

- It is critical that all PPE is protected and is maintained and distributed in a fair and equitable manner. All requests for PPE must be requested using the attached form. All completed forms must be sent to Louis Evangelista electronically. Please allow 5 working days for approval and distribution.
PPE request form attached
- Medical students and trainees (residents) who require fit testing and PPE will go through Employee/Student health. Please contact Dr. Schachter by email schachter@rowan.edu or cell 609-221-7828. This must be done in advance of the request as the department has limited hours of operation.

COVID Examination/Treatment Room

- The Stratford campus in the RowanMedicine building has set up a room to accommodate patients who are Covid positive and need to be seen. The room is set up for primary care, pediatric and OB.

- All appointments must be scheduled in advance
- Patients will be escorted to and from the room using the side entrance to eliminate building exposure
- The unit will be properly cleaned following the patient encounter

Rowan SOM/GSBS Return to Research Plan:

All laboratory staff are expected to strictly adhere to CDC, State of New Jersey, and Rowan University guidelines. Individual principal investigators (PIs) are responsible for ensuring the safety of their research staff and others in the Science Center and Rowan Medicine Building on the Rowan Stratford Campus. PI's are tasked with dissemination of all information regarding personal safety and laboratory operations to all laboratory personnel. Before laboratory research can resume or continue, PI's must complete all documents provided by the Restart Research at Rowan Committee (see below). These will be forwarded to the SOM Senior Associate Dean for Research, Dr. Carl Hock, and department chairs for approval. These guidelines will remain in effect until further notice.

General Guidelines for Conducting Research at Rowan SOM

1. Necessity for Onsite Work

Scheduling of employees will be done in accordance with operational and academic need. Faculty, trainees, and staff, who can work remotely should continue to do so if possible. Those who are suspected of or diagnosed with COVID-19 or who have come into contact with COVID-19 patients must continue to work at home. Individuals who have been scheduled to work onsite but feel that they are unable to do so for medical reasons should be directed to the Office of Employee Equity to complete an accommodation request.

Under no circumstances should laboratory staff be asked to work on-site if they have significant concerns with resuming work at the Stratford campus until the accommodation process has been completed. An anonymous COVID-19 concern reporting system will be available to all laboratory staff to report concerns regarding safety and compliance. Per Restart Research at Rowan Committee guidelines, all PIs will need to provide a list of laboratory staff that will be onsite and the plan for compliance with physical distancing and shift work where appropriate.

2. Health Status of Employees

During Phase 1: All employees must present to the temperature screening site on campus. Please share with your staff CDC guidelines for symptoms consistent with coronavirus infections: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If a laboratory staff member becomes sick after resuming on-site work, contact tracing and testing will be performed on exposed individuals in the building. Exposure control, contact tracing, and testing will be coordinated by the Office of Employee and Student Health and the Restart Research at Rowan - Local Campus Committee (see below). All employees will be expected to remain at home for a minimum of two weeks if they have been exposed to a confirmed or suspected COVID-19 patient. Any staff member who suspects they are sick or

have been exposed to a COVID-19 patient should immediately contact their PI and remain in isolation.

3. Physical Distancing/Staff Density

All laboratory staff must adhere to physical distancing guidelines which currently specify a minimum of six feet distance between individuals. If two staff members are required to work in the same area and alternative arrangements cannot be made, then a shift work plan should be formulated. Group meetings such as lab meetings are discouraged unless appropriate physical distancing can be achieved. Masks should always be worn during any group meetings, and in no case should groups greater than ten people meet in the same meeting room. It will be the responsibility of the PIs, the Senior Associate Dean for Research, and the Restart Research at Rowan - Local Campus Committee to ensure that appropriate physical distancing measures are being implemented and enforced.

4. Shift Scheduling

Shift scheduling should be implemented when appropriate to ensure physical distancing and may also be implemented to facilitate child care or other scheduling difficulties encountered in response to the COVID-19 epidemic. It is the responsibility of the PI to coordinate with security building access for staff on atypical schedules. Atypical scheduling must also be reported to Environmental Services so appropriate cleaning can be completed. It is also the responsibility of the PI to use common sense when planning experimentation under reduced staffing. Where appropriate a shift leader, preferably a senior staff member, should be assigned to supervise experimentation and coordinate with the PI.

5. Personal Protective Equipment (PPE)

Face coverings should be worn at ALL TIMES when appropriate physical distancing is not possible. This includes all public places such as common equipment areas, hallways, bathrooms, elevators, and other places where physical distancing cannot be expected. Face coverings may be removed, if desired, in laboratory areas with a single investigator or in faculty/staff offices. N95 masks will not be required. Cloth masks that cover the mouth and nose are acceptable. Most laboratory staff likely have reusable face masks already, and they should be encouraged to continue to use them when appropriate on the Rowan Stratford campus.

If a staff member does not have the ability to bring a face covering to the workplace, one will be provided by RowanSOM/GSBS. As always, laboratory staff should be wearing laboratory coats, gloves, and eye protection at all times in laboratory areas. All surfaces should be decontaminated at the start and end of the workday with disinfectant. Most laboratories adhere to these guidelines regularly. Decontamination cleaning supplies will be provided in all common equipment areas, and it is expected that each user thoroughly cleans common equipment using appropriate methodology so as not to damage the equipment after each use.

General Information and Required Documentation

a. Restart Research at Rowan - Local Campus Committee

a. Carl Hock, SOM – Senior Associate Dean for Research

b. Tom Boyle, Assoc Director - Environmental Health and Safety

- c. Sal Caradonna, Chair - Molecular Biology
- d. Barry Waterhouse, Chair - Cell Biology and Neuroscience
- e. Todd Schachter, Director, Office of Employee and Student Health

b. Anyone (PI, students, faculty, and staff) working in a university research space will be required to complete the following steps:

| Step | Process <i>Routing Pathway (where forms must be delivered to)</i> | Completed by: | Location of Documentation/Form |
|------|---|---------------|--|
| 1 | <u>Rowan University Critical On-Campus Research Continuity Request Form COVID-19</u> (undergraduate students, graduate students, medical students, postdoctoral trainees, and staff should be named on the form of the Principal Investigator, PI) <i>Form automatically goes to Deans' offices within 1 day after completion</i> | PI | Google form at URL: https://forms.gle/PV5iHTBrxEEnLeKA |
| 2 | Complete a <u>basic training module (developed by HR)</u> found in Banner <i>Print Certificate of Completion and deliver to Deans' office</i> | ALL | Banner |
| 3 | Complete and sign the <u>Professional Ethics Agreement Form</u> <i>Print Certificate of Completion and deliver to Deans' offices</i> | ALL | Banner |

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| 4 | <p>Complete the <u>EH&S Rowan University Research Re-Start Checklist</u> located in BioRAFT</p> <p><i>Form automatically gets reviewed by EH&S in BioRAFT</i></p> | PIs (ONLY those with Research/Laboratory/Space) | BioRaft |
| 5 | <p>Complete the <u>Employee Training SARs COVID-19</u> created and administered by EH&S</p> <p><i>Print Certificate of Completion and deliver to Deans' offices</i></p> | ALL | Banner |
| 6 | <p>Cooperate with contact tracing</p> <p><i>Maintain records and make available if requested (do not hand in to any office unless requested)</i></p> | ALL | Each Individual Maintains List; Makes available only upon request |
| 7 | <p>Students and Postdoctoral Trainees will be required to have a mandatory meeting with the Associate Dean and/or Dean prior to returning to the laboratory (check with the dean's office for schedule of restart research meetings)</p> <p><i>Dean's offices will receive names of those who should attend from Request Form and will record attendance. No routing or forms needed.</i></p> | Undergraduate Students; Graduate Students; Medical Students; Postdoctoral Trainees | Deans Offices will maintain list of attendees |

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|---|--|-----|---|
| 8 | <p>Check Appendix I of this document to see whether your Specific Unit (College/School/Department) has developed local plans for restarting research and follow the guidelines within that document</p> <p><i>Read Unit specific guidance to learn about any forms needed.</i></p> | ALL | College/School Specific guidelines may apply; If applicable, they can be found at the end of this document (Appendix I) |
|---|--|-----|---|

ALL = every researcher who will have on-site access

PI = Principal Investigator of the research group requesting access

Essential employees currently having lab access must still follow (applicable) steps 1-8 for record keeping purposes.

The **training module (developed by HR)** can be found on Banner soon.

edits made based upon new information

Medical Student Procedures

Student Engagement will occur during Phase 2

Resident Procedures

Residents (and Fellows) in training are employees of Rowan University School of Osteopathic Medicine and as such, must refer to the RowanSOM Employee Policies for access to all Rowan University buildings and patient care sites encompassing Rowan Medicine. These policies must be followed at all times.

Residents in training also participate in clinical training at sites within New Jersey, Pennsylvania and Delaware health systems including hospitals, clinics, offices, and surgical centers. These are primarily at, but not limited to, Jefferson Health NJ and Virtua Our Lady of Lourdes Hospital.

Residents are required to familiarize themselves with the COVID-19 policies and procedures of the healthcare system(s) to which they are assigned in advance of every rotation. This information should be readily available through the health system websites of each training

site. In addition, residents should reach out to their Program Coordinators for any additional information they may need for specific training locations.

Mental Health

Graduate Students, Medical Students and Resident

Mental health services are available to all RowanSOM medical students, Graduate Students and GSBS students through the Graduate and Medical Student Mental Health Program. This program can be accessed through the RowanSOM Department of Psychiatry at 856-482-9000, then press option 1 and you will be connected to Barbara Pedrick, scheduler for the program.

Rowan University Employees - including Rowan University - Glassboro, RowanSOM and RowanGSBS have two options for mental health care:

1. Rowan Employee Assistance Service - 1-866-327-9133
<https://sites.rowan.edu/hr/benefits/eas.htm>
2. RowanSOM Department of Psychiatry - 856-482-9000
Employees are able to secure a 1 time confidential session at no cost for COVID-19 related issues. Should a decision be made that further sessions are required, a discussion will occur as further treatment options. Sessions beyond the initial consultation will be subject to established rates.