

# Midwest College of Oriental Medicine (MCOM)

## COVID-19 Preparedness and Clinic Reopening Plan

MCOM is committed to providing a safe and healthy educational and workplace environment for all our students, employees, and patients. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The administration, employees, faculty, and students are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All faculty members and students have the full support of the administration in enforcing the provisions of this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, campuses, and clinics, and that requires full cooperation among our administration faculty, students, and patients. Through this cooperative effort, we can establish and maintain the safety and health of our employees, faculty, students, and workplaces.

Our faculty, students, and patients are our most important assets and are essential in developing and implementing a successful COVID-19 Preparedness Plan. We are serious about the safety and health of our MCOM community. We have involved our students, faculty, and staff in this process by communicating with them directly to ensure they are receiving all updated information as well as sharing their present situations. We have developed a feedback system ([mcomsuggestionbox.com](http://mcomsuggestionbox.com)) for students, faculty, and staff to share concerns, thoughts, and ideas. All feedback is discussed with the COVID 19 leadership group to discuss policy, procedure, and process changes. [Coronavirusplan.net](http://Coronavirusplan.net) contains information and background regarding the College's COVID-19 plan. Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), Illinois Department of Health, the Wisconsin Department of Health guidelines, and federal OSHA standards.

This plan includes:

- screening of employees, students, and patients
- employee and student notifications of illness
- hand hygiene, respiratory etiquette, and personal protective equipment
- engineering and administrative controls for social distancing
- food preparation and meals
- cleaning, disinfecting, decontamination and ventilation
- communications and training provided to managers and workers
- administration and supervision necessary to ensure effective implementation of the plan
- communication about the plan

## Screening and policies for employees, students, and patients exhibiting signs and symptoms of COVID-19

Employees, students, and patients must inform a College Campus Director after receiving a COVID-19 diagnosis and are required to quarantine. The Campus Director will document positive diagnosis details. Employees, students, and patients are required to report when they are sick or experiencing symptoms. Employees, students, and patients self-screen using the Mayo Clinic Screening Tool <https://www.mayoclinic.org/covid-19-self-assessment-tool> daily and report any adverse findings of the screening to the campus directors. Please print a copy of the findings and bring them to the Campus Director or clinic supervisor. Those screening positive must follow home isolation, testing, or monitoring symptoms as using CDC guidelines. Employees, students, and patients with symptoms will be tracked and monitored by the campus director. CDC return to work guidelines will be followed as well as clearance from a Campus Director before the employee, student, or patient returns to the campus or clinic. All staff is educated and trained in the utilization of the Mayo Clinic Screening Tool for client and self-screening. MCOM implemented a process for informing employees, students, and patients if they have been exposed to a person with COVID-19 through tracking. Reporting of COVID-19 positive employees and exposures is conducted according to Wisconsin or Illinois Department of Health requirements and coordinated by the campus directors.

MCOM has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees are encouraged to contact the campus directors with any questions concerning sick leave or the need for accommodations. Patients are contacted prior to their clinical appointments regarding COVID-19 signs and symptoms.

### Hand Hygiene

Necessary infection prevention measures are being implemented at our campuses. Employees, students, and patients are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of their shift, prior to any mealtimes, and after using the toilet. All employees and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer is available at entrances and other locations on the campuses and clinics so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. All employees, students, and patients are supplied with hand sanitizer and/or disinfectant soap for use prior to, during, and after patient care. Hand sanitizer will continue to be purchased by the College as required to meet the need of the campuses and staff.

## **Respiratory Etiquette and Personal Protective Equipment**

Employees, patients, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees, faculty, and patients. Instruction and training are provided to all staff via Zoom conferences, as well as posters placed throughout the campuses. Direct caregivers are instructed to wear required personal protective equipment during all patient visits. If there is suspected or confirmed COVID 19 within the campus or clinic; staff wear personal protective equipment as per the PPE protocol. Cloth or surgical masks are worn by employees in the office if social distancing of fewer than six feet cannot be maintained.

## **Social distancing**

- The social distancing of six feet is implemented and maintained between employees, students, and patients, if able, and visitors in the campus through the following engineering and administrative controls:
- Office staff is minimized and provided with resources to work from home
- In-office employees are separated to maximize the distance between employees, signs are posted at the campus to maintain social distancing as well as training through Zoom conferences.
- Visitors are restricted to areas on each campus.
- Face masks are required when interactions of less than six feet apart occur
- Direct care staff is instructed to maintain distancing when temperature screening at the clinic visits

## **Food Preparation and Meals**

Employees, faculty, and students will not share food. Social distancing will be maintained during meal preparation and eating. See the Social distancing section.

## **Cleaning, Disinfection, and Ventilation**

Regular housekeeping practices are being implemented within the campuses. MCOM will clean and disinfect work surfaces, equipment, the work environment, including restrooms, break rooms, classrooms, and clinic areas. Frequent cleaning and disinfecting are conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines. Airborne fogging with disinfectant will be conducted campus-wide at the end of each day.

All disinfecting products used meet the CDC guidelines in the N-list of products for disinfecting COVID 19. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being correctly used and maintained. Steps are also being taken to minimize airflow blowing across people. Air sterilizers are installed in all forced air furnace systems used at the campuses. This provides continuous disinfection of the air within the buildings.

## Communications and Training

The COVID-19 Preparedness Plan's policies, processes, and procedures are communicated through memos, Zoom meetings, and emails to all employees, faculty, students, and patients. Additional communication and training are ongoing through the methods explained above and provided to all employees, faculty, and students who did not receive the initial training.

The College communicates instructions to employees, students, and patients about: visiting campus locations, conducting meetings, in-office communication, personal protective equipment requirements, a social distancing between employees, students, and patients if applicable, required hygiene practices.

Campus Directors and clinical supervisors monitor how effective the program is being implemented by obtaining feedback ([mcomsuggestionbox.com](https://mcomsuggestionbox.com)) from employees, faculty, students, and patients and sharing this with the administration.

This COVID-19 Preparedness Plan has been certified by the MCOM administration and was posted on [coronavirusplan.net](https://coronavirusplan.net). It will be updated as necessary.

Concerns or questions about this COVID-19 Preparedness Plan should be addressed to the MCOM campus directors at 262-554-2010.

Certified by:

William Dunbar, PhD

President

Midwest College of

Oriental Medicine

# Guidance for Developing this COVID-19 Preparedness Plan

MCOM official COVID-19 website is at [www.coronavirusplan.net](http://www.coronavirusplan.net)

## Reference Websites

Wisconsin Department of Health

<https://www.dhs.wisconsin.gov/covid-19/index.htm>

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Illinois Department of Health

<https://www.dph.illinois.gov/>

Center for Disease Control

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

[www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

Occupational Safety and Health Administration

[www.osha.gov](http://www.osha.gov)

## Required Telemedicine Visit

Prior to receiving an in-person acupuncture treatment, all patients (returning or new) must participate in a telemedicine consult. During this consult:

Returning patients will have the case record updated, and an intern will review the initial intake, all required forms, the Continuity of Care Plan, and determine what type and nature of the treatment they will receive during their in-person clinic visit.

New patients will be provided all of the required forms and questionnaires by email and return them to the College prior to the telemedicine consult. During the online consult, an intern will review the patient's case presentation, present condition, arrive at the ZangFu diagnosis, and construct a treatment working with the clinic supervisor and in agreement with the patient. Telemedicine records will be transmitted to the clinic for delivery of the in-person treatment.

## Intern Arrival Procedure

Upon arrival, each intern will present the completed and printed Mayo Clinic Screening Tool results <https://www.mayoclinic.org/covid-19-self-assessment-tool> and have their temperature recorded on a shift log. If the intern indicates they have failed the Mayo Clinic Screening Tool or the temperature is above 99.9F, they will be told seek medical care immediately.

## Intern Room Assignments

All interns will be assigned to one of four treatment areas. Three interns will be assigned to each treatment area. There will be one Phase 1 observer, one Phase 2 qualified acupuncture intern, and one Phase 3 or 4 interns to recommend Chinese herbs or make nutritional recommendations. When a product is selected for a patient, they will receive it when they check out from the supervisor in the clinic office. Interns will not enter the clinic office.

The intern will remain in their assigned treatment area during the clinic shift. When interns need to leave the treatment area, they must inform their supervisor prior to leaving. This procedure is to allow for proper social distancing.

Patients will be immediately escorted to the treatment areas after a temperature check by an intern. When a patient needs to use the restroom, they must be accompanied by an intern.

## Patient Flow

- All patients, both returning and new patients, are required to participate in a telemedicine appointment
- Both the in-person and telemedicine appointments will be scheduled during the initial phone call
- Returning patient records will be scanned into PDF's for intern and supervisor review
- The College will be using jotform.com (HIPAA compliant) to send the required forms to the patient and return to the clinic coordinator
- The clinic supervisor will hold a zoom.us meeting with the intern prior to the live clinic shift. During the meeting, the intake forms will be reviewed, and a draft SOAP note will be created
- The patient will call the clinic when they arrive in the parking lot and wait in the automobile until they are called with permission to enter the building
- All patients must wear a mask during their clinical visit, and at all times within the College building, unless acupuncture points on the face are selected
- Immediately upon entering the building, a remote video-based infrared thermometer will take the patient's temperature and announce whether the patient's temperature is normal or an anomaly
- Patients with normal temperature will be immediately escorted to a treatment room. Patient's with a fever will be advised to seek medical care and will not be treated at the MCOM clinic
- Interns will remain in the treatment area with the patient during the entire visit. If the patient needs to use the restrooms, they will be escorted to and from the bathrooms by an intern
- Interns who need to use the restrooms must request permission to limit the number of persons within the restroom
- When the treatment is completed, an intern will escort the patient back to the waiting room to check out
- All records of treatment will remain in the treatment area until the end of the shift
- After the patient leaves the treatment area, an intern will clean the area and complete the cleaning checklist

## Treatment Room Cleaning Checklist

Pre and post-treatment preparation:

- All interns check face mask for fit
- All interns apply hand sanitizer on their gloves before beginning the Cleaning Room Checklist
- Wipe down all surfaces within the treatment area with the "Super Sans 100" solution
- Apply "Super Sans 100" to the surface of the shifter mop and disinfect the floor of the treatment area
- Apply "Super Sans 100" to the area of the curtain which may be touched by the intern or the patient
- Check for appropriate supplies, ask the supervisor to bring any additional supplies to the treatment area
- All charts will remain in the treatment room until the shift is over
- Supervisors will review the charts within the treatment room and collect the charts for storage
- Interns will place their mask in paper bags for virus deactivation (see deactivation procedure)
- A supervisor will fog the clinic using the cold fogging device with Super Sans 100 disinfectant when the shift has ended

## Mask Viral Deactivation Procedure

Wisconsin Department of Health provided guidance that the virus can be deactivated by placing the used mask in a small paper bag and waiting five days before reuse. MCOM will require students to place their masks into a UV-C sterilization chamber for 15 minutes prior to placing the mask in a paper bag and marking the bag with the date of reuse. The mask will remain in the bag locked in a student locker for 14 days to deactivate Hepatitis and COVID-19.