

## CHIPS Return to Work Plan

- CHIPS will adhere to UTHSC Campus Protocols for guidance on social distancing and the use of Personal Protective Equipment (PPE) for all staff, faculty, or participants within the facilities.
- Throughout the four stages of the Return to Work Plan, any CHIPS staff who can work effectively from a distance (remotely) should continue to do so. Staff self-identifying or living with someone who identifies as high risk, according to CDC definition, should continue to work remotely.
- CHIPS will return to normal operations in a phased approach guided by the Stages listed below

### **Stage 1: Before re-entering CHIPS:**

*Stage 1 occurs during the City of Memphis “Safer at Home” ordinance. During this phase, any in-person activity must be approved by the Executive Vice Chancellor.*

1. Activity in CHIPS is limited to simulations for front line workers directly related to COVID 19 and requires approval from the Executive Vice Chancellor.
2. Masks, gloves, hand sanitizer, liquid hand soap and surface disinfectants should be available for CHIPS staff, including SPs, and learners.
3. Establish protocol for disinfecting high traffic-high touch areas - this includes tables, doorknobs, lightswitches, countertops, refrigerators, handles, desks, phones, keyboards, toilets, faucets, and sinks.
4. Establish protocol for disinfecting equipment and space between activities
5. Establish protocol for event scheduling.
6. Establish room occupancy criteria for all rooms in CHIPS.
7. Establish flow of traffic through CHIPS.
8. Establish criteria for what sim activities remain remote and what needs to be in person.
9. Meet with lead faculty/facilitators regarding new criteria and protocols.
  - a. Establish a shared understanding that all could change based on circumstances.
10. Create standard email message for facilitators, students, and SPs.

### **Stage 2: Limited Operations**

*Limited operations will occur before the City of Memphis moves into Phase 3 of the Back to Business plan. Activities within CHIPS will be limited based on immediate curricular requirement.*

1. Reconfigure spaces, work and sim, to physically distance persons 6 feet apart..
2. PPE for simulations should be provided by the college or department.
3. All CHIPS access is limited to CHIPS Staff. Additional plans and preparation is required for learners to physically access CHIPS facilities.
4. Sufficient time and scheduling will be applied to allow disinfection of rooms and equipment between sessions. This will require increased time to deliver simulation with additional rounds and/or days expected.
5. When a virtual or remote option exists for a simulation that will meet all learning

objectives, then the virtual/remote option will be utilized.

6. Standardized patients (SPs) will be available remotely (via Zoom). SP activities requiring physical interaction and/or physical exam will remain suspended until at least CHIPS Return to Work Stage 4.
7. No didactic lessons or gathering of large groups will occur in this phase in the CHIPS facility.
8. Faculty, staff, and students should abide by the Guidelines for Distanced Simulation in CHIPS. See Appendix A.
9. Physically distance as feasible to the learning activity / encounter, maintaining 6 feet as the guideline.
10. Maximum occupancy for each room will be posted. See Appendix B.
11. No one comes to work or participates in simulation with the following symptoms:
  - a. Fever 100.4F or over
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Muscle pain
  - g. Headache
  - h. Sore throat
  - i. New loss of taste or smell
12. Event rosters will be stored in the event they are needed for contact tracing.
13. There will be no equipment loans for personal diagnostic tools.

### **Stage 3: CHIPS Staff Re-entry**

*Re-entry begins after the City of Memphis moves into Phase 3 of the Back to Business plan and all CHIPS front-line staff have been vaccinated for COVID-19.*

1. Reconfigure additional spaces, work and sim, to physically distance employees 6 feet.
2. Mark corridors, elevators, stairwells for one way flow of traffic.
3. Claim computer equipment (Surface Pros, etc.) that have been loaned out.
4. Perform system upgrades and updates.
5. Recommission audio-visual system.
6. Remove shared items from use (pens, etc.)

### **Stage 4: Increased Operations**

*CHIPS will increase operations beginning two weeks after staff re-entry for all Procedural and Manikin Events. SP Events remain in a limited operation following the listed protocols.*

1. PPE for simulations should be provided by the college or department until Campus protocols state otherwise.
2. Social distancing will be observed in accordance to Campus protocol for all events.
3. Disinfecting of all equipment and manikins will continue.
4. When a virtual or remote option exists for a simulation that will meet all learning

objectives, then the virtual/remote option will be advocated.

5. Standardized patients (SPs) availability is as follows:
  - a. On-premise encounters must receive approval from CHIPS Leadership
  - b. Remote encounters (via Zoom) will be utilized if all objectives can be met virtually.
  - c. HEENT and Invasive/Sensitive exams are prohibited at this time
6. Faculty, staff, and students should abide by the Guidelines for Distanced Simulation in CHIPS. See Appendix A.
7. Physically distance as feasible to the learning activity / encounter.
8. Maximum occupancy for each room will be posted. See Appendix B.
9. No one comes to work or participates in simulation with the following symptoms:
  - a. Fever 100.4F or over
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Muscle pain
  - g. Headache
  - h. Sore throat
  - i. New loss of taste or smell
10. Sufficient time and scheduling will be applied to allow disinfection of rooms and equipment between sessions. This will require increased time to deliver simulation with additional rounds and/or days expected.
11. Arrival times will be staggered to prevent large groups from entering at the same time.
12. Minimal use of paper, clip boards, etc.

### **Stage 5: Return to Normal Operations**

*This stage signals the end of all social distancing and mask mandates required by the City of Memphis and the University of Tennessee Health Science Center.*

### **CHIPS Staff Return to Work Plan**

*CHIPS Staff will continue to work from a distance until Phase Three of the Return to Work plan.*

1. CHIPS staff should follow social distancing and mask protocols at all times.
2. During Phase 2, only those scheduled to support program operations and events should be in the building.
3. During Phase 3, staff will re-enter CHIPS to ensure preparation for a return to increased operations.
4. During Phase 4, all staff will retain the ability to work from a distance, with approval from their direct report, when their duties do not require on-premise work.

*Appendix A*

**Guidelines for Distanced Simulation Based Education in CHIPS**

- PPE:
  - Properly worn masks are required while in CHIPS.
  - Face shields (or goggles) should be worn when participants are within 6 feet of each other
- HAND HYGIENE:
  - Participants should wash hands frequently for 20 seconds.
  - Hand sanitizer stations are located through the building.
- SOCIAL DISTANCING:
  - Access to CHIPS is through GEB entrances on all three floors.
  - Avoid use of elevators when possible. The North stairwell (by GEB entrance) is designated for walking up and the South stairwell is designated for walking down.
  - Floor signs will indicate a one way flow of traffic on each floor.
  - Simulation events will be set up to ensure learners are able to maintain a 6 foot distance from others.
  - Comply with posted occupancy limitations for all rooms, including restrooms.
  - Avoid sharing desks, computers, phones, headsets or other personal objects.
  - Report to assigned room on arrival; no congregating in corridors or lobbies.
- PERSONAL BELONGINGS:
  - No personal belongings (e.g., backpacks, purses, etc) should be brought into CHIPS.
  - CHIPS lockers will not be accessible. Please use lockers in GEB to store personal belongings before entering CHIPS.
- CLEANING:
  - Equipment, including task trainers and manikins, should be disinfected by participants before leaving.
  - Commonly touched surfaces in the simulation space should be disinfected by participants before leaving.
  - 20-30 minutes will be required between rounds to ensure proper disinfection.
- OTHER:
  - Didactic components should be delivered remotely, not in CHIPS.

*Appendix B*

**Capacity Guideline for Distancing in CHIPS**

Control Room, Small (117) Capacity = 1

Control Rooms, Large (204, 211, 218, 232, 341) Capacity = 4

Debrief Rooms (115, 202, 207, 209, 212, 230, 234, 339) Capacity = 6

Exam Rooms, Small (1-10 and 15-25) Capacity = 3

Exam Rooms, Large (11-14) Capacity = 4

Home Environment (119) Capacity = 3

Multipurpose Classrooms, Large (102, 208, 304) Capacity = 20

Multipurpose Classroom, Small (307) Capacity = 12

Observation Room (343) Capacity = 15

Patient Rooms, Small (203, 210, 213, 216, 222) Capacity = 4

Patient Rooms, Large (206, 231, 233) Capacity = 8

Pharmacy (303) Capacity = 6

Skills Labs (105, 111) Capacity = 20

SP Prep (342) Capacity = 9