

San Juan Bautista School of Medicine's institutional policies and procedures - COVID 19**Introduction**

This policy responds to San Juan Bautista School of Medicine's (SJBSM) commitment towards ensuring a learning and working environment of the highest quality and safety, that protects the health and safety of students, faculty and staff. In doing so, SJBSM will implement and oversee that the institution complies with the guidance provided by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC) to prevent exposure and dissemination of coronavirus and COVID-19.

Once the COVID-19 pandemic was made known, SJBSM used diverse methods to educate the community regarding the development, spread and prevention of coronavirus and COVID-19 as recommended by the CDC. As of March 16, 2020, SJBSM instated a complete shutdown of the institution's facilities. Remote administrative functions were authorized; all academic programs went to online learning, and face to face clinical experiences were substituted with virtual experiences.

In preparing for a long-term management of coronavirus and COVID-19, the following guidelines have been developed.

General Control and Prevention Guidelines:**General Guidance for All Workers and Employers**

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.

- Stay home if sick.
- Recognize personal risk factors.

OSHA and the U.S. Department of Health and Human Services (HHS) provides joint guidance for all employers on preparing workplaces for COVID-19.

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

Prior to returning to normal operations SJBSM will clean and disinfect all areas in accordance with OSHA and CDC recommendations. In doing so, staff will identify:

- Low exposure areas – daily standard cleaning procedures (soap and water, and disinfection)
- High exposure areas – two to three applications of standard cleaning procedures (tables and desks, doors and locks, light receptacles, telephones, keyboards, toilets and sinks / sinks, etc.)
- Non-porous materials - (glass, metal, plastic) standard cleaning procedures depending on type of exposure using indicated disinfectants

Access/Entrance to Main Medical School Building

- The San Juan Bautista School of Medicine (SJBSM) will restrict access to the main building through the main lobby area. No other entrances may be used. All other entrances will be used as exits only.
- Before entering our School, all visitors, students and staff ages 2 and older will be required to wear a clean mask or a cloth covering that meets the following CDC guidelines:
 1. Fits snugly but comfortably against the side of the face
 2. Is secured with ties or ear loops
 3. Includes multiple layers of fabric
 4. Allows for breathing without restriction
 5. If the mask is made of cloth must ensure that it can be laundered and dried without damage or change in shape and security features.
- Everyone entering the School of Medicine will be evaluated with a no-touch thermometer scanner. If a reading of 100.0°F/37.7°C or higher is obtained, entrance will

not be allowed to the building and will be referred for evaluation with their primary care physician.

- The school will keep a log of anyone going through the entrance/clearance process.
- All persons entering SJBSM facilities will be required to disinfect their hands prior to entering. Disinfectant will be provided by SJBSM.
- If any employee or student is evaluated by their primary care physician and COVID testing is performed and positive the employee, staff or student involved must follow the guidance of their doctor in regards to public health/safety measures including isolation, reporting, contact tracing. Must receive clearance of their PMD prior to returning to school property or other academic activities.
- If the school receives notification of an employee, faculty, student or visitor with a positive test or diagnosis for COVID-19 the school will notify all area personnel, students, faculty or visitors that may have been in contact with the affected individual, the area will be closed and disinfected. Persons identified as being in contact with the affected individual will need to remain in quarantine at home for 14 days.

Social distancing

- Social distancing practices will be followed in all instances.
- Online and/or distance learning will be authorized and used in all academic activities that allow it.
- Each department will evaluate their areas to determine which activities can continue remotely.
- Any activities on School property including, but not limited to, meetings, seminars, conferences, lectures and classes must be limited in the number of participants to ensure appropriate distancing measures. (maximum number of allowed participants will depend on activity and location)
- For meetings or other activities in which greater participation is necessary, that does not permit appropriate distance measure to be met, they should be completed in an online format or postponed.

- Social distance in common areas including but not limited to amphitheater, classrooms, library, study rooms, student center, and laboratories will be established and monitored by identifying and limiting seating space to ensure appropriate distance.

Travel Restrictions

Due to the spread of the Coronavirus (Covid-19), the SJBSM will not sponsor or authorize international travel for faculty, staff and students. Faculty, staff and students must notify the school upon return of any travel (within US or international) to establish self-quarantine protocols according to CDC and Puerto Rico Health Department instructions.

Administration

The following services will continue, following the institutional guidelines expressed above;

- Mail service/fax service
- Printing Services
- IT Services
- Library Services

Associate Deanship of Students

The following services will continue uninterrupted:

- Admission
- Students Services
- Registrar

- Official excuses for Postponing Academic Responsibilities will follow established guidelines by the associate deanship of student affairs.

Medical School Curriculum

Teaching remotely

The Institutional Technology personal will assist students, faculty and staff to offer guidance on how to continue providing academic instruction and activities without gathering students face-to-face

Jorge Torres jorgeltr@ sanjuanbautista.edu

Francisco Velazquez fvelazquez@sanjuanbautista.edu

When participating in remote activities, students, faculty and staff will be required to

- Keep in Touch by Phone
- Meet regularly with students, staff, faculty, administration remotely
- Ensure online meetings stay secure from unauthorized access

Medicine Program

Biomedical Sciences

- All instruction will be done remotely using recorded lectures, livestream conferences, virtual meeting software, case- and problem-based learning, small group learning experiences, among other teaching methods
- Course coordinators will select which platform will be used for lectures and course activities among CANVAS, Zoom, Go-to-Meeting, Go-to-Webinar, Webex, Meet, Teams. Students will be informed before activity and a link for access will be provided.
- Students will have free access to online resources like Rx Bricks, BATES' visual guide to physical examination, LWW Health Library and Firecracker.
- Anatomy Laboratory sessions were substituted by virtual lab sessions using Acland's Video Atlas of Human Anatomy.
- Introduction to Clinical Skills and Clinical Diagnosis workshop/formative sessions will be done virtually using Meet platform.
- Preceptorship hours will be substituted with assigned Aquifer cases.
- Examination will occur using virtual proctoring by Zoom. Each group will be divided by 3 proctors. Each proctor will be assigned by a maximum of 25 students. Exams could be accessed using the NBME browser or CANVAS platform.
- OSCE and CCE will be performed using virtual patient software and/or Virtual Telemedicine encounters with Standardized patients.

Clinical Sciences

- The NBME allows for remote Shelf examinations
- Arrangements were made for students to complete all requisites remotely
- All face to face learning experiences are canceled
- For those students that need remediation, it will be provided remotely
- Clinical Skills: following the AAMC recommendations to avoid student/patient contact. All in person activities in the Clinical Skills Center will be postponed until further notice. In lieu of these activities we will use different teaching and assessment methods which may include virtual standardized patient encounters, telemedicine encounters, virtual patient software, instructional videos, among others.

Clinical Activities: In this environment, AAMC guidance for medical schools regarding medical students' participation in direct patient contact activities continues to be based on public health considerations, PPE needs, and COVID-19 testing availability. This guidance includes two sections:

- SECTION I. This section provides guidance for medical schools in locales with significant, active current or anticipated COVID-19 community spread and/or limited availability of PPE and/or limited availability of COVID-19 testing. We acknowledge that this currently includes nearly every AAMC-member medical school. This guidance is unchanged from the previous guidance of March 30, except for the addition of new details pertaining to students' health care insurance coverage, PPE, and COVID-19 testing at the end of SECTION I in bold font.
- SECTION II. In planning ahead, we anticipate that timing will vary considerably across medical schools regarding when there will no longer be significant, active current or anticipated COVID-19 community spread AND when both PPE and COVID-19 testing become readily available locally. For planning purposes, Section II provides new considerations for medical schools pertaining to the participation of medical students in direct patient contact activities as part of their required clerkships or other required clinical experiences in the MD-degree program core curriculum.

We strongly suggest that medical students not be involved in any direct patient care activities

REF- April 14, 2020 Guidance on Medical Students' Participation in Direct Patient Contact Activities

PPE Guidelines for students

In an effort to preserve PPE for the most pressing needs, effective immediately, students may no longer be involved in any patient care scenario that involves donning PPE, they should also avoid participating in patient care or encounters that require PPE.

Nursing Program

The San Juan Bautista Nursing Program transitioned all presential classes to distance learning through various platforms including CANVAS. The Nursing Program will follow institutional policies and local public health agencies' recommendations.

Nursing curriculum

SJBSM Nursing Program developed a contingency plan for clinical practice. This plan includes the expanded use of simulation and virtual reality in keeping with best practices and guidelines from the state board of nursing and the accreditation agency CCNE; and the use of online resources for teaching clinical care.

Exams will be given by CANVAS and proctored using ZOOM.

Master in Public Health Program

The MPH program developed a contingency plan to transition all academic activities to the online format.

Master in Public Health Program Curriculum

Distance Learning Activities (COVID-19):

- Faculty and students access available in the Canvas platform.
- Syllabus, academic materials, exams, homeworks, grades section available in the platform (syllabus, modules, and grades sections)
- The MPH Program has a schedule for the distance learning activities (broadcasting of classes)
- IT personnel available for the technical assistance
- Zoom, Go-to-Webinar, Go-to-Meeting, Google Meet tools for the distance learning activities
- Recorded conferences will be uploaded to Canvas
- The academic activities will continue according the course syllabus

Field Work Phase II (MPH 9506)

The Field Work Phase II (MPH 9506) is a required component for all students in the Master of Public Health (MPH) Program at the San Juan Bautista School of Medicine. It is designed to provide MPH students with practical experience in a public health setting that allows them to apply the skills and knowledge acquired during their didactic courses. Work in groups under supervision for the execution of the research project based on the written proposal plan completed during the Work Field Phase I course (MPH 9406). Students will conduct the methodology plan as presented on their written research plans. During this component the following research activities will be conducted: data collection, data entry, and data analysis. Collect data on fields using research instruments according to the research topic selected by the group. According to the COVID-19 emergency, online and telephone tools are recommended to collect data. Analyze secondary data (if required) according to the research topic selected by the group.

Research

SJBSM will expand research activities in our labs. The following practices will be observed:

- Lab and other meetings will continue to be held via video conferencing.
- In the labs, personnel will wear face masks at all times.
- Lab personnel will not congregate in any setting, including meeting rooms, shared spaces and corridors.
- Social distance practices will be observed at all times.
- **Limits on laboratory personnel numbers.** No more than one person per 250 - 300 sq ft of lab space will be allowed in a lab at any one time.

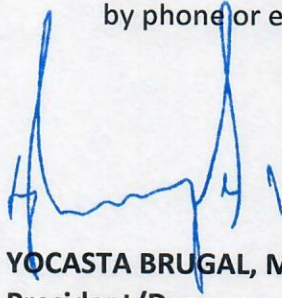
Core Lab - maximum 2 person at same time

Cell Culture Room - only 1 person and it will count in the Core Lab too

Microbiology Lab - maximum 3 persons at same time

Research Labs Anexos (3) - only 1 person in each lab

- All lab users need to schedule the time that will be in the lab through the app LagAgenda to avoid waiting time of other users.
- Clean surfaces often and/or as prescribed by lab operating guidelines.
 - At a minimum, do this when you arrive and leave your work area.
- Visitations to other labs are discouraged and where possible, business will be conducted by phone or emails.



YOCASTA BRUGAL, MD
President/Dean

Approved: May 28, 2020