MedStar Washington Hospital Center
Medical Imaging School
COVID-19 Reopening Plan
July 2020
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A. Important Contacts & Timeframes

1. Identification of a COVID-19 coordinator/campus team.

**MWHC COVID-19 Team and MedStar Health System Learner Re-entry Work Group**

- Vice President: Emily Briton Emily.M.Briton@MedStar.net
- Director Infection Prevention: Pam Farrare-Wilmore Pam.Farrare-Wilmore@MedStar.net
- Director of Occupational Health: Anaya White Anaya.S.White@MedStar.net
- Director of Radiology Education: Shirley Douglass Shirley.M.Douglass@MedStar.net
- Radiology Education Coordinator: Morris B Hernandez Morris.B.Hernandez@MedStar.net

2. Contact information and procedures for engaging DC Health and HELC.

The Medical Imaging School representative or appropriate representative from the MedStar team will contact DC HELC and DC Health about COVID-related issues involving the Medical Imaging School. Per MedStar Health Student Re-entry Policy and Process, MedStar Occupational Health will notify academic affairs and the individual supervisor in the routine reporting of all students placed in quarantine or testing for COVID-19.

3. Provide a timeline for reopening.

The Medical Imaging School re-opened on June 15, 2020 to full operation. Currently, the Senior class are in Summer Clinical Internships. Classes will not begin until August 31, 2020.

B. Support Safety of Employees and Students

1. Daily Health Screening
   a. Describe a process to screen students/faculty/staff entering the building or when returning to campus.

   The process will involve staff and students self-monitoring at home. In addition, student temperatures will be obtained when they arrive in the building and it will be documented by school staff in the student temperature logbook. Hospital associates are instructed to self-monitor daily.

   b. Describe a process to isolate and/or quarantine students/faculty/staff if they develop symptoms during the day.

   If a student/staff member develops symptoms during the day, they will need to immediately refer to Occupational Health for further guidance.

2. Encourage Health Practices
   a. Describe a policy to ensure adequate supplies of soap, paper towels, hand sanitizer and tissue in support of healthy hygiene practices.

   MedStar Washington Hospital Center’s environmental services (EVS) department conducts daily rounds to ensure we have adequate hand hygiene supplies. If the school runs out, we call the EVS department to replenish. The Program Director also keeps hospital approved disinfectants and cough courtesy supplies readily available as well.
b. Describe plans to offer COVID-19 prevention education/training of students/faculty/staff on proper hygiene strategies (e.g., handwashing, staying home if ill, etc.).

All staff and students are trained annually on Hand Hygiene Practices and Donning and Doffing of PPE through SITEL Modules created by MedStar Health. Students are advised in huddles, emails and orientation on policies about hand hygiene and staying home if ill.

c. Describe a process to identify sources of contamination for potential outbreaks of COVID-19 through contact tracing.

Contact Tracing is conducted through the Occupational Health and Infection Control and Prevention department when cases are reported. Contact Tracing is conducted as applicable when defined exposure criteria are met per guidance from the Centers for Disease Control guidance and MedStar Health Policy.

d. Describe a process to communicate with students/faculty/staff of potential outbreaks of COVID-19 and procedures to be deployed in mitigating adverse health impacts.

Due to HIPAA, MedStar Health does not release information such as COVID-19 test results to anyone other than the associate or student. Students and staff will be advised if there is a potential exposure of COVID-19. Occupational Health will interview the associate or student to determine if contact tracing is applicable based on the prolonged contact and absence of other barriers, e.g. PPE. The classroom and offices will be cleaned, and the student will be dismissed for the day per DC HELC guidance.

3. High-Risk Individuals Describe considerations for high-risk and vulnerable individuals (e.g., 65 years or older, underlying health conditions):

a. Describe a policy to support those at higher risk for severe illness to mitigate their exposure risk (e.g., telework, modified job duties, virtual learning opportunities).

MedStar Health allows individuals who are pregnant or immunocompromised to request to be exempt from caring for COVID patients. If any student who qualifies for an exemption wishes to be exempt, School must proactively notify MedStar Health designee listed in the COVID-19 Pandemic Amendment to Memorandum of Understanding, and the reason for it. MedStar considers other requests for accommodation on a case by case basis. MedStar has the right to decline any student rotation if the educational purpose of the rotation cannot be reasonably fulfilled because of the exemption or accommodation needs of the student. Students would be limited to exposure to known positive or active PUI patients.

b. Describe sick leave and absenteeism policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

The School’s policy on COVID-19: In the event a student becomes ill it must be documented through MedStar Washington Hospital Center’s Occupational Health Department. Students will be required to make up any course work missed. Classes may be completed virtually if approved through DC HELC and JRCERT. They will not be required to make up in-person class time.
The Hospital’s policy on COVID-19: In the event an associate becomes ill, they must contact Occupational Health where a screening tool will be administered to determine the necessity for testing. Depending on the MedStar Occupational Health Testing Protocol, associate may be returned to work or may be excluded from work if test results are positive.

c. Describe policies for return to class/work after COVID-19 illness.

The policy on returning to class/work for students and staff includes contacting Occupational Health per MedStar Health and MedStar Washington Hospital Center’s return to work policy. The student/staff must be cleared by occupational health prior to returning to work.

d. Describe considerations for students returning from domestic or international travel (e.g., COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

Associate Policy: Any associate/physician returning from travel outside of Maryland and the Washington, DC area may return to work if they do not have symptoms of COVID-19. Associates/physicians should continually self-monitor for symptoms of COVID-19 and continue to wear the recommended personal protective equipment.

**Personal Travel Guidance:**

**Domestic Travel.** Due to the ongoing transmission of COVID-19 throughout the United States, MedStar health encourages domestic travelers to exercise continued vigilance and minimize risk by adhering to safety precautions, such as frequent hand hygiene, wearing face masks, avoiding interaction with those without source control masking, and practicing physical distancing.

**International Travel.** MedStar Health discourages all nonessential, personal international travel at this time, given the possibility of sudden changes in commercial airline and border accessibility amid the ongoing global pandemic. We will continue to monitor information from both the CDC and the State Department, and update this guidance, as appropriate.

4. Social and Mental Health

a. Describe plans to promote anti-stigma behavior from person exposed to COVID-19.

MedStar Health provides resources to promote anti-stigma behavior by providing these resources and educating staff to treat others with respect. Leadership will model behavior that is inclusive and respectful.

b. Describe plans to support students with mental health services.

MedStar Washington Hospital Center provides students access to the Employee Assistance Program and other resources to support the students with mental health services.

The following resources are available:

Employee Assistance Program: Available 24/7 (866) 765-3277

Care for the Caregiver team (866)-MSH-WELL or c4c@MedStar.net or mwhccareforthecaregiver@MedStar.net

Wellness rounding can be requested at wellnessrounds@MedStar.net
C. Implement Controls to Limit Contact

1. Non-Medical Face Coverings (Masks)
   a. Describe plans on how the institution intends to teach/reinforce use of face coverings among students, faculty and staff.

      Significant educational resources are provided through multiple channels for all students, faculty and staff on the use of PPE. Job aides are also available and utilized. Faculty and staff have been educated on appropriate donning and doffing of PPE. Students are expected to view the Donning/Doffing of PPE video. As part of being a high reliability organization (HRO), if anyone is seen at MedStar Washington Hospital Center without a face covering or incorrectly wearing the face covering, they are re-educated.

   b. Describe a policy for faculty use of cloth face coverings (e.g., face covering should be worn in times when at least 6 feet physical distancing cannot be maintained. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear).

      MedStar Policy is that a face covering must always be worn except when in a private office when alone or when eating or drinking. Cloth coverings may be worn in the classroom and non-clinical areas such as workstations, lounges, lobby areas, hallways and the cafeteria. Procedural face masks must be worn in patient care areas and adjacent spaces. Masks are not required when working alone in a private office, or in a personal administrative workspace when greater than 6 feet away from others. If mask must be removed to eat or drink, health care professional should remain > 6 feet away from others. MedStar provides procedural masks to faculty and staff; the program will provide the students with a new procedural face mask before each shift. The same procedural mask may be worn for multiple days if not wet or soiled.

   c. Describe other considerations such as speaking loudly, singing, etc., that may require additional distance.

      Instructors will need to be > 6 feet away from students when lecturing to the class.

   d. Describe a policy for when students should wear cloth face coverings (e.g., in times when at least 6 feet of physical distance cannot be maintained).

      See C1b above which applies to students as well as faculty.

   e. Describe a policy for use of face coverings based on relevant business-sector guidance in facilities operated by the institution (e.g., fitness center, dining/break rooms, lounges, student services, office spaces, laboratories, etc.).

      In addition to the above guidelines for students, associates and faculty, all visitors and patients (as clinically feasible) at MedStar Washington Hospital Center are to wear a face covering.
Students, associates and faculty should also follow universal eye protection when providing patient care and as applicable.

f. Describe plans to accommodate exceptions for those with medical contraindications to face coverings.

MedStar Health allows individuals who are pregnant or immunocompromised to request to be exempt from caring for COVID patients. If any student who qualifies for an exemption wishes to be exempt, School must proactively notify MedStar Health designee (listed below) of the request, and the reason for it. MedStar considers other requests for accommodation on a case-by-case basis.

g. Describe how the institution will respond if a student, faculty or staff member does not have the required face mask/coverings. For more information about non-medical face coverings or face masks, please refer to the guidance “Guidance about Masks and Other Face Coverings for the General Public” on coronavirus.dc.gov.

The School would provide the student or staff with an appropriate face covering and eye protection (as indicated).

2. Social/Physical Distancing
   a. Describe strategies to allow physical distancing in classrooms/learning environments (e.g., occupancy, staggered schedules, classroom layouts, workspace distancing, etc.).

   Classroom space would be modified for 1 person per table 6 feet apart facing in one direction. In the event the classroom could not accommodate a larger class size a larger space would be obtained for classes. If a larger space is not available, the school will use an approved virtual technology to conduct class. Signs are posted in the classroom to remind students of 6 feet physical distancing.

   b. Describe strategies to allow social distancing outside the classroom (e.g., limiting visitors, changes to dining services, extracurricular activities, etc.).

   There will be no extracurricular activities that would involve large gatherings. There are no visitors permitted on campus at this time.

   c. Describe plans to restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls/break rooms, hallways, offices, etc. to ensure physical distancing. Occupancy must be consistent with any active DC Health guidance.

   Students will space out in breakrooms and will have other areas on campus where they can take breaks. Lunch breaks on clinical days will be staggered. There are signs posted in breakrooms to remind students of social distancing.

   d. Describe a policy to limit size of gatherings and/or strict physical distancing to be in place during gatherings, consistent with DC Health guidance

   There will be no gatherings at this time and will continue to follow DC Health guidance on this.
e. Describe strategies for food/dining services to optimize physical distancing. Plans regarding dining services should consider requirements for face coverings, policies to encourage people to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection of physical facilities, and health screenings for staff, limit the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and implementing take out/delivery options.

Students and staff are permitted to bring their own lunch items and may not share with others. MedStar Washington Hospital Center has two dining establishments. The students may choose to purchase food from either of the two. The staff at both establishments follow CDC guidelines. Self-serve and buffet style food has been eliminated.

D. Potential Exposures and Positive COVID-19 Cases All institutions should have a plan for when a student/faculty/staff member becomes sick or exposed to COVID-19.

1. Describe the institution’s exclusion criteria for:
   a. A student, faculty or staff member that has a temperature of 100.4 degrees or higher or any other symptoms;
      The student will be referred to Occupational Health for assessment and guidance.
   b. A student, faculty or staff member, or any close contact, is confirmed to have COVID-19; or
      The student/staff will be referred to Occupational Health for assessment and guidance.
   c. A student, faculty or staff member awaiting COVID-19 test results.
      The student/staff will follow policies set by MedStar Health. They will need to self-quarantine until they are cleared by Occupational Health to return.

2. Describe the institution’s dismissal criteria in the event students/faculty/staff develops a fever or other signs of illness.
   The student/faculty/staff will be referred to Occupational Health for assessment and guidance.

E. Cleaning and Disinfecting All institutions should regularly clean, disinfect and sanitize surfaces, and materials per CDC guidance on cleaning and disinfecting.

1. Describe cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.

   The School spaces are cleaned daily by the Environmental Services Department. If a COVID-19 positive student is identified, the program director or coordinator will close off the areas and request a deep cleaning to be conducted.
2. Describe provisions for hand sanitizer/handwashing stations.
   The Medical Imaging School has three hand sanitizing stations. There are also two hand sanitizing stations in the hallway. There are six bathrooms near the medical imaging school as well with functioning soap dispensers and sinks.

3. Describe plans to ensure adequate supplies to minimize sharing to the extent possible (e.g., dedicated student supplies, lab equipment, computers, etc.) and plans to sanitize shared objects and equipment.
   Students will utilize their own school supplies. Lab supplies (i.e., the positioning skeleton) will be wiped down before and after each use.

4. Describe plans to ensure that custodial staff has adequate Personal Protective Equipment also ensuring that appropriate EPA approved cleaning products are used.
   The custodial staff is required to wear appropriate PPE by hospital policy and utilizes hospital-grade disinfectants to clean all areas of the hospital.

F. Building Considerations Institutions that are reopening after a prolonged shutdown should ensure all ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use as follows:

1. Instructional and another Facilities
   a. Describe plans to ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible, (e.g., by opening windows and doors) if doing so does not pose a safety or health risk (such as risk of falling, triggering asthma symptoms) to students using the facility.

   Hospital ventilation systems are maintained by the engineering department at MedStar Washington Hospital Center. The Engineering department is notified immediately if there are issues with the ventilation systems. The MedStar Washington Hospital Center engineering department is available 24 hours/day.

   b. Describe plans to flush water systems to clear out stagnant water and replace it with fresh water. This will remove any metals (e.g., lead) that may have leached into the water and minimize the risk of Legionnaires’ disease and other diseases associated with water. Steps for this process can be found on the CDC website.

   MedStar Washington Hospital Center has a multidisciplinary water management team who provides oversight of the water management program. The program is designated to identify risk and determine the necessary control measures to reduce the risk associated with legionellae in the building water systems.
2. Housing Describe requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live-in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. Institutions may want to consider requiring training and document such training of certain staff.

   The program does not offer housing to our students or staff.

G. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance The institution should have a plan to manage a school/campus outbreak or a resurgence of COVID-19 outbreak.

1. Describe the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

   The school will follow DC Health and DC HELC guidance for campus dismissals and shutdowns.

2. Describe the plans to reduce campus/facility activity in the event of a return to significant community transmissions of COVID-19 or in alignment with public health guidance.

   In the event of a resurgence the school will limit the days the students will be on campus or use virtual class technology if approved by DC HELC. We would activate our contingency plan and notify the appropriate organizations.

3. Describe a policy for notifying relevant parties about plans for dismissals/shutdowns.

   The program will notify students, staff, accrediting and licensure bodies via email and post on school website of dismissal or shutdown.

H. Communication Strategy Institutions are to have communication protocols in place.

1. Describe the institution’s plan to communicate with DC Health for reporting of positive cases. Institutions should be able to quickly provide lists of people at any in person activities.

   MedStar Health Occupational Health Department will contact DC Health to report positive cases. COVID positive associates are reported electronically by MedStar Health to the DC Health.

2. Describe the institution’s plans to protect the privacy of individuals and alert their students and staff to a COVID-19 case.

   Due to HIPAA, MedStar Health does not release information such as COVID-19 test results to anyone other than the associate or student. Students and staff will be advised if there is a potential exposure of COVID-19. Occupational Health will interview the associate or student to determine if contact tracing is applicable based on the prolonged contact and absence of other
barriers, e.g. PPE. The classroom and offices will be cleaned, and the student will be dismissed for the day per DC HELC guidance.

3. Describe the institution’s process to comply with DC Health directives to ensure that at a minimum:
   a. Due to HIPAA, MedStar Health does not release information such as COVID-19 test results to anyone other than the associate or student. Students and staff will be advised if there is a potential exposure of COVID-19. Occupational Health will interview the associate or student to determine if contact tracing is applicable based on the prolonged contact and absence of other barriers, e.g. PPE. The classroom and offices will be cleaned, and the student will be dismissed for the day per DC HELC guidance.

   Occupational Health will notify the student/faculty/staff and follow hospital policy for return to work.

   b. Due to HIPAA, MedStar Health does not release information such as COVID-19 test results to anyone other than the associate or student. Students and staff will be advised if there is a potential exposure of COVID-19. Occupational Health will interview the associate or student to determine if contact tracing is applicable based on the prolonged contact and absence of other barriers, e.g. PPE. The classroom and offices will be cleaned, and the student will be dismissed for the day per DC HELC guidance.

I. Academic Affairs

1. Describe the institution’s plans to offer internships, clinical, field placements and hands-on experiences.

   The program will offer internships in the clinical environments that allow student rotations. If a student is in a clinical area with COVID positive patients those students will be provided with the appropriate PPE. The minimum number of students will have contact with COVID-19 Patients.

2. Describe the institution’s process to ensure safe student access to academic services (e.g. library, career services, academic advising, etc.)

   The students will have safe access to the library. The Library has 6 feet physical distancing measures in place. Students will still be able to have 1 on 1 academic advising with 6 feet physical distancing.