Purpose

Establish guidelines to effectively and safely reconfigure NYSIM’s operations for COVID19 environment

Goals:

• Adhere to all state/local and institutional policies
• Effectively balance program needs, NYSIM’s resources with staff, faculty & learner safety
• Ensure fiscal responsibility in operations
NYSIM COVID19 TIMELINE

March 16<sup>th</sup>-March 27<sup>th</sup>: COVID19 surge begins. All staff initiate working remotely.

March 30<sup>th</sup> to Present: NYSIM is open 4-5 days per week w. scaled operations. 6-7 staff rotating onsite.
1. ACLS, BLS & PALS
2. NRP
3. Internal Medicine Residency RRT Simulations
4. Junior Physician Orientation

June 22, 2020: NYSIM further scales operations with enhanced safety precautions for staff, faculty, & learners.
# Personal Protective Equipment

## Face Masks

Faculty, Learners & Staff must wear a face mask (surgical) at all time and ensure that nose and mouth is covered. Learners & faculty will be asked to bring in surgical face masks when coming to NYSIM.

- Masks can be worn indefinitely, but should be replaced when soiled.
- If learners or faculty do not have a face mask or are wearing a cloth mask when entering NYSIM, NYSIM will provide.
- Masks are stored in the reception key closet.
- NYSIM staff should monitor guests and each other for proper face mask use.
- Mask storage (paper bags)—keep at your desk w/ name on it
- Sneeze into your face mask in public areas; replace

## Face Shields

Face shields will be worn in accordance with the NYULH Infection Prevention and Control COVID19 Policy. This policy is constantly being updated and will be shared.

- At this time, face shields are not required in non-clinical areas.
- Face shields are available for NYSIM staff, but not required.
- Recommended for OA’s.
- They should be re-used and after each shift, disinfected using sani-wipes and stored in paper bag w/ name.
- Face shields location TBD
- Programs need to supply their own face shields.

## Other PPE (Gowns, N94, Gloves)

NYSIM will honor faculty requests for additional PPE as necessary. NYSIM may not be able to procure Other PPE. Other PPE must be provided by the educational programs.

- Gloves are available for staff and learners, but not required.
- Gloves are available in all SIM rooms, lobby and classrooms.
- Additional gloves are stored in North 1 and reception key closet.
Wear your mask properly

**DO:** Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it’s snug around your face, without gaps.

**DON'T:**
- Wear the mask below your nose
- Leave your chin exposed
- Wear the mask so it covers just the tip of your nose
- Push your mask under your chin to rest on your neck
- Wear your mask loosely with gaps on the sides

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### Putting on Your Mask
- Wash your hands with soap and water for at least 20 seconds before and after putting on a mask.
- Make sure the exterior (usually yellow or blue) side of the mask is facing out, away from your face.
- Place the mask on your face with the blue side facing out and the stiff, bendable edge at the top by your nose.
- Put one loop around each ear.
- Pinch the bendable top edge of the mask around the bridge of your nose.
- Make sure the mask covers your nose and mouth so that the bottom edge is under your chin.

### Removing Your Mask
- Wash your hands before removing the mask.
- Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
- Untie or remove the ear loops and remove the mask by the straps.
- Store the mask in a paper bag.
- Wash your hands.
Face Shield Safe Use Guide

There is a critical national shortage of face shields. Conservation is essential.

Special Face Shield Conservation Measures

- REUSE THE FACE SHIELD unless it is damaged/broken
- May keep in a bag between uses
- May use for multiple days!
- Face shield is worn over an N95 respirator or a surgical/face mask (see below)
- Disinfect Face Shield between each use - see below
  - Wear for more than 1 patient
  - Wear at team huddles
  - Wear at nurses’ station, hallways
  - Wear in supply room, med room...
  - Wear patient room to patient room
  - Wear continuously (over N95) - no time limit
  - May remove and put on again carefully
  - Use for multiple days, until no longer functional

I NEED a face shield

- When providing care to a patient on Contact + Airborne + Eye Protection Precautions
- When caring for a patient on Contact + Droplet + Eye Protection Precautions if not wearing a surgical/face mask with a built-in eye shield
- Whenever you anticipate a splash to the eyes, nose, and mouth when wearing a surgical/face mask that does not have a built-in eye shield
- When performing intubation, device reprocessing or the point of care, when wearing a surgical/face mask that does not have a built-in eye shield
- When caring for a patient who is suspected or known to have viral hemorhagic fever (used in combination with additional PPE)
- When performing other activities or other duties, as directed by department policy or leadership

I DO NOT need a face shield

- When a patient is on Contact Precautions
- Just to “Be Safe”

Face Shield Disinfection Steps

1. Remove personal protective equipment correctly and put the face shield on a nearby surface.
2. Perform hand hygiene
3. Put on new gloves, and use a disinfecting wipe to clean all surfaces of the face shield except the foam that touches the forehead and the strap around the back of the head as well as the surface where the face shield was first put down, and allow to air dry (see wipes label for dry time)
4. Remove gloves and perform hand hygiene
5. Store your face shield in a bag with your name until needed again

Contact Infection Prevention & Control with questions
Manhattan: 212-263-5454 • Brooklyn: 718-630-8546 • Winthrop: 516-663-2717

rev. 03/30/2020
# Return to Campus: Staff

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<tbody>
<tr>
<td><strong>1.</strong></td>
<td><strong>Initial Testing</strong></td>
<td>All staff must be tested for SARS-C0V-2 virus 10-21 days prior to initial return using the PCR assay test provided by NYULH. If one cannot get this test employee must escalate to supervisor. This documentation is in My Chart.</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td><strong>Ongoing Testing</strong></td>
<td>Staff will follow guidelines on re-testing issued by NYLH (none at this time)</td>
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<td><strong>3.</strong></td>
<td><strong>Symptom Review &amp; Self-Monitoring</strong></td>
<td>Monitor and document Covid-19 symptoms using the NYULH MyChart Application “Daily Symptom Check” 1.5 hours before their scheduled onsite shift. Individuals who fail to comply are subject to counseling and potential disciplinary action. Follow HR process for exposure or positive COVID. (report/10 day quarantine) KT/JC check self-reporting data daily.</td>
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<tr>
<td><strong>4.</strong></td>
<td><strong>On-site Symptom Review</strong></td>
<td>As staff enter Bellevue Hospital, they will participate in a mandatory temperature check issued by H&amp;H staff.</td>
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<tr>
<td><strong>5.</strong></td>
<td><strong>Staff with Symptoms</strong></td>
<td>If any staff demonstrate symptoms at any time, this must be escalated to the immediate supervisor for resolution on a timely basis and HR process followed.</td>
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## Return to Campus: Faculty

<table>
<thead>
<tr>
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<th>Intakes/Reintakes</th>
<th>All programs will require an intake and/or re-intake</th>
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<tbody>
<tr>
<td>2.</td>
<td>Remote</td>
<td>All programs will have the option to go telesimulation/ZOSCE or cancel</td>
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<td>3.</td>
<td>Faculty Instructions</td>
<td>All faculty will be given information about what instructions to give learners about coming to NYSIM</td>
</tr>
<tr>
<td>4.</td>
<td>Program Changes</td>
<td>Program changes will be discussed in the intake/re-intake with regards to the following areas: special distance, PPE, program food/drink; times/dates; staffing; space; equipment</td>
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# NYULH Cleaning Protocols

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<tr>
<td>1.</td>
<td><strong>Housekeeping</strong></td>
<td>Housekeeping is following CDC Guidelines for routine cleaning and disinfecting before, during, after programs and program turnover. (Focus on high touch areas including, surfaces, doorknobs, elevator buttons). All individuals will be required to contribute by cleaning their own workstations and spaces. Program staff will also be asked to support cleaning between programs/learner groups. Cleaning supplies will be provided by NYSIM. F/T cleaning staff (pantry cleaned nightly/terminal cleaning not required)</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Hand Sanitizer</strong></td>
<td>Will be provided by NYSIM. Small dispenser available.</td>
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<tr>
<td>3.</td>
<td><strong>Hand Hygiene</strong></td>
<td>NYSIM will adhere to strict hand hygiene protocols. NYSIM is well equipped with soap and sinks. All staff and guests will wash/sanitize hands upon arrival and will be encouraged to wash hands frequently.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Elevator &amp; Stairwells</strong></td>
<td>Bellevue services all Elevators &amp; Stairwells</td>
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## Tours & Vendors

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<tr>
<td>1.</td>
<td>Non-NYULH learners and Vendors</td>
<td>NYSIM requests that all vendors adhere to the vendor screening policy issued by NYULH. Vendors who are contracted with NYULH will complete the “Daily Symptom Check” and Bellevue temperature check. Non-NYULH guests (vendors, CUNY faculty/learners, etc.) will participate in the Bellevue temperature check. Book maintenance vendors outside of business hours or when facility is near empty.</td>
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<tr>
<td>2.</td>
<td>Tours</td>
<td>All Tours on hold until future notice. Website has a virtual tour.</td>
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# Staffing

## Goals

- Continue supporting flexible work from home options
- Minimal staffing required to achieve operational and programmatic success
- Evaluate individual circumstances and aim to reduce risk for everyone

- 1 Director/AD onsite during business hours
- Reduction in staffing levels/target 50%
- Rotate staff onsite/work from home
- Consider extending shifts 12 hrs/adjusting schedule (reduce use of public transportation)
- Schedule on-call/back up staff
- Cross-train staff
Wellness Resources

Goals

- Prioritize the mental health and well-being of team members

- Provide staff guidelines on how to access mental health/well-being resources through NYULH
- Supervisors regularly check in with team members
- Team members encouraged to bring questions/concerns to supervisors
- Participate in wellbeing hour, when possible
## Space

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<th><strong>Programs</strong></th>
<th>SOA’s set up/break down room; avoid staying in the SIM room during programs</th>
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</table>
| **Workstations** | Only 2 SOA’s in SIM Admin office  
Extra workstations: East Admin Office; Admin desks (KT, Soma, Emery, Maria, SP SOA desks)  
All staff are responsible for disinfecting workstation equipment before/after shift  
All non-essential items cleared from desks  
Restrict use of shared spaces/items |
| **Relaxation/Breakrooms** | Admin CR, Joanne and Grace’s office and East CR B are designated break rooms  
Staff can remove masks/must disinfect workstation before/after use |
| **Pantry** | Admin pantry remains open  
Staff encouraged to bring food from home  
Everyone should limit time in this space and clean up after use |
| **Meetings** | Face to face meetings of any size are strongly discouraged; continue virtual meetings until further notice |
### Space

| Center Status                                      | • Re-open all wings  
|                                                 | • Move NCC back to West CR B and N5  
|                                                 | • No lobby access  
|                                                 | • Restrict access to wings/rooms not in use  
| Bathrooms                                        | • West remains unlocked/doors open w. barrier  
| Kiosks                                          | • Re-activate kiosks, effective 6.22  
|                                                 | • [Cleaning protocol TBD](#)  
| Reception                                        | • Tables remain in front of reception desk  
|                                                 | • No plexi-glass partition required  
| Elevators                                        | • Staff recommended to take C elevators.  
|                                                 | • Maintain social distancing, when possible. Wait for next elevators.  
|                                                 | • Wear a mask.  
|                                                 | • Look for signage in elevators instructing when/how to stand.  

Everyone is required to wear a face mask, and maintain social distance of 6 feet from others.

Wear your face mask at all times in this facility.

Clean your hands often with soap and water or alcohol-based hand sanitizer.

Do not touch your face.

Everyone is required to wear a face mask while inside the elevator cab.

This area is closed.
Thank you for your cooperation.
**Intakes**

**Goals**
- Standardize intakes with the aim to increase efficiency
- Conduct re-intakes to assess for safety and adjust programs accordingly

- Pre-screen by Katie for June/July programs
- Return to original intake process (6.8)
- Donna, Joanne or Katie on intakes to evaluate safety measures
- No restrictions on vendors; non NYULH learners

**INTAKE SAFETY ASSESSMENT**
- Can the program be virtual?
- ≤ participants (learners and faculty) in a room at the same time (if > 10, consider: splitting into smaller groups/booking more space; extending program duration/rotate learners; divide into 2 days)
- TBD (space/room capacity-currently 10)
- No didactics (offsite or virtual)
- No food or catering (negotiable for daylong programs)

Expectations for all guests:
- Wear a surgical mask at all times (NYSIM provide, if needed)
- Temperature screen in Bellevue Lobby
- Handwash/sanitize upon entering NYSIM
- No waiting/congregating in the lobby/Learners are moved directly to rooms
Next Steps

NYSIM expansion date (6.22)
☐ Staff testing & education
☐ Communications plan (website, NYSIM newsletter, signage, intakes, staff updates via email and weekly team meetings)
☐ Evaluate financial impact (cost of supplies/aim to use resources at our disposal)
☐ Finalize June 22-July 2 staffing (Target 6.12)
☐ ICE SOP (Target: 6.12)
☐ Establish a plan in the event a “quick close” is required (2nd wave/not enough staff to support due to spread of illness)

We will remain agile and will continually evaluate and modify our approach to respond to the changing landscape.