

UNIVERSITY *of* WASHINGTON

SCHOOL OF NURSING

# **NURSING SIMULATION CENTER**

## **Return to Simulation Center Plan July 2020**



# Introduction

The UW School of Nursing Simulation Center (UWNSC) is dedicated to supporting students' safe return to campus for essential hands-on learning. Our utmost priority is the safety of faculty, students, and staff and we have implemented strategies to maintain safe physical distancing and allow for proper sanitation between students/sessions while taking into consideration the unique learning needs of the programs we support. The following document outlines the protocols, policies, procedures, and guidelines that must be followed to maintain a safe learning environment within the UWNSC. These guidelines are in alignment with the, the UW School of Nursing Return to Work plan, [Safe Start Washington guidelines](#), and community best practices in simulation center operations, higher education, and public health.

These Guidelines address the 6 required elements as established by the [University of Washington COVID-19 Prevention Plan for the Workplace](#), plus additional Simulation Center- specific considerations and responsibilities of faculty, students, and UWNSC staff. Visitors, guests, and vendors must have permission from the UWNSC Director or Assistant Director to enter the Simulation Center and are expected to follow all signs and instructions provided, including for safe distancing and PPE and provide information requested for recording of name, date, time, and contact information for [contact tracing log](#).

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## Simulation Center Contact Information

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## PROCEDURES FOR SICK PERSONNEL, SYMPTOM MONITORING, REPORTING AND RESPONSE

*All faculty, students, and staff must complete the appropriate self-screenings prior to coming to the UWNSC in order to prevent those who are high risk, sick, or have been exposed to COVID-19 from attending activities in the UWNSC. Students must show proof of screening before entering the UWNSC.*

Role	Responsibilities
Faculty	<ul style="list-style-type: none"> <li>• If you are sick, stay home.</li> <li>• Complete UW daily symptom attestation before coming to campus.</li> <li>• Follow <a href="#">University guidelines</a> if you are sick or have had close contact with someone who is suspected or confirmed COVID-19.</li> <li>• Ensure students complete the screening tool before attending class.</li> <li>• Inform UWNSC staff of any expected student absences.</li> <li>• Arrange for alternative learning for students who cannot come to campus.</li> <li>• Log attendance and locations accessed using the <a href="#">QR code</a> or <a href="#">link to the contact tracing log</a>.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Review and complete the <a href="#">UW Back to School Checklist</a>.  <b>NOTE:</b> <ul style="list-style-type: none"> <li>○ If you have not been on campus this summer, you must quarantine for 14 days before coming back to campus.</li> <li>○ You will need to get a COVID-19 test before leaving your home, within 72 hours of coming to campus.</li> <li>○ For more information, see the <a href="#">UW Back to School Checklist</a>.</li> </ul> </li> <li>• If you are sick, stay home.</li> <li>• Complete Apple/CDC <a href="#">symptom screening tool</a> &lt; 24 hours before class.</li> <li>• Inform faculty if you must stay home.</li> <li>• If you feel sick while in class- GO HOME.</li> <li>• Follow <a href="#">University guidelines</a> if you are sick or have had close contact with someone who is suspected or confirmed COVID-19.</li> <li>• Log attendance and locations accessed using the <a href="#">QR code</a> or <a href="#">link to the contact tracing log</a>.</li> </ul>
UWNSC Staff	<ul style="list-style-type: none"> <li>• If you are sick, stay home.</li> <li>• Complete UW daily symptom attestation before coming to campus.</li> <li>• Notify Director or Assistant Director if you must stay home.</li> <li>• Follow <a href="#">University guidelines</a> if you are sick or have had close contact with someone who is suspected or confirmed COVID-19.</li> <li>• Log attendance and locations accessed using the <a href="#">QR code</a> or <a href="#">link to the contact tracing log</a>.</li> </ul>

## MAINTAIN SOCIAL AND PHYSICAL DISTANCING

*Social distancing is maintaining a distance of at least 6 feet between individuals. The UWNSC is a total of 7,500 square feet, however that space is divided into many rooms, which vary in size, access, and layout. As a result there are reduced room occupancy limits for each space in the UWNSC in order to reduce contact between groups, and entry and exit may be modified to reduce cross-traffic, however **emergency egress shall be as normal per the Simulation Center Evacuation Plan.***

*Social distancing will be enforced as much as possible for students, faculty and staff, with the exception of skills that cannot be performed without close contact. The goal is to minimize contact in these situations and limit the encounter to no more than 15 minutes.*

***In order to maintain flow of traffic and minimize excess contact, the Simulation Center Maximum Capacity is 20.***

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Class sessions may be scheduled more often, with smaller numbers of students, require more faculty support and must include a clean-up/reset/decontamination time between groups of students.</li><li>• When possible, students should be assigned one skills station and complete all skills at that location and should not rotate between skills stations. If rotation is absolutely necessary (for example, not enough trainers for all students), focus on the most critical aspects of the skill, limit the need to rotate and allow time between students for cleaning (15-30 minutes).</li><li>• Minimize the number of skills that require close contact (less than 6ft distance) and limit them to no more than 15 minutes in length.</li><li>• Keep students in the same lab groups for all classes.</li><li>• Class size cannot exceed room occupancy limits.</li><li>• Schedule time between groups of students for disinfecting of shared surfaces, trainers and equipment (15-30 minutes).</li><li>• Groups greater than 12 must have staggered start times to allow for pre-entry check-in, donning of PPE and hand sanitizing.</li></ul>
Students	<ul style="list-style-type: none"><li>• Do not gather in groups inside or outside the lab.</li><li>• Maintain social distancing in the T Wing or wait outdoors until your class starts.</li><li>• Follow all posted room occupancy limits and markings on floors/furniture.</li><li>• Store personal items in a locker or other location, bring only your essential personal items (wallet, phone, etc) to class.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Follow room occupancy limits.</li><li>• Use office space in shifts.</li><li>• Maintain space markings and oversee traffic control.</li></ul>

# SIMULATION CENTER OCCUPANCY LIMITS

SIMULATION CENTER MAXIMUM OCCUPANCY: 20

Space	Occupancy	Comments
T627 MAIN ENTRY T627A LOUNGE	9	<ul style="list-style-type: none"> <li>➤ 1 person at reception desk</li> <li>➤ 2 Individual work desks on each side of room</li> <li>➤ 1 person at center work desk</li> <li>➤ 2 seated on each end of bench</li> <li>➤ 1 seated in chair in front entry seating area</li> </ul>
HALLS (T627P, T627B AND T651)	1-2	<ul style="list-style-type: none"> <li>➤ No lingering or loitering in hallways, masks at all times, pass others carefully and quickly</li> </ul>
T653 OUTPATIENT SKILLS LAB	10	<ul style="list-style-type: none"> <li>➤ Exam tables must be 6 feet apart and 6 feet between end of exam table and center of room seating area</li> <li>➤ Max 3 stations on each side of room</li> <li>➤ 2 instructors may be in front of room</li> <li>➤ 2 stations on table in middle of room</li> <li>➤ May use door to T661 (when classroom is not in use) for one way traffic or to reduce bottlenecks at main lab entrance</li> </ul>
T621 INPATIENT SKILLS LAB	10	<ul style="list-style-type: none"> <li>➤ Beds must be 6 feet apart and 6 feet between end of bed and center of room seating area</li> <li>➤ Max 3 stations on each side of room</li> <li>➤ 2 instructors may be in front of room</li> <li>➤ 2 stations on table in middle of room</li> <li>➤ May use side door for one way traffic or to reduce bottlenecks at main lab entrance</li> </ul>
T651 A-D EXAM ROOMS	1	<ul style="list-style-type: none"> <li>➤ 1 person per exam room. May use remote viewing capability</li> </ul>
T627T OFFICE	1	<ul style="list-style-type: none"> <li>➤ Use this space in shifts, always wipe down after use</li> </ul>
T627S TA OFFICE	3	<ul style="list-style-type: none"> <li>➤ This is a narrow room with only one entry, therefore limit time in the office with others</li> </ul>
T643 FLEX ROOM	3	<ul style="list-style-type: none"> <li>➤ 1 person at bedside</li> <li>➤ 2 people in kitchen area 6 feet apart</li> </ul>
T627R FLEX ROOM CONTROL BOOTH	1	<ul style="list-style-type: none"> <li>➤ Use this space in shifts, always wipe down after use</li> </ul>
T629 AND T 623 SIM ROOM 1 & 2	3 per room	<ul style="list-style-type: none"> <li>➤ 1 person at bedside,</li> <li>➤ 2 people 6 feet away from each other and 1 person at bed</li> </ul>
T627C-D DEBRIEF ROOMS	3	<ul style="list-style-type: none"> <li>➤ Keep door open for ventilation, arrange desks to allow greatest distances</li> </ul>
T627L/K SIM CONTROL ROOMS	1 per room	<ul style="list-style-type: none"> <li>➤ Door must be kept closed between rooms during use and T627K must be vacant when exiting from T627L</li> </ul>
T627E MED ROOM	1	<ul style="list-style-type: none"> <li>➤ Wipe all surfaces after contact</li> </ul>
T619 STORAGE	3-4	<ul style="list-style-type: none"> <li>➤ Maintain 6 feet distance from others when working</li> </ul>
T661 CLASSROOM	10	<ul style="list-style-type: none"> <li>➤ Space out at least 6 feet apart. Wipe down desks after use.</li> </ul>

## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ALTERNATIVE STRATEGIES

Wear a [mask](#) at all time when in the Simulation Center. Additional PPE use will be based on the types of activity, contact level and individual risk factors and exposure risk.

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Wear a mask at all times in the Simulation Center.</li><li>• Ensure students are provided with and correctly use proper PPE.</li><li>• When submitting scheduling requests, provide the total number of students and types of activity (low, more or highest risk) to ensure adequate supplies are available.</li><li>• Reduce close contact skills and activities and prioritize lab time for essential skills.</li><li>• For high risk individuals and in situations of prolonged exposure to student groups, additional PPE is recommended.</li></ul>
Students	<ul style="list-style-type: none"><li>• Wear a mask at all times in the Simulation Center.</li><li>• Wear a well-fitting cloth mask or the mask given to you at check in.</li><li>• Follow proper donning and doffing of PPE techniques.</li><li>• Wear proper PPE at all times when engaging in learning activities.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Wear a mask at all times in the Simulation Center.</li><li>• Wear mask, gown, gloves, and face shield for cleaning areas after student use.</li><li>• Maintain inventory of on hand PPE.</li><li>• Track classes that are providing their own PPE and those that need lab to provide.</li><li>• Ensure adequate PPE is available for a class, if not notify the Assistant Director as class may need to be rescheduled and additional supplies ordered.</li></ul>

## UWNSC PPE REQUIREMENTS BY ACTIVITY TYPE

Activity Type	Examples	PPE Required
<a href="#"><u>CDC Risk levels for Institutions of Higher Education</u></a> <b>More Risk</b> Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects Hybrid virtual and in-person class structures Staggered/rotated scheduling to accommodate smaller class sizes	<b>Skills stations that are able to maintain a social distance of 6 feet.</b> <b>Skill demo on model or manikin with instructor and other students at least 6 feet away.</b>	✓ Surgical style mask ✓ Gloves as needed ✓ Optional: Gown, face shield
<b>Highest Risk</b> Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.	<b>Close contact, hands on skill practice between students.</b> <b>Assessment or procedure demo on another student.</b> <b>Hands-on skill that requires less than 6 feet distance to perform with other student or instructor.</b>	✓ Mask ✓ Gown ✓ Gloves ✓ Eye protection or face shield ➤ Limit close contact to 15 minutes
<b>Airborne Contact</b> Potential exposure to airborne particles.	<b>Aerosolizing procedures such as using a nebulizer.</b>	✓ N95 mask ✓ Gown ✓ Gloves ✓ Eye protection or face shield

## PRACTICE GOOD HYGIENE

*All faculty, students, and staff are reminded to practice good hygiene to reduce the risk of spreading COVID-19 (and many other ailments). There is hand sanitizer available throughout the UWNSC and 6 sinks available for hand washing. EVERYONE is encouraged to sanitize or wash their hands often, after eating, sneezing, using the restroom and avoid touching your eyes, nose or mouth.*

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Always sanitize hands before entering the Simulation Center.</li><li>• Wash or sanitize your hands frequently!</li><li>• Notify Simulation Center staff if you run out of hand sanitizer or soap.</li></ul>
Students	<ul style="list-style-type: none"><li>• Always sanitize hands before entering the Simulation Center.</li><li>• Wash or sanitize your hands frequently!</li><li>• Notify Simulation Center staff if you run out of hand sanitizer or soap.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Always sanitize hands before entering the Simulation Center.</li><li>• Wash or sanitize your hands frequently!</li><li>• Routinely check hand sanitizer and soap dispenser to ensure they are refilled as needed.</li></ul>

## CLEAN AND DISINFECT SURFACES

*Campus custodial services do not maintain regular cleaning of the UWNSC spaces so it is everyone's responsibility to clean shared surfaces after individual use. Lab staff will clean learning spaces and equipment in between class sessions. In order to facilitate easy cleaning, beds will not have sheets on them unless necessary for the skill. Curtains between beds must be tied back at all times to reduce contact.*

*Disinfecting wipes, cleaning sprays and paper towels are available throughout the Simulation Center and should be used on all shared surfaces after use.*

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Assist students and staff with cleaning surfaces and equipment between users.</li><li>• Remember to schedule extra time in your class sessions for cleaning.</li></ul>
Students	<ul style="list-style-type: none"><li>• Wipe down all surfaces after using your skills station.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Clean learning spaces and equipment before and after class sessions.</li><li>• Maintain a regular schedule of cleaning of equipment and rooms.</li><li>• Wipe down common areas and shared work stations in Simulation Center regularly.</li><li>• Wipe down your work station area before going home and in between users.</li><li>• Schedule cleaning by custodial services as needed.</li><li>• Maintain documentation of the SDS for cleaning supplies.</li></ul>



## COMMUNICATION AND TRAINING

*UW requires all staff to complete training before coming to campus. Please respect all occupancy limit signs, informational posters, floor tape and other visual cues which are installed in the lab to communicate social distancing requirements.*

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Complete <a href="#">UW required training</a> before returning to campus.</li><li>• Record student attendance and location information using the <a href="#">UW Simulation Center Student Contact Tracing Form</a>.</li></ul>
Students	<ul style="list-style-type: none"><li>• Complete any assigned training before returning to campus.</li><li>• Communicate with course lead with concerns about exposure, personal risk or need for accommodation.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Complete <a href="#">UW required training</a> before returning to campus.</li><li>• Complete additional UWNSC training as required: cleaning supply safety, how to clean equipment, general sim lab cleaning and safety training.</li><li>• Notify Director or Assistant Director with concerns regarding exposure, personal risk, or need for accommodation.</li></ul>

## SIMULATION CENTER SPECIFIC CONSIDERATIONS

*Our utmost priority is the safety of faculty, students, and staff and we have implemented strategies to maintain safe physical distancing and allow for proper sanitation between students. This will add additional time to each of your sessions and reduce Simulation Center availability.*

Role	Responsibilities
Faculty	<ul style="list-style-type: none"><li>• Include additional time for class sessions to maintain safe physical distancing and allow for proper sanitation between students.</li><li>• Plan to use the UWNSC for essential skills that are required to assess student's readiness to progress or meet graduation requirements, cannot be achieved in any other setting, or require utilizing a manikin, task trainer or other simulation equipment to demonstrate competency.</li><li>• There will be no paper sign-in sheets provided for class attendance by the UWNSC. Students, faculty, staff and visitors will use the contact tracing log app.</li><li>• In the event of exposure and cleaning is required, your class may be cancelled/rescheduled and UWNSC staff will notify you as soon as possible.</li></ul>
Students	<ul style="list-style-type: none"><li>• No food or drink except for closed water bottles (exceptions will be made for medical reasons/accommodation- please keep in closed container and consume outside of the Simulation Center). Bring only essential personal items to class. Do not bring backpacks, pens, paper, etc to class.</li></ul>
UWNSC Staff	<ul style="list-style-type: none"><li>• Document visits/workdays and locations accessed on-site in the <a href="#">Sim Lab Activity log</a>.</li><li>• Maintain log of users (students, staff and faculty and locations accessed) for 4 weeks.</li></ul>

**COVID-19 Site Supervisor**

- ☐ A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.
- ☐ The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.
- ☐ The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.
- ☐ The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.
- ☐ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.

**Personnel (Faculty, Staff, Student Employees)**

- ☐ Follow all elements of the site-specific COVID-19 Prevention Plan, including completing daily symptom attestation when reporting to work on site.
- ☐ Practice social distancing both at your worksite and in other University areas.
- ☐ Wear a face covering when required.
- ☐ Use PPE, as appropriate or required by the unit or work-site.
- ☐ Follow instructions for the use, maintenance and disposal of PPE.
- ☐ Follow unit's procedure for using sick time or requesting to telework if you are not feeling well.
- ☐ Report COVID-19 symptoms and positive test results to the [Employee Health Center](#).
- ☐ Report close contact with a person with COVID-19 to the [Employee Health Center](#).
- ☐ Report safety concerns to a supervisor or directly to EH&S.

**Visitors** (vendors, guests, students, faculty, staff who are not part of this particular site/work area)

- ☐ Follow signs and instructions provided, including for safe distancing and PPE.
- ☐ Provide information requested for logging of work-site personnel and visitors.



## SCAN ME

Please scan the QR code with your phone's camera to open the link

OR

Go to: <https://forms.gle/naWN61rBnzJevktL6>

Please remember to fill out the form each day you are in the lab. Thank you.

-Sim Center Team

## [FOLLOW THESE LINKS FOR MORE INFORMATION](#)

[CDC CONSIDERATIONS FOR INSTITUTIONS OF HIGHER EDUCATION](#)

[UNIVERSITY OF WASHINGTON COVID-19 PREVENTION PLAN FOR THE WORKPLACE](#)

[UNIVERSITY OF WASHINGTON BACK TO SCHOOL CHECKLIST FOR STUDENTS](#)

[UNIVERSITY OF WASHINGTON COVID-19 PREVENTION IN LEARNING SPACES](#)

[UNIVERSITY OF WASHINGTON SOCIAL DISTANCING IN LABORATORIES AND CONTINUITY GUIDANCE](#)

[UNIVERSITY OF WASHINGTON FACILITIES BUILDING READINESS GUIDELINES](#)

[WASHINGTON STATE CORONAVIRUS RESPONSE WHAT YOU NEED TO KNOW: SAFE START GUIDELINES](#)

[WASHINGTON STATE GOVERNOR'S OFFICE CAMPUS REOPENING GUIDE](#)

[WASHINGTON STATE GOVERNOR'S OFFICE PROCLAMATION BY THE GOVERNOR: 20-12.1 HIGHER EDUCATION – FALL 2020](#)

[UNIVERSITY OF WASHINGTON ENVIRONMENTAL HEALTH AND SAFETY: GUIDANCE ON FACEMASK USE FOR PREVENTING THE SPREAD OF COVID-19](#)

[UNIVERSITY OF WASHINGTON COVID-19 FACE COVERING POLICY](#)

[WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES DIVISION OF OCCUPATIONAL SAFETY AND HEALTH COVID-19 PREVENTION AT WORK: WHEN TO USE FACE COVERINGS AND RESPIRATORS](#)

[COVID-19 CRISIS, SAFE REOPENING OF SIMULATION CENTRES AND THE NEW NORMAL: FOOD FOR THOUGHT. By: Ingrassia, P.L., Capogna, G., Diaz-Navarro, C. \*et al.\*](#)