

Welcome Back Letter for SWC Medical Office Professions Students

Welcome Back MedOp Students!

As you know, the COVID-19 pandemic caused us to suspend all in-person teaching as of March 13, 2020. I am happy to tell you that starting August 24, 2020 we will begin holding in-person labs. A formal process for entering the campus, classroom, and exiting the campus has been developed that you must follow. The process steps and guidelines are listed below.

1. First, please visit the CDC website and familiarize yourself with the current CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>.

Student arrival:

2. All students will meet at HECNC following appropriate parking, social distancing and processing procedures, and arrive no more than 15 minutes prior to the class start time.
3. All students will park on the second level of the parking garage and maintain at least one empty parking space between each parked car.
4. Students will be wearing facemasks from the time they leave their car until the time they return to their car.
5. Students will enter through the south gate only (right outside the parking garage).
6. The sidewalk will be marked according to the six feet social distancing rule.
7. A staff member in full PPE will greet the students and perform the check-in process before students may enter.

Check-in process- students will:

8. Use the hand sanitizer provided.
9. Check-in staff will complete the health questionnaire by asking students questions and recording answers for each class meeting.
 - a. First and Last Name
 - b. Have you traveled outside of the US in the past two weeks?
 - c. Is there anyone in your household that is currently sick, has or had a fever in the last 72 hours?
 - d. Do you have a fever/chills, cough, shortness of breath, headache, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - e. Have you been diagnosed with COVID-19, if so, when?
10. Temperature check completed after questionnaire on each student using no-touch thermometer.
 - a. If temperature is 38°C (100.4°F) or higher, a retake will be allowed.
11. Any 'yes' answers to the health questionnaire or presence of fever, the student shall be isolated to their private vehicle immediately and directed to their personal health care provider for further direction and health screening.
12. All documentation will be kept according to HIPAA regulations

Process for entering the lab classroom:

13. The allied health laboratory technician will ensure that the labs/equipment/common surface areas will be cleaned and decontaminated pre and post instruction including, but not limited to, all instructional equipment and surfaces.
14. When students are cleared to enter the campus, they will line up outside the lab classroom on their specific marked spaces at least six feet apart.

15. Students will enter the lab one-at-a-time in the order of their bench assignment to limit any student walking past another.
16. Each student will have their own lab bench and all required supplies will be set up by the lab technician prior to start of class.
17. A minimum of six feet distance will remain between students, staff, and faculty during class, when using the restroom, and on breaks.
18. When class is complete, students will wash their hands and use sanitizer before leaving the classroom in the opposite order they entered and maintain six feet of distance from each other to their cars.

All students, faculty, and staff will:

19. Wear a mask, gloves, safety goggles or face shield, impermeable, disposable lab coat down to the knees or lower during laboratory classes.

In addition to following the process, it is expected that you wear your required PPE during check-in, class, and returning to your car (mask). To minimize any potential exposure, please limit what you bring into the lab classroom. This includes backpacks, purses, binders, etc. If you carry a purse, it must fit in your assigned cubbie.

This protocol and its accompanying documents are attached to this email for your reference. Please sign the attached waiver, scan, and email to Dr. Osuna, Martha Martinez-Tribolet, and Cc me by Wednesday, August 26, 2020. If you have questions or need clarification please let me know. I am looking forward to having you back in the lab!



**COVID-19 Risk Waiver for
Southwestern College Medical Office Professions (MedOp) Students**

Students in healthcare careers are at high risk of exposure to the virus that causes COVID-19. In order to continue with the MedOp program training, students are required to read and sign the following statement of understanding.

I agree to follow the CDC's guidelines, which have been sent to me via my SWC email address, to limit my exposure to or transmission of COVID-19 virus by the following methods:

- Following proper hand-washing technique before and after all contact with all persons and associated equipment. Use an alcohol-based hand sanitizer when handwashing is not readily available.
- Follow proper use of PPE including masks, gloves, and eye protection for all person/student/instructor contacts.
- Report any COVID-19 exposure to SWC faculty immediately.
- Maintain six feet distancing from all persons at all times.

I accept the risks associated with being in public and potential exposure to COVID-19. I understand that, due to the Coronavirus that causes COVID-19, I have the option to suspend my participation in my current MedOp program at Southwestern College until a later time (to be determined) without a negative effect on my grade or course completion.

Print name: _____

Date: _____

Signature: _____

Lead Faculty Name: _____

SWC Medical Assistant Program Clinic/Lab Classroom Protocol

As you know, the COVID-19 pandemic caused us to suspend all in-person teaching as of March 13, 2020. I am happy to tell you that starting August 24, 2020 we will begin holding in-person clinic/lab classes. A formal process for entering the campus was developed and you must follow the procedure as stated.

The process steps and guidelines are listed below:

1. Please visit the CDC website and familiarized yourself with the current CDC guidelines: <https://www.cdc.gov/coronavirus/2019-communication/guidance-list.html?Sort=Date3%A%3Adesc>.

Student Arrival:

2. All students will meet at HECNC following appropriate parking, social distancing, and processing procedures. You must arrive ten minutes prior to the start of class so the check-in procedure is completed by the class start time.
3. All students will park on the second level of the parking garage and maintain at least one empty parking space between each parked car when possible.
4. Students will be wearing facemasks from the time they leave their car until the time they return to their car.
5. Students will enter the south gate only (right outside the parking garage).
6. The sidewalk will be marked according to the six feet social distance rule.
7. A staff member in full PPE will greet the students at the gate and perform the check-in process before students may enter.

Check-in process: students will:

8. Use the hand sanitizer provided.
9. Check-in staff will complete the health questionnaire by asking students questions and recording answers for each class meeting.
 - a. First and last name
 - b. Have you traveled outside the US in the past two weeks?

- c. Is there anyone in your household that is currently sick, has or had a fever in the last 72 hours?
- d. Do you have a fever/chills, cough, shortness of breath, headache, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
- e. Have you been diagnosed with COVID-19, if so, when?

10. Temperature check, completed after questionnaire on each student using no-touch thermometer.

- a. If temperature is 38°C (100.4°F) or higher, one retake is allowed.

11. Any “yes” answers to the health questionnaire or presence of fever (38°C or 100.4°F or higher), the student shall be isolated to their private vehicle immediately and directed to their personal health care provider for further direction and health screening.

12. All documentation will be kept according to HIPAA regulations.

Process for entering the clinic/lab classroom:

13. The Medical Assistant student will ensure the lab’s/clinic’s equipment/devices and common surface areas will be cleaned and decontaminated pre and post instruction including, but not limited to, all instructional equipment and surfaces.

14. When students are clear to enter the campus, they will line up outside the clinic/lab classroom on their specific marked spaces at least six feet apart.

15. Students will enter the clinic one at a time in the order of their seat assignment to limit any student walking past another.

16. Each student will have their own clinic/lab seat and all required supplies will be set up prior the start of the class.

17. A minimum of six feet distance will remain between students, staff, and faculty during class, unless the activity requires otherwise, and also when using the restroom and/or on breaks.

18. When class is completed, students will wash their hands and use sanitizer before leaving the classroom in the opposite order they entered and maintain six feet of distance from each other to their cars.

All students, faculty, and staff will:

19. Wear mask, gloves, goggles or face shield, disposable lab coat down to the knees or lower during lab/clinic classes.

In addition to following the process, it is expected that you wear your required PPE during check-in, class, and returning to your car (mask). To minimize any potential exposure, please limit what you bring into the clinic/lab; this includes backpacks, purses, binders, etc. If you carry a purse, it must fit in your cubby.

This protocol and its accompanying documents must be read prior to the start of the semester, students must sign the waiver form, scan it, and send it to Martha Martinez-Tribolet, Cc Deanna Reinacher and Dr. Luis Osuna by ***Tuesday August 25, 2020***. If you have any questions or need clarification please ask your faculty or the MedOp administrative office.

