

Welcome Back Letter for SWC Medical Laboratory Technician Students

Welcome Back MLT 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 **June 22, 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 bench locker.

This protocol and its accompanying documents are attached to this email for your reference. Please sign the attached waiver, scan, and email to Martha Martinez-Tribolet and Cc me by Friday, June 19, 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 Laboratory Technician (MLT) Students**

Students in healthcare careers are at high risk of exposure to the virus that causes COVID-19. In order to continue with the MLT 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 MLT 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: _____



Southwestern College Medical Laboratory Technician (MLT) Program Laboratory Classroom Protocol Summer/Fall 2020 – COVID-19

MLTs perform laboratory testing on human specimens and require a specific skill set to guarantee safety in the laboratory setting. Training begins with new MLT students on day one of their program. Students learn why personal protective equipment (PPE) is necessary, the correct use of PPE, handling of biohazardous material, maintaining a clean environment for testing, cleaning spills correctly, fire and chemical safety, and understanding of Universal Precautions. The MLT learns the knowledge and skills required to diagnose, treat, and monitor disease with accuracy in face-to-face laboratory instruction. This instruction teaches students the skills and techniques an MLT must possess to provide accurate patient testing. An MLT holds the life of every patient in their hands, therefore learning and perfecting these skills and techniques is vital to patient safety. It is also important to note that these students are the same people that will be performing COVID-19 testing when they are in the workforce.

In response to COVID-19, the following procedures are being implemented for faculty, staff, and students for return to face-to-face lab instruction.

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Check-in process- students will:

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- Check-in staff will complete the health questionnaire by asking students questions and recording answers for each class meeting.
 - First and Last Name
 - Have you traveled outside of the US in the past two weeks?
 - Is there anyone in your household that is currently sick, has or had a fever in the last 72 hours?



Check-in continued:

- 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?
- Have you been diagnosed with COVID-19, if so, when?
- Temperature check completed after questionnaire on each student using no-touch thermometer.
 - If temperature is 38°C (100.4°F) or higher, a retake will be allowed.
- 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.
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Process for entering the lab classroom:

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