



OREGON COLLEGE *of* ORIENTAL MEDICINE

OCOM Campus Reopening Plan

OSHA Pandemic Task Force



Campus Reopening Plan

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Campus Reopening Plan

OSHA Task Force

Task Force Charter

As anticipated, COVID-19 was, and continues to be, an active disease for which there is no cure or vaccine available during the time when OCOM reopened its clinics and campus. Which means we will need to balance the risk to OCOM employees, students, and patients while being able to provide quality education and treatment.

Phases

The OCOM OSHA Task Force developed the plan for opening and mitigating risk based on overarching guidance from the:

- Oregon Health Authority,
- Centers for Disease Control, and
- Guidance from the Oregon Higher Education Coordinating Commission-assigned Governor's task force on reopening medical/health training programs

These and health research sources will be regularly monitored for new information that may cause the task force to recommend updates to the plan.



Campus Reopening Plan

Phase 1

- College is closed to the public
- Instruction and clinic services offered online
- OCOM Herbal Medicinary open as an essential service – Reduced hours/staffing
- Only approved and limited essential staff on campus



Campus Reopening Plan

Phase 2

- In-person clinic appointments and hands-on portion of classes delivered on campus for those who wish to pursue this option
- Staff work times and days in shared offices are staggered
- Approved telework continues
- Distance education will continue for non-practical skills classes, so long as allowed by accreditors, during the pandemic
- Some telemedicine shifts continue
- Clinic and campus hours may be extended to accommodate as needed
- At least two weeks' notice before returning to campus



Campus Reopening Plan

Phase 3

- OCOM resumes regular operations.
- COVID-19 risks are no longer a factor.
 - *Assuming vaccine effectiveness and compliance*



Campus Entry

Screening

- Pre- self-screening information provided, requesting those who pre-screen as at-risk to not come to campus.
- Lobby screening station(s)
 - Temperatures will be taken of each person entering OCOM campus and clinics
 - Screening questions will be asked based on the latest guidance from OHA and CDC and approved by our OSHA subcommittee
- Screening will be supervised by a licensed clinician.
- All interactions will be conducted via iPad through a Google form – Records of all interactions will be kept.



Campus Entry

While on campus

- Masks will be required at all times while in the building.
 - Cloth masks must be at least two layers
 - Scarves and bandanas are not acceptable forms of face coverings
- Individuals who pass screening will be given a colored band to place on their wrist, indicating they are safe to be on campus.
- Social distancing guidelines must be followed.
- Exiting campus should be done through west, north, or east exit.



Educational Delivery

Didactic Classes

- Delivery through Zoom with use of Populi and Moodle so long as allowed by accreditors
- Faculty should be prepared to *not* be on campus for lecture-based courses for the foreseeable future
- ACAOM encourages on-campus instruction as soon as possible within health safety constraints.



Educational Delivery

Clinical Education

- OCOM will plan for and provide patient care and clinical education through different levels of care:
 - HIPAA email or utilize UP Patient Portal
 - Telehealth
 - Herbal Consultations
 - Bodywork
 - Acupuncture Clinic
 - Dietary Therapies and Education
- OCOM “Help Line” will be reinstated.
- Students not able to return to campus during the pandemic for clinic trainee, bodywork, or intern shifts will work with Student Services staff on accommodation and an academic plan change.



Educational Delivery

Clinical Education

- Helping those about to graduate to get hours and patient counts will be a priority, which may mean creating some paired shifts for larger treatment rooms.
- The following measures will be taken to ensure the clinical experience is as safe and efficient as possible:
 - Fully utilize UP.
 - Notify all patients that persons accompanying them to their appointments must wait outside of the clinic unless needed for assistance, e.g., ADA.
 - Patients will be encouraged/scheduled with the same intern team throughout their course of treatment, if possible.
 - Shifts will be staggered to facilitate physical distancing.
 - Eliminate time spent checking out patients by fuller use of UP billing and schedule options.



Educational Delivery

Clinical Education

- During treatments, supervisors and interns will:
 - Create a clinical treatment flow that minimizes unneeded contact
- Training on clean needle technique, clinical safety, and PPE use will be required of all supervisors and interns before they can practice in the clinic.



Educational Delivery

Clinical Education

- Proper PPE will be required in the clinic.
- Street clothing and clinic apparel are to be considered separate items.
 - Interns/Supervisors will change before seeing patients and before leaving clinic/campus
 - Lab coats, if worn, must be cleaned after every shift – laundered or UV lights
 - Scrubs are preferred, or washable clinic clothing
- Avoid clothing accessories such as ties, scarves, or jewelry that can come into contact with patients.



Educational Delivery

Practical Skills Courses

- Move lecture portions of practical skills classes online as much as is practical.
- Significant face-to-face sessions are required for most practical skills courses due to the nature of these courses and the practical instruction required:
 - Students should be assigned in dyads or small work pods to minimize group exposure
 - Faculty should use a combination of camera and the classroom projector for demonstration to larger groups and to avoid students gathering in tight groups to observe demonstrations.
 - Proper PPE use required for skills lab classes
 - Proper handwashing techniques will be employed or use of approved hand sanitizer.
 - OCOM's HVAC includes HEPA filtration. Additional portable HEPA filter devices can be used or windows can be opened for ventilation.



Educational Delivery

Practical Skills Courses

- Students should provide and use only their own clipboards, pens, and should minimize the amount of things not necessary for class being brought from home.
- Tools should be sanitized between all patients.
- Students and faculty should be discouraged from leaving the facility during breaks, once they have been screened for entry.
- Classes will be paced to allow for cleaning of all surfaces and hardware used during a class section.
- Large sections may be physically spaced over two rooms with additional TAs, and with use of various technology supports or faculty and TAs demonstrating for each split section/room. This will better support physical distancing for practical skills course labs.
- Students not able to return to campus during the pandemic for practical skills/clinical classes, will work with Student Services staff on an accomodation and/or academic plan change.



Facility Use

- Classes and clinic shifts will be assigned so as to not exceed the number of people gathered together in one room as directed in the Governor's plan.
 - For instance, paired intern shifts will be in larger rooms, and for the Summer quarter, the bodywork room will serve as a larger conference room.
- Where possible, a distance of six feet should be maintained between individuals while on campus.
- Individuals should bring their own food and eating utensils.
- Administrative and support staff should continue to work remotely as much as possible.
 - For those who must physically be on campus, schedules will be staggered.
- Allowances will be made for students who have on-campus shifts/classes and subsequent Zoom classes. Rooms will be available to social distance within the campus building.



Safety Compliance – Training, Cleaning, and PPE

The safety of every patient, student, employee, and faculty member is a key consideration for and responsibility of everyone at OCOM.

Training

- Each student, supervisor, or faculty member will be required to watch training videos before they are allowed in the clinic.
- Videos have been created or purchased that explain each piece of PPE used at OCOM, why it is important, and how to use it/wear it properly.
- Videos also demonstrate proper cleaning techniques used in each treatment room.



Safety Compliance – Training, Cleaning, and PPE

The safety of every patient, student, employee, and faculty member is a key consideration for and responsibility of everyone at OCOM.

Cleaning

- The building was deep cleaned, including carpets, shortly after the campus was closed.
- Prior to reopening, the buildings were deep cleaned in accordance with the CDC's cleaning guidance re: when it is presumed someone has been present with COVID-19.
- The campus building will be cleaned each night using the CDC guidance for ongoing cleaning.
- OCOM personnel are responsible for disinfecting their own work area using OCOM-provided supplies.
- OCOM Facilities personnel will disinfect the door handles, elevator buttons, and door knobs for the restrooms at least three times a day.



Safety Compliance – Training, Cleaning, and PPE

The safety of every patient, student, employee, and faculty member is a key consideration for and responsibility of everyone at OCOM.

Personal Protective Equipment (PPE)

- Patients and visitors to OCOM will be required to wear a cloth or disposable mask.
 - Cloth masks must be at least two layers
 - Scarves and bandanas are not acceptable forms of face coverings
- Administrative and support personnel, who have no or non-direct patient contact, will be required to wear cloth or disposable masks while on campus.
- Students, staff, and faculty who are in immediate proximity to patients shall wear procedural masks, face shields, and gloves.
- A minimum of one month's supply of PPE will be on hand, in stock, prior to opening the campus for clinic visits, with a goal to obtain a three-month supply.



Library

Library Access

- Library shifts will be covered by a single person.
- Returns are quarantined.
- Curbside book pickup, shipping, bike courier, and scanning services continue to be offered.
- Students may only borrow up to five items per term.
- Reserve items and other materials may be scanned upon request.



Retail Services

Bookstore

- Casual shopping will be restricted:
 - Two shoppers at a time
 - No loitering
- Patrons will be encouraged to order and pay online or by phone and only come into the Bookstore space for pickup.



Retail Services

Medicinary

- The OCOM Herbal Medicinary will function essentially as it has been doing during the period of access restriction.
- Herbal formulas will be called in or input into Endao. They will be mailed to patients or arrangements can be made for curbside pickup.



Administrative and Support Functions

Support and Administrative Staff and Faculty

- Administrative and support employees will work from home when possible.
- If needed for department operations, employees will be allowed to work on campus with staggered schedules.
- Appointments with vendors, service people, or potential students should be set with social distancing in mind and those individuals should be apprised in advance of screening procedures and PPE requirements.
- Even with some on-campus presence, all staff and faculty are encouraged to schedule most meetings with students, staff, and faculty via Zoom, even if attendees are on campus.
This will:
 - Preserve large rooms for practical skills classes
 - Preserve group rooms or classrooms not needed for skills classes for students to physically distance for Zoom didactic classes (due to commute)
 - Reduce the number of large group gatherings



Handling a COVID-19 Related Incident

Notification from a Government Agency

If OCOM is advised of a COVID-19 exposure by the Multnomah County Health Department, Oregon Health Authority, or other government agency, the college will take the following steps:

- Comply with their directive regarding dealing with the exposure, providing required information and communication.
- Participate in contact tracing under the guidance of the health authorities.



Handling a COVID-19 Related Incident

OCOM-reported exposure

Should OCOM learn of a COVID-19 exposure on its own, the following steps will be taken:

- The infected person will be directed to contact their PCP.
- OCOM President/CEO, Director of HR, and the deans, if appropriate, will be notified.
- Multnomah County Health Department will be notified.
- OCOM will follow guidance from the health authorities regarding clinic or campus.
- Notifications and contact tracing will be done in accordance with guidance from health authorities.
- Executive team and clinic leadership will meet and determine course of action.
- The college will maintain a list of known testing centers (beyond PCP access).



Government-ordered Restriction of Service

If OCOM is required to restrict service due to a government order as quickly as possible but in no more than 24 hours, the college will take the following steps:

- Clinic closed; patients will be notified.
- All didactic instruction will be conducted online.
- Where feasible, clinic visits will be via telehealth.
- Employees who can will work remotely.
- Medicinary will be keep operating as an essential service as allowed by authorities.
- A member of the executive team will be on campus everyday.
- Campus security will be adapted to campus monitoring and locked doors.
- Regular communication with the community.



Travel

- Business travel for staff is suspended. If special permission is granted, self-quarantine and/or testing will be required before returning to campus.
- Personal travel by an employee or student is strongly discouraged although not banned altogether.
- After travel via air, OCOM will require students and employees to either: 1) test negative for COVID-19 or, 2) self-quarantine for 10 days and have no symptoms after that quarantine before returning to campus.
- Students and employees can continue to participate through online courses, telehealth shifts, and telework as available.



Social Agreement

- Faculty members have developed a social agreement statement for members of the OCOM community that reinforces professionalism and the important relationship between practitioner and patient in promoting and protecting health.
- Agreement to follow all recommended guidance, including social distancing guidelines while off campus, is crucial for OCOM community safety and to mitigate risk for our patients.



In conclusion

No one knows the duration of this pandemic. The items contained in this plan reflect the best thinking of the task force (now a subcommittee of the OCOM Safety Committee) given the current conditions and will be continuously monitored. Modifications will be made as needed to assure the plan is relevant.