



UCF COM RETURN TO CAMPUS PLAN



Supplement to the UCF Plan

FALL 2020

GENERAL GUIDANCE

As stated in the [UCF Return to Campus Plan](#): “Preparing UCF’s workplace and workforce for returning to campus and the “new normal” requires our university community to work together. To be successful, we must be committed to a caring culture that starts with our personal behavior and acceptance of responsibility. The university will take several actions to provide a working and learning environment that fosters the health and well-being of our university community. Everyone will need to tackle some personal inconveniences, take personal responsibility, and adopt the health measures necessary to promote health and well-being. We will need to remain flexible and address the unique needs of our faculty, staff, and students. As Knights we are dedicated to this effort and to the well-being of our broader community.”

- The university has initiated a phased return to campus of faculty and staff.
- Please refer to the UCF and COM plans for additional guidance as the situation is constantly evolving.
- **The UCF Guide for Returning to Campus** is available at: https://www.ucf.edu/coronavirus/document/return-to-campus-guidelines/?utm_source=ucf.edu&utm_medium=referral&utm_campaign=coronavirus&utm_content=return-ucf-section

Health Measures

- Building capacity will be limited to 30% during initial phases of repopulation until further notice.
- **Face coverings** are required in all common spaces and outdoors when in close proximity to others.
- Practice **6 feet of physical distancing** to the greatest extent possible.
- Managers and supervisors will be flexible and allow employees to continue remote work as circumstances dictate.
- Those with increased risk of severe illness or over the age of 65 are encouraged to continue to work and learn remotely until further notice.
- Prior to returning to campus, faculty, staff, and students are **required to complete return to campus training** to ensure understanding of university procedures and protocols.
- All members of the community are to follow good hygiene guidance such as regular hand washing, avoiding touching your face, and disinfecting touched items.
- **Stay home if you are sick** or if any person living in the same residence is sick with COVID-19 symptoms.
- Employees coming to campus for work or other purposes must complete the **symptom checker** each day they come to campus (more information will be made available later).
- Take **personal responsibility by following all health measures**.
- The **university policy that sets expectations for compliance with the health measures** is available at: https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf?utm_source=ucf.edu&utm_medium=referral&utm_campaign=coronavirus&utm_content=return-ucf-section
- The policy will be updated as conditions change or as needed to reflect executive orders.



Cleaning

- Increased cleaning of common touchpoints, bathrooms, and common areas.
- Cleaning companies used for UCF COM apartments (for clerkships) in Gainesville, Ocala and St. Petersburg are adhering to the CDC guidelines and products recommended for COVID-19.

Facilities and Supplies

PPE

- PPE (disposable masks, sanitizers, gloves, etc.) may be ordered from Central Stores on main campus.
- Supplies generally take one to two days from the initial order to delivery to the Health Sciences Campus central receiving.
- Once delivered, supplies are distributed by Welcome Desk personnel.

Cloth Masks

- Any person on campus will be **required to wear a face mask or cloth covering**.
- UCF is providing each member of the UCF community with one reusable cloth face mask.
- **Cloth mask distribution at the Lake Nona Health Sciences Center** will be conducted in the following manner:

Medical Education Building

- Staff and faculty may stop by the COM Welcome Desk to pick up their mask, which have been organized for distribution by department.
- You will need to sign a department roster confirming receipt of your UCF-branded, cloth face mask.
- Mask distribution for the medical students is being coordinated through Student Affairs. Students will be notified of the distribution process once plans have been finalized.
- Mask distribution for UCF residents will be coordinated through the GME department.

Burnett School of Biomedical Sciences

- Staff and faculty may stop by the BSBS Administration Suite to pick up their mask.
- You will need to sign a roster confirming receipt of your UCF-branded, cloth face mask.
- BSBS graduate and undergraduate students who attend courses at BSBS only may pick up a mask from the BSBS Administration Suite.
- All other students should stop by a mask distribution location at the UCF Main Campus to obtain their mask.

Cloth mask distribution at Main Campus will be conducted in the following manner:

- Terminal stations will be setup at various locations across campus (using 6 foot tables).
- Students, staff, and faculty will be provided with a specific timeframe during which they can pick up their masks. The schedule for pickups will be posted. Please refer to the UCF COVID-19 website for additional information.
- Individuals picking up their mask will be required to swipe their UCF ID badge on the terminal station.

UCF Health

- Stacy Calhoun will be coordinating mask distribution at UCF Health Gateway and UCF Quadrangle.



For additional information regarding cloth mask distribution or PPE please contact:

- Lauren.michalski@ucf.edu for Medical Education building and LNCC.
- Amy.Postlewait@ucf.edu or Lisa.Simcoe@ucf.edu for Burnett School of Biomedical Sciences.
- Stacy.Calhoun@ucf.edu for UCF Health.

Plastic Barriers

- HSCO coordinated with main campus regarding the number and location of plastic barriers needed (for example, locations where people gather including welcome desks and open office staff locations).

For additional information regarding plastic barriers, please contact:

- Dana.Rojas@ucf.edu for Medical Education building.
- Lisa.Simcoe@ucf.edu or Greg.Norris@ucf.edu for Burnett School of Biomedical Sciences.

Cleaning (Lake Nona Health Sciences Campus)

Housekeeping

- All common areas and high touch point areas (such as door knobs, bathrooms, elevators) will be cleaned twice per day with a deep cleaning of bathrooms.
- All classrooms will be cleaned daily prior to classes beginning and disinfected every two weeks.
- Housekeeping will schedule additional cleaning in high-touch point areas.

Hand Sanitizing Stations

- Hand sanitation units are available at key locations in all COM building locations.
- Additional sanitizer jugs have been added in the following high traffic areas including: Welcome Desk (Biomedical Sciences building, Medical Education building, Lake Nona Cancer Center, reception areas in the Medical Education building, Dean's Suite, Clinical Skills Center, and library).

For additional information regarding cleaning, please contact:

- Dana.Rojas@ucf.edu for Medical Education building.
- Lisa.Simcoe@ucf.edu or Greg.Norris@ucf.edu for Burnett School of Biomedical Sciences.

Testing and Tracing

- Information will be available soon.

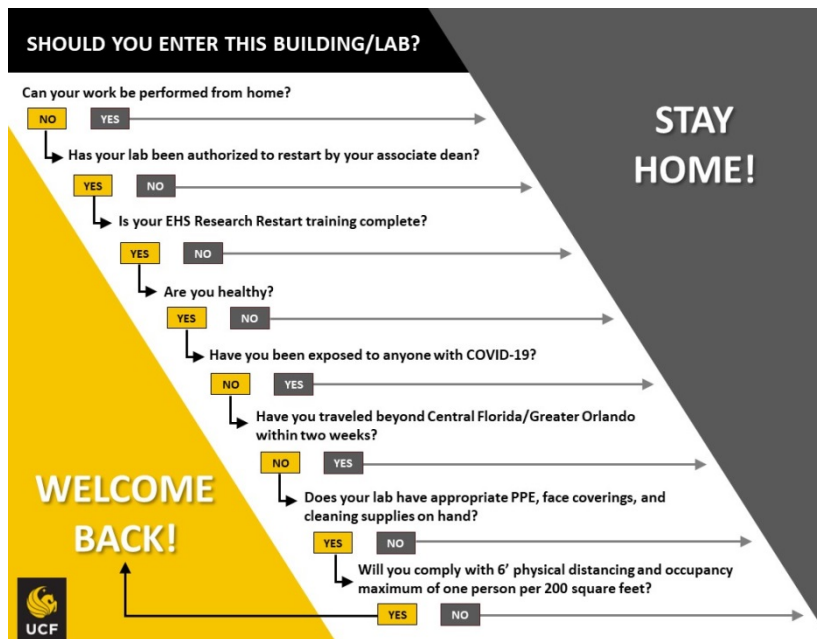
Please refer to the UCF Return to Campus Plan for information regarding operations on main campus.

FACULTY AND STAFF

- The initial phase for building capacity is 30%. The next phase for building occupancy will be communicated at a later date.
- A plan was developed for faculty to return to work on campus. Each member of the Enterprise who leads a department/unit identified the faculty and staff members who must return to campus and the percent of time each employee must be on campus.
- Floor plans representations were used to identify potential “hot spots” to ensure physical distancing requirements are met ([Appendix 1](#) includes the floor plans. Dots are used to represent that the employee must be on campus, at least partly. Green dots represent that physical distancing requirements are met; red dots indicate areas shared by more than one employee).
- Supervisors will set a schedule for their department/unit to ensure that the building capacity occupancy limit and physical distancing requirements are met.
- The occupancy capacity for each room has been determined and signs have been posted outside each room ([Appendix 2](#) and [Appendix 3](#)) includes the room capacity for each room in the Medical Education building and Lake Nona Cancer Center).
- Please refer to **General Guidance** for additional information including **health measures** that apply to every member of the UCF community.

RESEARCH

The UCF Return to Campus plan details the activities will be allowed to resume research activities on campus during the pandemic (<https://corona.research.ucf.edu/>). This includes a detailed plan with the aim of protecting the health and well-being of the research workforce. **As part of this, a decision flow chart has been developed by the UCF Office of Research to help researchers in their daily work activities:**



Additional COM-specific plans for research are outlined below:

- All researchers will work remotely whenever possible and limit wet lab time to essential activities.
- All researchers must complete all biosafety and the EHS222 (Research Restart) training.
- Researcher labs must prepare a written safety procedure for the lab, including how they will clean and disinfect areas and this procedure will be clearly displayed in the lab.
- Research teams will schedule no more than 1 person per 200-square-feet at any given time.
- For each lab, a weekly schedule will be set up for all lab personnel to help track any potential exposure, should that become necessary.
- All researchers entering the lab must complete daily check-in and check-out forms.
- Research Core facilities have developed plans for routine cleaning of instruments and monitoring researcher density – please check with the Core Directors in your locations for specific details.
- Animal research is monitored by UCF Office of Animal Welfare. Vivariums have processes in place for distancing and limiting work to essentials.
- The COM purchasing team is at full capacity, and will be split with one working 100% remote and the other 100% in office due to computer restraints working remotely – the latter will be in a closed office BBS suite.
- Front desk staff will be at three research locations (BMS, Annex, BBS) for 100% at work, but will be behind plexiglass or within enclosed suite.

- Building engineers (Lanouette, Smith, Myerson) and research core staff will be 100% at work at the three locations.
- Students have been informed to follow distancing in graduate student suites and cubicles. There are posted signs on student densities and instructed students in distancing.
- Human subject research must follow the posted guidelines from UCF Office of Research (<https://www.research.ucf.edu/documents/PDF/2020/IRBWEBCoronastory.pdf>). In general:
- Follow the COVID-19 HSR Standard Safety Plan where possible, including distancing, cleaning plans and masks.
- Where it is not possible to follow the Standard Plan, the researcher must create a COVID-19 **Study-Specific Safety Plan** to address steps you can take to minimize exposures.
- Upload the proposed **Study-Specific Safety Plan** for close contact or high risk in-person research to your study site on the Huron IRB portal as a modification.
- IRB and Environmental Health and Safety (EH&S) staff will review the proposed safety plan, weighing the risks from COVID-19 against the study benefits, and determine whether the study can restart or should remain suspended.

INSTRUCTION

Biomedical Sciences educational programs (bachelor's, master's, doctorate)

These programs will adhere to the university guidelines and requirements outlined in the UCF Return to Campus Plan. Extracts from the plan are provided below. Please refer to the UCF plan for more details.

- Based on physical distancing guidelines and the need for safe ingress and egress, classroom capacity has been revised for the university's classroom spaces.
- The Office of the Registrar is assigning courses to classrooms based on new capacity. Courses that exceed the available on-campus capacity will be taught remotely.
- Based on pedagogical quality and guidance from health professionals, all large classes (defined as 100 persons or greater) will be taught remotely.
- In some specific courses, the principle of physical distancing is not possible (e.g., clinical training in which human contact is required). These programs have developed health protocols including the wearing of personal protective equipment.
- Consistent with university principles and measures, faculty at elevated risk for severe illness from COVID-19 will instruct courses remotely.
- Existing start and end times for classes will remain unchanged from the published course catalogue.

The need for physical distancing and the limited number of spaces available means many classes will be taught remotely. To be effective, the academic delivery plan will need to remain flexible; as change may be needed to adjust to evolving health conditions on campus and in the campus community

M.D. Program

Plans for instruction for the M.D. program are outlined below:

Class of 2021 (M-4)

- On March 16th, clinical activity for the then third year students was suspended four weeks into the last two blocks of the third year. In response, faculty developed alternative experiences for the last two weeks of block 7 for Neurology, Ob/Gyn, Pediatrics, and Psychiatry. The NBME subject exams were deferred to after April 9th when the NBME made remote testing available. Students were graded with a letter grade in these four disciplines in Block 7.
- Students scheduled in these four disciplines in the last block of the year were then scheduled to begin the clerkship with an alternative experience on-line, complete a 4-week on-line elective and will complete the clinical training in that discipline in the fourth year. These clerkships will be graded P/F.
- Students in the last two blocks of the year in Internal Medicine/Family Medicine and Surgery completed the blocks with alternative experiences, taking the subject exam online on May 8th with the clerkship graded P/F. These students will take a clinical elective in either IM/FM or Surgery in



their fourth year to provide the clinical training/skills they missed.

- Students are required to continue to complete their patient logs (in Qualtrics) to ensure that they have met the clerkships requirements before graduation.
- USMLE Testing: Members of the Class of 2021 are scheduled to take the USMLE Step 2 CK exam either at a Prometric Center or at USF in the next several months. Step 2 CS has been cancelled for the next 12-18 months and students will receive a refund from NBME.
- The fourth year for the Class of 2021 consists of the following: AI, EM/Critical Care experience and six electives (only three of which can be non-clinical). One of the non-clinical experiences was used in Block 8 of third year and requests for exceptions to this requirement will be considered by a committee.
- Some students began electives on June 1st in area hospitals and private physician offices. A national coalition recommended that away rotations be curtailed and only occur if an institution does not have a GME program in that discipline. In that case, experiences should be taken at institutions within the state. If such is not available, then a committee has been established to consider exception requests. Interviews for residency programs will occur virtually for 2020-2021 and the ERAS deadline has been moved to October 21.
- The Curriculum Committee approved these alternative arrangements for each of the clerkships at its meeting on March 20th.

Class of 2022 (M-3)

- Students in the Class of 2022 completed the remaining academic programs of the second year online and are in process of taking the USMLE Step 1 exam at either a Prometric testing center or USF. The Curriculum Committee approved that students could move on to the third-year core clerkships and had until May 11, 2021 to take the Step 1 Examination.
- Students began a 12-week module with didactics from core clerkships, longitudinal curricular themes, telehealth, etc. They will begin clinical activity in core clerkships August 10th. Six-week clerkships have been decreased to four weeks and twelve-week clerkships to eight. Grading for the core clerkships for this class only will be P/F. Two, two week intercessions were approved by the Curriculum Committee at its meeting June 19th and these will occur in December and at the end of the year in May.

Class of 2023 (M-2)

- Students in this class completed their five remaining modules for the year at the end of May with examinations being administered on-line and modules graded P/F. The Curriculum Committee approved the change in grading at the meeting April 9th.
- The second year will begin on July 27th 2020 with the Cardiovascular and Pulmonary module delivered remotely.
- Faculty presenting the second module of the year, Endocrine and Reproductive Systems, have been asked to prepare for a fully online deployment. A limited number of face to face sessions may be sanctioned later.
- The Practice of Medicine 2 module has modified its learning objectives and the schedule; the experiences delivered in the Clinical Skills and Simulation Center have been moved to the end of the year.
- This has resulted in the Curriculum Committee adopting joint assessments for Cardiopulmonary/Endocrine/Reproductive and for Brain/Behavior/MSK/Skin with each exam consisting of a mixture of items sampled across all of the topics.
- Community of Practice sessions will occur for this class.

Class of 2024 (M-1)

- Students in this class will matriculate July 27th and instruction will be delivered remotely until the middle of September.
- White coat ceremony and orientation sessions scheduled for the first week will occur online.
- Alterations in some of the modules (Structure and Function and Practice of Medicine 1) scheduled throughout the academic year will occur within a safe environment.
- LCT experiences are planned to occur virtually.

Clinical Skills and Simulation Center (CSSC):

- The Flexible Operations Plan created by the Clinical Skills and Simulation Center (CSSC) leadership and staff outlines resources and procedures necessary to provide training for medical students while ensuring the safest possible working conditions for all of our team members.
- This plan prioritizes employee and stakeholder safety, specifies environmental modifications required to ensure safe operations and highlights employee guidelines and communication strategies to ensure awareness and compliance.
- The plan requires a collaborative approach from all CSSC stakeholders.
- The plan is available in [Appendix 4](#).

Guidelines for Students to Return to Training at Clinical Sites:

Guidelines for students returning to clinical sites have been developed in conjunction with Student Health Services. This process and planning was approved by several faculty committees within the college and Drs. Deichen and Schaus were involved in the planning.

- To resume training at clinical sites, students must complete an eligibility form which includes verification of recent travel and testing. The form that must be completed is available in [Appendix 5](#).
- Nationally there has been extensive guidance limiting what are called away rotations for students which are primarily audition experiences for one seeking to go into a particular discipline for residency. The college is aggressively managing this process, limiting students to stay locally or for the most part, within the state of Florida.
- **Highlights from these guidelines are provided below.**
 - Higher levels of PPE will be required as clinical circumstances dictate, although these circumstances should be rare as students should not be assigned to work with known or suspected COVID patients.
 - UCF COM student placement sites must meet certain criteria (adapted from the AAMC's 4-14-20 "Guidance on Medical Students' Participation in Direct Patient Contact Activities"):
 - Consultation with medical staff reveals no widespread activity of COVID-19 in the community, and there are sufficient faculty, residents, and staff for supervision and teaching.
 - PPE supplies are readily available, and students will be trained on site in PPE use and safety precautions.
 - Timely COVID-19 testing is readily available and an active tracing program is in place to determine exposures.
 - Reasonable safeguards are in place to minimize students' risk of contracting or transmitting COVID-19, including available hand sanitizers.
 - Students should not be assigned to work with known or suspected COVID patients.
 - Medical students will receive PCR tests prior to the start of their clinical experiences as follows (see the form in [Appendix 5](#)):
 - All students must have returned to Orlando and have received testing for COVID-19 between

- 2 and 4 weeks before starting patient care duties. If test is positive, schedule telehealth visit with UCF SHS to discuss isolation procedure and CDC return to work criteria.
- I have been tested at _____ for COVID-19 on _____. My test was NEGATIVE (send copy of result to Dr. Siddiqi or Kristina Grabnickas in Student Health).
 - If your health history places you at higher risk for complications from COVID-19, please contact Dr. Klapheke to arrange an alternative clinical assignment placement.
 - All students must complete COVID-19 Modules #1, #3, and #6 at <https://curriculum.covidstudentresponse.org> I completed these modules on _____.
 - For now, all students should be screened daily at their clinical placement site for fever and signs/symptoms of COVID-19. Any positive results should be followed by health care assessment for COVID-19.
 - Students should not be assigned to work with known or suspected COVID patients.
- CDC guidance for management of student exposed to COVID found in <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html> is carefully followed at SHS and summarized:
- Healthcare facilities and SHS should have a low threshold for evaluating symptoms and testing symptomatic COM students.
 - Determine level of risk of COVID exposure, defined as “low”, “medium”, and “high”. The CDC gives detailed guidance on what defines these levels of exposure risk, and concentrates on scenarios with close exposure to patients with confirmed COVID diagnosis. We anticipate these incidents will be relatively rare, due to effective prevention strategies described above.
 - The spectrum of actions range from “self-monitoring” to “self-monitoring with delegated supervision” to “active monitoring” (with involvement of the county health department).
 - Those at low risk are not restricted from work, but are under a heightened level of monitoring for symptoms, especially fever.
 - Those at high or medium risk should undergo active monitoring, including restriction from work until 14 days after their last exposure. They should schedule a telehealth visit at SHS and further guidance from their clinical placement site. If they develop any COVID symptoms (CDC expanded definition) they should immediately notify SHS for further evaluation. We work closely with Orange County Health Department and other public health departments, and they will assist with isolation instructions and case management.

PATIENT CARE

The following guidelines were developed for patient care at UCF Health.

- UCF Health has remained open and offers in person and telehealth appointments.
- **UCF Health is following strict guidelines of the CDC.**
- Faculty and staff schedules have been staggered to ensure optimal operations while maintaining physical distancing requirements.
- Following national best practices, the following protocols for UCF Health **providers and staff** have been developed and implemented:
 - All staff members should be wearing a mask covering while in clinic and within 6 feet of another person.
 - All staff members will have their temperature taken on arrival.
 - A higher temperature reading can be taken a second time to determine if it might be due to exterior heat and adjustment.
 - Any reading of 100.4 degrees for an adult is considered a fever. The employee will be sent home sick.

Following national best practices, the following protocols for UCF Health providers and staff have been developed and implemented for patients.

- The front desk has a plastic barrier in place, but patient can still see the front desk staff.
- All new patient paperwork is available online, allowing patients to complete it prior to their visit.
- Patients check-in at the front desk and then can sit in the waiting room or return to their car if they would prefer to wait there. The waiting room seating complies with all CDC recommendations.
- There is a questionnaire that all patients will be asked to answer verbally at the front desk upon arrival.
- Temperature will be taken at the front desk
- There is a protocol in place for anyone who might be contagious in order to drastically limit unnecessary exposure to the rest of the patients and staff.
- Patients are asked to limit the number of people they bring with them to the clinic to one family member (no children) or come alone if they are able to do so safely.
- Patients are asked to bring their own mask and wear it during your entire visit.