**CHIPS Return to Work Plan**

 Throughout the three stages below, any CHIPS staff who can work effectively from a distance (remotely) should continue to do so. Staff self identifying as high risk or living with someone at high risk, according to CDC definitions, should continue to work remotely. **

**Stage 1: Before re-entering CHIPS:**

1. Activity in CHIPS is limited to simulations for front line workers directly related to COVID 19 and requires approval from the Executive Vice Chancellor.
2. Masks, gloves, hand sanitizer, liquid hand soap and surface disinfectants should be available for CHIPS staff, including SPs, and learners.
3. Establish protocol for disinfecting high traffic-high touch areas - this includes tables, doorknobs, light switches, countertops, refrigerators, handles, desks, phones, keyboards, toilets, faucets, and sinks.
4. Establish protocol for disinfecting equipment and space between activities
5. Establish protocol for event scheduling.
6. Establish room occupancy criteria for all rooms in CHIPS.
7. Establish flow of traffic through CHIPS.
8. Establish criteria for what sim activities remain remote and what needs to be in person.
9. Meet with lead faculty/facilitators regarding new criteria and protocols.
   a. Establish a shared understanding that all could change based on circumstances.
10. Create standard email message for facilitators, students, and SPs.

**Stage 2: CHIPS Staff Re-entry**

*Re-entry begins after the City of Memphis moves into Phase 3 of the Back to Business plan.*

1. Reconfigure spaces, work and sim, to physically distance employees 6 feet.
2. Mark corridors, elevators, stairwells for one way flow of traffic.
3. Claim computer equipment (Surface Pros, etc.) that have been loaned out.
4. Disinfect all simulators and equipment.
5. Perform system upgrades and updates.
6. Recommission audio-visual system.
7. Remove shared items from use (pens, etc.)

**Stage 3: Limited Operations**

*Limited operations begin two weeks after staff reentry (three weeks for SP events).*

1. When available, CHIPS can provide basic PPE (i.e., masks and gloves) to participants. The depends on the ability of the University to procure.
2. When a virtual or remote option exists for a simulation that will meet all learning objectives, then the virtual/remote option will be utilized.
3. Standardized patients (SPs) will be available remotely (via Zoom). SP activities requiring physical interaction and/or physical exam will remain suspended until at least September 2020.

4. Faculty, staff, and students should abide by the Guidelines for Distanced Simulation in CHIPS. See Appendix A.

5. Physically distance as feasible to the learning activity / encounter.

6. Maximum occupancy for each room will be posted. See Appendix B.

7. No one comes to work or participates in simulation with the following symptoms:
   a. Fever 100.4F or over
   b. Cough
   c. Shortness of breath or difficulty breathing
   d. Chills
   e. Repeated shaking with chills
   f. Muscle pain
   g. Headache
   h. Sore throat
   i. New loss of taste or smell

8. Event rosters will be stored in the event they are needed for contact tracing.

9. Sufficient time and scheduling will be applied to allow disinfection of rooms and equipment between session. This will require increased time to deliver simulation with additional rounds and/or days expected.

10. Arrival times will be staggered to prevent large groups from entering at same time.

11. Minimal use of paper, clip boards, etc.

12. There will be no equipment loans for personal diagnostic tools.
Appendix A

Guidelines for Distanced Simulation in CHIPS

- **MASKS:**
  - Properly worn masks are required while in CHIPS.

- **HAND HYGIENE:**
  - Participants should wash hands frequently for 20 seconds.
  - Hand sanitizer stations are located through the building.

- **SOCIAL DISTANCING:**
  - Access to CHIPS is through GEB entrances on all three floors.
  - Avoid use of elevators when possible. The North stairwell (by GEB entrance) is designated for walking up and the South stairwell is designated for walking down.
  - Floor signs will indicate a one way flow of traffic on each floor.
  - Simulation events will be set up to ensure learners are able to maintain a 6 foot distance from others.
  - Comply with posted occupancy limitations for all rooms, including restrooms.
  - Avoid sharing desks, computers, phones, headsets or other personal objects.
  - Report to assigned room on arrival; no congregating in corridors or lobbies.

- **PERSONAL BELONGINGS:**
  - No personal belongings (e.g., backpacks, purses, etc) should be brought into CHIPS.
  - CHIPS lockers will not be accessible. Please use lockers in GEB to store personal belongings before entering CHIPS.

- **CLEANING:**
  - Equipment, including task trainers and manikins, should be disinfected by participants before leaving.
  - Commonly touched surfaces in the simulation space should be disinfected by participants before leaving.
  - 20-30 minutes will be required between rounds to ensure proper disinfection.

- **OTHER:**
  - Didactic components should be delivered remotely, not in CHIPS.
Appendix B

Capacity Guideline for Distancing in CHIPS

Control Room, Small (117) Capacity = 1
Control Rooms, Large (204, 211, 218, 232, 341) Capacity = 4
Debrief Rooms (115, 202, 207, 209, 212, 230, 234, 339) Capacity = 6
Exam Rooms, Small (1-10 and 15-25) Capacity = 3
Exam Rooms, Large (11-14) Capacity = 4
Home Environment (119) Capacity = 3
Multipurpose Classrooms, Large (102, 208, 304) Capacity = 20
Multipurpose Classroom, Small (307) Capacity = 12
Observation Room (343) Capacity = 15
Patient Rooms, Small (203, 210, 213, 216, 222) Capacity = 4
Patient Rooms, Large (206, 231, 233) Capacity = 8
Pharmacy (303) Capacity = 6
Skills Labs (105, 111) Capacity = 20
SP Prep (342) Capacity = 9