

Last update: Tuesday, June 9, 2020

DCRU Sunrise Plan

Reception Area

- RBMS has removed all items that can potentially be shared by several people in public spaces (magazines, pamphlets, pens), as well as any unnecessary paper/poster/temporary signage.
- Furniture has been rearranged to promote social distancing.
- A plexiglass barrier has been installed at the reception desk. The front gate will remain closed.
- The coffee and water station will remain closed. Water cups are available at the 2nd-floor drinking fountain for visitors and staff.
- Social distancing floor signage and COVID-19 precautionary postings are posted throughout the clinic.
- Upholstered chairs and carpet have been cleaned by Facilities Management.

Exam Rooms

- Study staff will clean and disinfect all surfaces and equipment in exam rooms between patients. This includes high-touch surface areas such as doorknobs, armchairs, light switches, phones, etc. Cleaning checklists will be posted in every exam room as a reminder.
 - [Cleaning checklists](#) are posted in every exam room.
 - Cleaning stations- sanitizing solution (70% alcohol), gloves, hand sanitizer, and tissue will be provided in every exam room. Contact the DCRU clinic coordinator, Maddie Squier, if supplies are in need of replenishment.
- Alcohol-based hand sanitizer foam dispensers are located on the exterior of every exam room.
- All exam rooms have been converted from manual to automated paper towel dispensers.
- Writing utensils have been removed. Please carry your own writing utensil and other products (clipboards, post-it's, etc.) you may need during the visit with you. Please do not leave these products behind.
- RBMS will perform daily cleaning every night when the clinic closes. Nightly cleaning Checklist.

Study Rooms

- Study staff will clean and disinfect all surfaces and equipment between patients. This includes high-touch surface areas such as doorknobs, armchairs, light switches, phones, etc.
 - Cleaning checklists are posted in every exam room

- Cleaning stations- sanitizing solution (70% alcohol), gloves, hand sanitizer, and tissue will be provided in every open study room. Contact the DCRU clinic coordinator, Maddie Squier, if supplies are low for replenishment.
- Writing utensils have been removed. Please carry your own writing utensil and other products (clipboards, post-it's, etc.) you may need during the visit with you. Please do not leave these products behind.

Restrooms

- FM custodial cleaned daily.
- Proper handwashing signage has been posted in restrooms.

Parking

- **TBD pending COVID testing in the garage;** study coordinators will likely retrieve parking passes from the info desk and provide to participants at the entrance.

DCRU Staff Responsibilities (Study coordinators, PI's, Administrators)

Personal Responsibility:

- Self-screen for COVID-19 symptoms and exposures prior to the beginning of every shift.
 - [Visitor and Employee Health and Screening Checklist](#)
 - All personnel will take their temperature daily. Any person with a temperature > 100.4 will report to their supervisor and not come to work until cleared by medical staff.
 - Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
 - If the employee indicates any of the above conditions, the supervisor must require that the employee stay home, and the employee should seek guidance from their healthcare provider.
- Face masks are required to be worn by all personnel and staff. PPE is recommended. [UMarket](#) has a variety of PPE options available.
- Staff will be required to carry and utilize their own writing utensils.
- Hallway walking will follow directional traffic patterns when possible.

Study Participant Guidelines:

- Screen all patients and visitors for COVID-19 symptoms and exposures prior to scheduled appointment times.
 - U of M [Phone Screen script](#)
 - AMA [Phone Screen Script](#)
- Limit patient companions to individuals whose participation in the appointment is necessary based on the patient's situation (e.g., parents of children, spouse, or other companions of a vulnerable adult).
- Greet and escorting patients:

- Study coordinators will be responsible for greeting participants at the main entrance of 717 and escorting participants to the clinic upon being screened.
- Study Coordinators will perform temperature screens using non-contact thermometers and have the participant complete the [Visitor and Employee Health and Screening Checklist](#) on **every** participant prior to allowing the participant into the building. Non-contact thermometers will be available at the DCRU clinic coordinator desk /nursing reception area. A sanitation station with gloves, disinfecting wipes, trash bin, and tissue will be located in the 1st-floor vestibule area parking lot entrance.
- Consistent with U.S. Centers for Disease Control and Prevention (CDC) guidance, practices should require all individuals who visit the clinic to wear a cloth face covering. This expectation should be clearly explained to patients and other visitors before they arrive at the clinic.
 - To facilitate compliance, direct patients to resources regarding how to make a cloth face covering or mask from a household item if needed, such as the [CDC web page](#).
 - Should a study participant not have a mask upon arrival, a mask can be obtained from the 717 information desk.

If a person becomes ill at work

- They are to be sent home immediately ([CDC](#)). Supervisor must:
 - Note areas where the person worked.
 - Note individuals who had contact with the person within the past two days.
 - Notify Supervisor, Human Resources, and if necessary, the Disability Resource Center.
 - Individuals who were within 6 feet of the ill person are considered exposed if the person has a positive COVID-19 test.
- Contact DCRU Clinic Manager, Erin Plesha, and DCRU Clinic Coordinator Maddie Squier. We will contact Facilities Management for assistance with cleaning if the person has tested positive for COVID-19.

Scheduling

- The DCRU will be limiting the number of resources available to schedule in order to decrease visit overlaps and hallway congestion.
 - Rooms unavailable to schedule through June 2022
 - Exams C D & E
 - Consult rooms 241 & 243
 - Infusion chairs 4 & 5
- Schedulers must incorporate an additional 15 minutes of before AND after buffer time outside of their expected visit times to in order to:
 - reduce overlap in visits

- provide time to sanitize resources before and after visits
- Account for potential late arrivals/departures
- Schedulers are responsible for ensuring their participants arrive on-time. If a participant arrives more than 15 minutes late for their visit, the coordinator must check with reception to see if the visit can still occur, or if it will need to be rescheduled.
- Schedulers must check with reception if they wish to make a day-of visit time change. Please note that these requests may not be granted depending on the frequency of visits for that day.
- Parking Passes: please retrieve the participant's parking pass from the 717 information desk. Please inform participants that parking passes do not need to be returned at the conclusion of their visit.
- Time tracking- check-in & check-out: please check-in with Faye at the DCRU reception desk when you enter the clinic with your participant. Please follow the directional floor arrows when entering and exiting the clinic. Participants should exit from the southeast exit by Room 239 (not through the reception area). Study coordinators should notify Faye when the appointment concludes.

Supplies

- We will do our best to have supplies delivered in advance of reopening so that sporadic deliveries and other visitors do not disrupt operations.
- Notify the Clinic Coordinator, Maddie Squier, if supplies are low or require re-stocking.
- Notify Clinic Coordinator of any supply needs PRIOR to returning to the clinic.

Break Rooms/Shared spaces:

- Break rooms and other areas used for eating and drinking that require personnel to remove their face mask will have limitations on the number of people in the room at once. There MUST be at least six feet of space between individuals who are eating/drinking in common spaces.
- Furniture has been removed from many public spaces to facilitate social distancing. Please do not move chairs or tables closer.
- Supplies to disinfect tables and shared workstations before and after use are provided. Staff is responsible for disinfecting surfaces before and after utilization.

Hallways

- One-way traffic pattern- directional floor footprints are posted to reduce congestion and encourage physical distancing.
- COVID-19 precautionary postings (proper handwashing, face mask utilization, physical distancing, and cough etiquette) are posted throughout the clinic.
- The DCRU reception is entrance only. Please practice safe social distancing at the weighing station. Wait in the reception area until the visit utilizing the scale has cleared the area.



Resources:

<https://www.uhs.umn.edu/uhs-covid-19-response-resources>