AIMC

COVID-19 SAFETY PLAN
& CLINIC MANUAL

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INTRODUCTION TO 05/2021 UPDATES

With our Spring 2021 term behind us, we enter the Summer 2021 term armed with more experience about how we can safely offer necessary clinical and didactic education in-person. At the time of the updating of this manual, the COVID-19 case numbers and deaths have continued to surge throughout the fall and winter. While vaccines have been approved, their deployment is marginal compared to the infection rates. In California, we have confirmation of the new COVID strain (B117) that has proven to be significantly more contagious.

We need to be aware of rapidly changing environments as vaccinations become more prevalent. Many of the guidelines in this program may become less necessary as local public health departments reduce mandatory restrictions. There will be ongoing adjustments accordingly.

Nonetheless, our experience of safety protocols and procedures at AIMC has been encouraging and enough so that we are continuing to provide in-person classes and clinic shifts this Spring term and evolving our operations to meet the educational needs of our students as best we can. For example, while the mixed-level intern-pairing continues to give us the opportunity to offer scheduling flexibility for our interns, this Summer term, this mixed-level format will give way to more pre-COVID formats of grouping Level 1 interns again and allowing Level 2 and 3 interns to treat more independently. (See COVID-19 Clinic Format, p. 11) Additionally, we are also implementing a more detailed and nuanced screening criteria to allow patients who chronically experience symptoms associated with COVID, but are in fact due to chronic medical conditions. (See Self-Assessment/Patient Screening, p. 6) We hope that these efforts, among others, will enhance the clinical experience of our interns onsite.

To balance these efforts, we are still mandating the use of face coverings (p. 7) while students and faculty are seeing patients and during hands-on learning sessions in their didactic classes. We are also requiring a COVID test a week prior to returning to campus if having traveled during the break. (p. 5) These and other ongoing safety protocols are our best chance of continuing to support our students in achieving academic and professional success, while helping to slow the spread of COVID19.

Glenn Oberman, LAc
Acting Clinic Director
May 2021
INTRODUCTION

The overall safety plan seeks to mitigate exposure and transmission through:

- Procedures for entry/exit and circulation within the facility
- A reorganization of clinical treatment and didactic areas
- Protocols for disinfection, appropriate face coverings, physical distancing, hand-washing/sanitizing and optimal air ventilation
- The implementation of an online format for didactic classes

This plan spans safety procedures for the entire facility of AIMC. It encompasses safety during on-campus didactic classes, as well as clinic routines for on-campus clinic shifts and telehealth online clinic shifts. It addresses protocols for restrooms and the library and outlines how COVID-19 related incidents will be handled.

During this COVID-19 crisis, this manual also acknowledges that in order to support students in moving through the internship levels, special considerations need to be made on a case by case basis.

As COVID-19 research, policy and social dynamics evolve, aspects of AIMC’s plan will evolve and sections of this manual will be updated. Likewise, as we move forward with reopening for limited on-campus activities, daily practice will uncover further ways the school’s plan will need to be refined or shifted. The school prioritizes clear and ongoing communication in order to coordinate efforts on the part of every individual in the school body.

As we move forward into these unknown times, let us move as a well-coordinated community, maintaining high standards for safety, professionalism and academic excellence.

Glenn Oberman, LAc
Acting Clinic Director
May 2021
CAMPUS ENTRY/EXIT PROCEDURES

BEFORE COMING TO CAMPUS

Prior to heading to campus, all students, faculty, administration, patients and visitors must review the self-assessment form for guidance in self-screening for signs and symptoms of COVID-19 as well as possible exposure through recent activities. The self-screening guidelines are detailed in the following section.

Everyone should also know what they are consenting to when they sign the form. Below are the consent terms that are part of the self-screening form:

CONSENT TO BE ON CAMPUS

By signing this form:

● I confirm that I voluntarily enter the premises of the Acupuncture and Integrative Medicine College in Berkeley (AIMC). I acknowledge that, despite the implementation of preventative measures intended to minimize exposure to and transmission of COVID-19, I am increasing my risk of exposure to the novel coronavirus, COVID-19.

● I understand that many chronic conditions can make a person vulnerable to a severe and life-threatening experience of COVID19, and that even people without chronic conditions and who had mild COVID19 symptoms can experience long-lasting negative effects of a COVID19 infection. I understand this and by willingly entering the AIMC facility, I know I increase my risk of exposure to COVID-19.

● I agree to comply with all AIMC safety protocols and procedures to reduce the spread of COVID-19 at the AIMC facility.

● If I experience any of the above symptoms associated with COVID19, I will immediately notify the AIMC Clinic Director (clinicdirector@aimc.edu) and consent to providing information about my symptoms and exposure. This information will remain confidential and is only for the purposes of contact tracing and preventing further spread of the novel coronavirus.
SELF-ASSESSMENT COVID-19/PATIENT SCREENING

In the AIMC self-assessment form, we ask all individuals (students, faculty, staff, and patients) to attest that they are not currently experiencing symptoms associated with COVID-19. **This form must be submitted each day you enter the campus.**

As a community clinic dedicated to providing patient-centered care, we have created more detailed guidelines for self-screening and patient screening as of the Spring 2021 term. While we strive to make our services available to the communities we serve and while we strive to provide our students with opportunities to have hands-on experience with in-person patient appointments, we must always prioritize safety to prevent any possibility of a COVID-19 exposure on campus.

*Please be advised that when you choose to be on the AIMC campus, you are increasing your risk of exposure to COVID-19.*

All individuals entering the AIMC facility will need to declare that **in the last 14 days:**

- **They have not been in close contact with someone who is:**
  - Symptomatic but unable to get tested for COVID19
  - Diagnosed with COVID19 and not yet cleared
  - Waiting for test results for COVID19
- **They have not experienced a fever (>100.4°F/38°C) or chills**
- **They DO NOT HAVE A NEW EXPERIENCE of any of the following symptoms:**
  - Cough
  - Sore throat
  - Difficulty breathing or chest tightness
  - Loss of taste or smell
  - Nasal congestion
  - Diarrhea
  - Nausea
  - Fatigue
  - Headaches
  - Muscle or body pain (unrelated to exercise)

**CHRONIC SYMPTOMS/CONDITIONS**

**IF ANY OF THE ABOVE SYMPTOMS ARE A CHRONIC EXPERIENCE DUE TO A CHRONIC CONDITION,** students, faculty and staff must notify the Clinic Director and provide the school with the results of a COVID19 test taken at least a week before entering campus. Patients must notify the Front Desk and provide the results of a COVID19 test at least a week before their first appointment each academic term. Understand that at any point you or your patient may be required to take another test in order to return, if the clinic care team requires, if the school experiences an outbreak, or if public health regulations change.
FACE COVERINGS

All individuals on campus are required to wear face coverings. Before entering the building each person will be assessed for acceptable face covering. These include:

- Cloth face coverings that are store-bought or homemade, which cover the nose, mouth and chin and are secured by elastic or lines that hook around the ears or tie behind the head
- Disposable face masks
- N95 masks

Face coverings that we do not allow at AIMC are:

- Bandanas
- Scarves
- Valve masks
- Random fabric or clothing repurposed to cover the nose and mouth
GUIDELINES FOR ATTIRE

As an institution of higher education and a health facility, AIMC Berkeley nurtures an environment that is professional, casual and genuine. These values extend to attire and grooming amongst staff, faculty and students alike. In this spirit, we have set the following guidelines for clinic attire. We trust that all in our AIMC community will be thoughtful about choosing clothing that is not only comfortable, but also helps create a professional and well-maintained environment for our patients.

This year we are suspending the use of lab coats in our on campus and telehealth clinics. In lieu of lab coats, we ask that interns and supervisors:

- Be attentive to wearing clean and well-kept clothing
- Wear clothing that covers your shoulders and legs at least up to one’s knees, as well as closed toed shoes
- Choose clothing that feels neutral and simple. *AIMC strongly encourages plain pants and a long-sleeved or short-sleeved top.*
- Wear clinic badges/student ID during on campus shifts. Contact Admissions team to replace if lost.

When we are with patients, we want the focus to be on our patients. Making choices about not only clothing, but also grooming and accessorizing that is the least distracting is a tangible way to encourage a place of comfort and focus for our patients.

Accepting that concepts of “neutral,” “simple,” “well-maintained” are relative and subjective, we encourage all interns, faculty and staff to be authentic, respectful and intentional about the vibe of our clinic, and in doing so we aim to collectively manifest a harmonious environment for genuine wellness.

In order to maintain a professional learning and safe clinical environment, AIMC reserves the right in its sole discretion to initiate guidance in attire choices for anyone who is not complying with these guidelines.
ENTRY/EXIT PROCEDURES

➔ All individuals entering the AIMC campus must enter and exit through the front door facing Shattuck Ave. (Except patients for the professional clinic, who have a separate entry/exit door.)
  ◆ If no one is waiting outside the door, please ring the buzzer next to the door
  ◆ If there is a line, please wait at least 6 feet behind the person in front of you

➔ Outside at the front entrance, we check:
  ◆ Temperature
  ◆ Appropriate face covering. We do not allow bandanas, scarves, valve masks or random fabric repurposed to cover one’s face. Disposable face masks will be provided.

➔ Inside the entryway:
  ◆ Use hand-sanitizer immediately
  ◆ Sign in (Front desk will have a list of students and faculty expected to be on campus that day)
  ◆ Sign the attestation to self-assessment and consent to be on campus form. Forms may be prefilled before coming onto campus and simply dated upon entry to expedite entry into the facility.

ON CAMPUS

➔ After signing in, students and faculty need to proceed directly to their designated classroom or study room.
➔ Please note that the student lounge, library, herb room, waiting area, and other non-specified areas will be off-limits.
➔ Students, faculty and staff are currently to use the downstairs restroom only.
  ◆ Upstairs restrooms are designated for patients
  ◆ One person at a time is allowed in the restroom
➔ We cannot emphasize enough to exercise the maximum degree of care, awareness and responsibility in order to ensure your own protection and the protection of others. This includes
  ◆ Appropriately wearing your face mask at all times
  ◆ Maintaining an appropriate distance
  ◆ Washing your hands with soap and water for at least 20 seconds or using hand sanitizer
  ◆ Disinfecting all areas you’ve come in contact with while taking your class, including massage tables and other equipment
DIDACTIC EDUCATION

ONLINE CLASSES

Due to the shelter-in-place ordinance, the AIMC campus closed and didactic classes moved completely online. Since the Fall 2020 term during COVID-19, AIMC will offer a combination format of online classes and in-person classes.

ON-CAMPUS DIDACTIC CLASS SAFETY PROCEDURES

All students and faculty entering campus for classes must enter following the facility entry procedures. The Front Desk will have a list of all students and teachers expected to be on campus that day. Students and faculty must head directly to Classroom D. In Classroom D, the following protocols must be followed:

- Students and faculty must wear a face covering at all times
- Students must sit at minimum 6 feet apart, preferably more
- Students must be at minimum 6 feet away from the professor’s desk, preferably more
- Windows shall remain open for the duration of the lecture for ventilation
- Students may not share pens, markers, or other school supplies
- At break, students:
  - Must maintain at least 6 feet of distance from each other
  - May not gather in the student lounge (there is no ventilation in the lounge)
  - May not gather in the hallways
- When class has concluded all students and faculty must disinfect their area through the following protocol:
  - Don disposable gloves
  - Dispose of any used:
    - Table paper
    - Clean field
  - Wipe down with disinfectant the following (if used):
    - Waterproof pillow cases
    - Treatment table
    - Patient chair
    - Supply table
    - All appointment tools: oximeter, blood pressure cuff, thermometer
  - Bring any used towels to dirty laundry bin (located on the 2nd Floor) and replace
  - Dispose of gloves and wash hands with soap and water for at least 20 seconds

- FILL OUT END OF SHIFT CHECKLIST AND BRING IT TO THE FRONT DESK WHEN YOU SIGN OUT.

After didactic class, if a student needs to remain on campus to attend an online class, they must proceed to the Front Desk to be assigned to a study room. Faculty may remain in the Classroom unless another teacher needs to set up for an on-campus class. Faculty still need to follow disinfection procedures before they leave the classroom.
CLINICAL EDUCATION

COVID-19 CLINIC FORMAT

To maximize physical distancing and ventilation, clinic shifts will take place in the upstairs classrooms. Clinic shifts consist of two to four interns and one supervisor.

When classroom availability allows, Level 3 and Level 2 interns will each be assigned to an entire classroom as a treatment area to conduct independent patient appointments, with the appropriate level of clinical supervision.

As possible, Level 1 interns will conduct intake and treatments as a group under the supervision of clinical faculty throughout the appointment.

There will be instances in which interns will need to conduct their patient sessions in a mixed level pairing, but despite the needs for space and COVID safety, the clinic schedule has been organized in a way to allow as many Level 3/2 interns as many opportunities for independent practice appropriate to their clinical level.
PATIENT RESTROOMS

Patients will be allowed to use only the upstairs restrooms, which are limited to one person per restroom at all times. There will be an “occupied/vacant” sign hanging at each restroom door to coordinate occupancy and help avoid more than one person per restroom.

Patients will follow restroom protocols:

→ Face masks are required at all times when using the restroom.
→ Close the toilet cover before flushing to avoid aerosols.
→ Everyone must wash their hands with soap and water for at least 20 seconds.

Students and faculty are assigned to restrooms in the downstairs area only.

PATIENTS FOR PROFESSIONAL CLINIC will use a designated restroom downstairs. This restroom is currently only for patients in the professional clinic.
CAMPUS CLINIC SHIFT PROCEDURES/PROTOCOLS

INTERN ARRIVAL

When students arrive for their shifts 15 minutes before the first appointment time, they will sign-in at the front desk and head to their pre-assigned treatment room to meet their intern partner and supervisor.

The interns should then check the treatment room to be certain it is clean, well-stocked, and appropriately set up for an in-person patient appointment, with attention to proper physical distancing of chairs, open windows, and the treatment table set up.

RECEIVING THE PATIENT

When the patient arrives at the front door, before allowing the patient into the building, the intern will:

1. Assess for proper face cover
   a. (See p. 5 regarding acceptable face coverings and how they should be worn) If the patient does not have an appropriate face cover, the intern will give the patient a disposable face mask.
2. Check their temperature with the AIMC provided no-touch thermometer and make sure the patient does not have a fever (100.4 F/ 38C)

With acceptable face covering and no fever, the patient is allowed to enter the building. Upon entry:

- The intern will have the patient use hand sanitizer
- The patient will sign the self-assessment/consent to be on campus form
- The intern will lead the patient directly to the treatment room via the prescribed path from the front door
- The interviewing intern will measure the patient’s oxygen saturation (>94% is normal) with the provided oximeter. The charting intern will document the results from the thermometer and oximeter.
  - If oxygen level is < 94%, double-check
  - Alert the supervisor
  - Assess for symptoms and exposure to COVID
  - If necessary, escort patient to exit, refer to COVID testing sites
- The interviewing intern will begin intake with the patient
- After the in-person acupuncture appointment, the interviewing intern will escort the patient directly from the treatment room to the exit via the prescribed path.
INTERN/PATIENT FLOW CHART for **MIXED LEVEL INTERN PAIRS**

In each treatment area is a sign outlining clinic procedures. To help orient mixed-level intern pairs to the flow of intern roles with a patient, the following summary is posted in each treatment area.

<table>
<thead>
<tr>
<th>INTERVIEWING INTERN</th>
<th>CHARTING / NEEDLING INTERN</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Properly wash hands or use hand sanitizer</td>
<td>• Set up chart in JANE</td>
</tr>
<tr>
<td>● Wait in entry area for patient</td>
<td></td>
</tr>
<tr>
<td>● As the patient approaches the front door, assess the</td>
<td></td>
</tr>
<tr>
<td>face covering. If necessary offer a disposable face</td>
<td></td>
</tr>
<tr>
<td>mask.</td>
<td></td>
</tr>
<tr>
<td>● Step outside with a touchless thermometer.</td>
<td></td>
</tr>
<tr>
<td>● Confirm the patient’s first name and take temperature.</td>
<td></td>
</tr>
<tr>
<td>● With proper face covering and no fever, allow the</td>
<td></td>
</tr>
<tr>
<td>patient through the front door and instruct to</td>
<td></td>
</tr>
<tr>
<td>immediately sanitize hands, sign or hand in pre-filled</td>
<td></td>
</tr>
<tr>
<td>consent form</td>
<td></td>
</tr>
<tr>
<td>● Lead patient directly to intake area</td>
<td></td>
</tr>
<tr>
<td>● Use oximeter to check oxygen levels in blood</td>
<td>• Document oximeter reading</td>
</tr>
<tr>
<td>○ If oxygen level is &lt; 94%, double-check</td>
<td>○ If oxygen level is &lt; 94%, double-check</td>
</tr>
<tr>
<td>○ Assess for symptoms and exposure to COVID</td>
<td>○ Alert supervisor</td>
</tr>
<tr>
<td>○ If necessary, escort patient to exit, refer to</td>
<td></td>
</tr>
<tr>
<td>COVID testing sites</td>
<td></td>
</tr>
<tr>
<td>● Proceed with intake</td>
<td>• Proceed with charting</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Consult with supervisor in designated consultation area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Implement acupuncture needle treatment</td>
</tr>
<tr>
<td>● Conduct post-treatment counseling</td>
<td></td>
</tr>
<tr>
<td>● Escort patient to exit</td>
<td></td>
</tr>
</tbody>
</table>

**>> IMPLEMENT DISINFECTION PROTOCOLS <<**
DISINFECTION PROTOCOL AFTER EACH PATIENT

Every on-site intern is responsible for disinfecting the treatment area after each patient. While disinfecting the treatment area, the interns must:

- Don disposable gloves
- Dispose of:
  - Table paper
  - Clean field
- Wiping down with disinfectant the following:
  - Waterproof pillow cases
  - Treatment table, including headrest
  - Patient chair
  - Supply table
  - All appointment tools: oximeter, blood pressure cuff, thermometer
  - Patient restroom door handles and occupancy sign, if used
- When the treatment area has been sanitized,
  - Replace table paper
  - Reset sanitized pillows
  - Reset clean field
- Bring any used towels to dirty laundry bin (located on the 2nd Floor) and replace
- Dispose of gloves and wash hands with soap and water for at least 20 seconds
END OF SHIFT PROCEDURES

In addition to duties for disinfecting the treatment area, every intern is responsible for insuring that the following duties are completed at the end of the on-site shift:

- Sanitize all wipeable surfaces, including desks and chairs used by interns in treatment room and supervisor/student consultation area
- Sanitize all computer keyboards, mouse, tablets that were used
- Refill/close alcohol and cotton containers as needed
- Properly position chairs in intake area; Use taped floor markers as guidelines for distance measures
- Turned off and unplug lights and equipment (especially heaters)
- Notify Clinic Admin if:
  - Sharps container is ¾ full
  - Clinic supplies are low
  - Equipment is damaged
  - Dirty laundry bin is full
  - Trash receptacle is full

- FILL OUT END OF SHIFT CHECKLIST AND BRING IT TO THE FRONT DESK WHEN YOU SIGN OUT.

Each treatment room will be supplied with BP cuff, pulse oximeter, as well as pillows, massage table sheets, gowns, gloves, sharps container, hand sanitizer dispensers.

CLINIC SHIFT SIGN-OUT

After the treatment area has been disinfected and prepped for the next shift, interns must sign out at the front desk. If interns need to remain on-site in designated areas to attend didactic classes, they must notify the front desk, be advised of their assigned room downstairs (one of the former treatment rooms), and after their didactic classes, sign out at the front desk before leaving. It is imperative that the front desk is aware of how many people are in the building.
HERB PHARMACY PROCEDURES

ARRIVAL FOR HERB SHIFT
All personnel reporting to the Herb Pharmacy will follow the facility entry procedures. After checking in at the Front Desk and sanitizing hands, Herb Room Personnel first go to the conference room at the back of the building and obtain a clean apron to be worn during the shift. They then report to the Herb Room.

SANITARY SUPPLIES & PERSONAL HYGIENE
At the start of each shift, all Herb Room personnel wash hands at the Herb Room sink. The non-touch paper towel dispenser in the Herb Room is used to dry hands. Hands must be washed before filling a prescription. If personnel step away from prescription filling to work on the computer or leave the herb room, hands must be washed in order to resume or start filling a new prescription.

REQUIRED PPE
The Pharmacy Director, Herb Pharmacy Interns and Work Study Interns are required to use disposable gloves and face masks during their shift.
- **Gloves** are worn while filling prescriptions or when touching herbs
- **Masks** are worn while filling prescriptions, and if 2 people are in the room at the same time
- **Aprons** are worn by Interns as a barrier between themselves and the herbs (FDA policy)

PHYSICAL DISTANCING
The Herb Room is open to Herb Room personnel only. Maximum number of personnel in the room at a time is 2.

DISINFECTING PROTOCOLS FOR HIGH-TOUCH SURFACES
The following need to be disinfected at the end of each 4-hour Herb Room shift with the corresponding disinfectant
- **70% alcohol**
  - Computer keyboards
  - Keyboard covers
  - Mouse
- **Natural cleaners (with Thymol)**
  - Metal Work Table tops
  - Metal Scale buttons
Cleaning products are kept by the sink.
CLINIC COMPETENCIES AND COMPREHENSIVE EXAMS

Because of COVID-19, AIMC has created telehealth clinic shifts to support the students’ education and advancement toward accumulation of necessary clinic hours and patient count. In the Fall 2020 term, AIMC will reopen onsite clinic shift opportunities for students. In order for students to progress from one clinic level to the next, level appropriate competencies must be completed as well as comprehensive exams.

CLINIC COMPETENCIES

Many clinic competencies can be completed through telehealth clinic shifts. However, several clinic competencies must be completed in person. For students who are comfortable coming onto campus or who have an on-campus clinic shift, competencies and point location tests can be coordinated with their supervisor or the Clinic Director at any time before they reach the number of hours to move into the next level. Information/forms/documentation/prereqs on Level can be found on the AIMC website.

If a student is unable to come onsite to complete in-person competencies, on a case-by-case approval by the ASC, arrangements may be made with the Clinic Director for continuing to the next level via telehealth shifts, with the agreement and understanding that once the student is able to come onsite, all in-person competencies must be completed before a student can participate in the on campus clinic.

Point location tests will be conducted on Week 5 of the term. Patients will be blocked off from scheduling on Jane. Students will receive an email reminder that includes exam details (type of question for each intern Level) ahead of time.

COMPREHENSIVE EXAMS

Comprehensive exams are administered each term on the fourth Friday. Students are responsible for registering for the relevant level Comprehensive Exam (CE 100 or CE 200) during the Registration period prior to the term they intend to sit for the exam. All prerequisites must be met to qualify for the exam. The exam is administered online. Students are allotted 3 attempts to pass the Comprehensive Exams. Failure to pass after the 3rd attempt results in Academic Dismissal.

POINT LOCATION EXAMS

Point location exams will take place during the fifth week of the term. Intern and supervisors will be notified the week prior. Onsite interns will take their point location exams during their
normally scheduled clinic shift, as will telehealth interns. A 70% passing grade is required to continue to the next clinic level. Interns will test at the level they are in during Week 5.
CLINIC HOURS AND PATIENT COUNT TRACKING

During on campus clinic shifts and telehealth clinic shifts alike, students need to use the clinic hours sheet and patient count forms as usual to track their hours and patient count. Admin generates clinic hours sheet. Other forms of documentation such as excel sheets are not acceptable. These forms will act as the master document that when completed need to be submitted to the Clinic administration for the individual student clinic files.

While supervisors will continue to sign off on forms during on campus clinic shifts, for telehealth shifts, Clinic admin will verify the hours and patients via JANE.
RESTROOMS

As a safety measure, restrooms availability will be assigned. Patients will be allowed to use only the upstairs restrooms, which are limited to one person per restroom at all times. There will be an "occupied/vacant" sign hanging at each restroom door to coordinate occupancy and help avoid more than one person per restroom.

Students and faculty are assigned to restrooms in the downstairs area only.

RESTROOM PROTOCOLS

➔ Face masks are required at all times when using the restroom.
➔ Close the toilet cover before flushing to avoid aerosols.
➔ Everyone must wash their hands with soap and water for at least 20 seconds.
LIBRARY LOAN PROCEDURES

The AIMC Library room will open on a limited basis for the Summer 2021 term. If not on campus, one may borrow books from the Library through the following procedures:

- Contact the Librarian (pward@aimc.edu) with your book request.
- Library support staff will print out the request sent from the Librarian, which has the book’s call number and barcode, and then pull the requested book.
- The book and print out will be placed in the designated library cart next to the front desk.
- Once the book is ready in the library cart for pick-up, staff notifies the Librarian who will contact the requestor.
- When the requestor comes to pick up the book, front desk staff needs to retain the printed-out request, note the date of pick-up on the sheet, and place it in a folder for the Library assistant.
- Books are returned to the box on the cart marked “book return.”

When the Library is open, safe masking and distancing guidelines, and room occupancy limits will be followed.

Books that are returned will be quarantined for at least 3 days and then reshelved. Please note that the Library Assistant will be working 2-3 days a week.

Reference books may be checked out for 1 week, and circulating books may be checked out for 2 weeks.

Currently, there are no fines for overdue books, but we all appreciate a conscientious, prompt return of materials so others can borrow.
STUDY ROOMS

The treatment rooms in the original campus clinic facility will be available as study rooms to students and faculty who need to attend online classes before or after an on-campus class/clinic shift. Whether they need to go to a study room in the morning or afternoon, students and faculty must be assigned a room by the Front Desk. The Front Desk must regulate the study rooms for safety purposes as well as for contact tracing purposes in case of a COVID-19 on campus infection.

Rooms 1, 2, 3, 11, 12, and 13 are unavailable due to the professional clinic. Furthermore, study rooms may not be available if we are able to open up downstairs treatment rooms for student clinic.

The follow procedures and protocols apply to anyone interested in occupying a study room:

- One person per room
- Request a study room at the Front Desk
- Doors maybe kept open, but if a door is open headphone must be worn during online classes
- Before leaving the room, implement disinfection protocols
  - Don disposable gloves
  - Wipe down all surfaces with disinfectant, including but not limited to table surfaces, chair, sink, storage furniture, door handles, sanitizer dispensers, paper towel dispenser
  - Final check that no food or waste is in left in the room
- Leave door open upon vacating the room
- Notify the Front Desk that the room is vacant
- Do not reserve a study room for the time you are on campus for didactic or clinic shifts. For example, if you have a morning class or clinic shift, but need a study room in the afternoon, sign up for the study room after your didactic class or clinic shift. People who have class or clinic in the afternoon may need the study rooms in the morning.
PROFESSIONAL ACUPUNCTURE CLINIC

Beginning the third week of the spring term, AIMC will reopen its professional clinic services. Each day, there may be 1 or 2 acupuncturists seeing patients. The professional clinic is confined to select treatment rooms in the downstairs area: rooms 1, 2, 3, 11, 12, and 13.

ENTRY/EXIT FOR PROFESSIONAL CLINIC

Patients being seen in the professional clinic will use a designated door for entry and exit. This door is separate from the entry for students, faculty, staff, and patients in the community clinic. Patients in the professional clinic will also have a designated restroom in downstairs, closest to the professional clinic area. This area is off-limits to students. See highlighted areas in the map below.

*Acupuncturists working in the professional clinic will need to enter/exit and sign-in/out at the main entrance. Temperature checks and self-assessment forms will still be required for entry to the facility. Professional acupuncturists, however, are responsible for assessing their private clients.*
SCHEDULING & FORMS

AIMC’s Patient Concierge will be the primary point person on staff for the general coordination of the professional clinic. However, the professional acupuncturists will operate independently of the AIMC front desk, managing their own patient schedules. The professional acupuncturists will have the choice to use the AIMC scheduling software, JANE for their charting and payment transactions. If they choose to do so, they must coordinate their JANE account with the Patient Concierge.

They also have the option to utilize COVID screening forms for their patients. Since patients in the professional clinic will be using a designated entrance, the professional acupuncturists will be responsible for directing their patients to the correct entrance, as well as greeting and screening their own patients.

SAFETY PROTOCOLS

The professional acupuncturists are responsible for ensuring that they and their patients comply with the standards of safety at the AIMC facility (see sections on self-screening, patient
screening, disinfection, PPE and entry procedures). AIMC will provide supplies needed for disinfection procedures, as well as basic clinic room needs—e.g. table paper, blankets, soap, heaters, air purifiers, etc.

The AIMC Clinic Liaison is the point person for any questions about clinic supplies.

**CONTACT TRACING**

Because the professional clinic is a separate clinic from the school clinic and because the majority of professional clinicians are also onsite clinical supervisors and didactic faculty, special arrangements about contact tracing need to be outlined.

If a *patient* in the professional clinic tests positive for COVID:

- The attending acupuncturist needs to email a notice of the incident to the Clinic Director the following information for documentation:
  - Patient initials or patient #
  - Date of onset of symptoms
  - Date of COVID test
  - Date(s) of onsite appointments/ exposure(s) to acupuncturist

- The attending acupuncturist should see Situation C (p. ----) in the Chart of Protocols for COVID Incidents, for protocols on their returning to campus for clinical supervising or didactic teaching

If an *acupuncturist* in the professional clinic is exposed to a possible or confirmed COVID + while in clinical supervision or during an onsite didactic class, that acupuncturist is responsible for:

- Notifying their private practice patients (whether or not they use JANE)
- Managing their patient schedule
- Following the AIMC chart of protocols for COVID incidents on campus

*Acupuncturists who are independent and not AIMC faculty or staff are still required to be familiar with and follow the AIMC chart of protocols for COVID incidents outlined in this manual.*
PROTOCOL FOR COVID-19 RELATED INCIDENTS

On a campus and in a student clinic setting, it is important to be proactive in self-checking for symptoms and possible exposure to COVID-19 in order to limit and avoid spreading the virus. Effective containment depends on early symptom identification and strict guidelines regarding return to campus.

The following Chart of Protocols for COVID-19 (pp. 27-30) are the guidelines for how students, faculty and staff should respond in different situations of possible or confirmed COVID-19 exposure. The Chart also outlines the process for determining the scope of a facility closure. These protocols are in line with the City of Berkeley and informed by CDC recommendations.

TESTING

There are two types of COVID-19 tests: viral and antibody.

- **Viral tests** tell you if you are currently infected.
- **Antibody tests** may identify whether you've been infected previously. Science regarding interpretation and validation of antibody testing is still in flux.

The CDC website explains more about the different types of COVID-19 tests, and offers guidance for those seeking either type of testing.

*A COVID-19 test is a snapshot in time. It can take up to 14 days to become infectious after COVID-19 exposure. Unless you have been observing a strict home quarantine and not interacting with others for 14 days, know that a negative test today does not mean you are not carrying the virus, or that you would test negative tomorrow.*