Phase II

Clinical Year Student/Staff/Faculty Policy

for

COVID-19 Management
CVM Code of Conduct During the COVID-19 Era

Knowledge is Power and Responsibility

As students in a medical profession, you are in a unique position to understand virus behavior, modes of transmission, sterility, epidemiology, and medical/scientific fact from fiction. Knowledge also bestows a responsibility to model safe behavior and adhere to scientific recommendations. The rules established for the CVM community are intended to keep the most number of people safe, protect those with increased risk, allow for more efficient tracing should an infection occur, and minimize the spread of COVID-19 among our community. Please be aware that at any time during the pandemic, an outbreak could close the VTH and the College resulting in a delay of your graduation. The more obvious risk and critical effect is infection with a potentially fatal disease among your friends and colleagues.

What we DO know is effective against the transmission and spread of COVID-19:
- Minimizing contact with individuals that is closer than 6 feet and longer than 15 minutes.
- Wearing a mask.
- Hand and surface hygiene.
- Avoiding large gatherings, especially those held inside.
- Immediately taking action if you have any suspicious symptoms: stay home, get tested, and report positive results immediately.

Please note that violations of the CVM Veterinary Teaching Hospital guidelines may be considered a Student Code of Conduct violation and result in referral to the CVM Professional Standards Committee and/or the University Student Conduct Office.
Phase II Guidelines for the Veterinary Teaching Hospital

Date: November 5, 2020

GOAL 1: Minimize the spread of COVID-19

GOAL 2: Enhance clinical training of 4th year students and house officers

GOAL 3: Service to patients, rDVM’s, and clients

GOAL 4: Fiscal responsibility for the VTH during COVID-19
GOAL 1: Minimize the spread of COVID-19

EVERYONE IS RESPONSIBLE!

- Mask
- Social distancing
  - Greater than 6 feet
  - Less than cumulative 15 minutes in 24 hrs.
- Hygiene/Cleaning
  - Wash hands/use hand sanitizer
  - Don’t touch face
  - Surface cleaning for high-contact items

STAY HOME WHEN SICK AND REPORT TESTING RESULTS!

Students report **positive** test results to Dr. Gilmour, ADAA
  margi.gilmour@okstate.edu

Faculty and house officers report **positive** results to Dr. Burba, Dept. Head
  dburba@okstate.edu

Staff report **positive** results to their supervisor, supervisor reports to
  Wade Friedeck, Hospital Administrator
  wade.friedeck@okstate.edu

*Effective contact* is defined by the following, all of which would *risk transmission* and potentially result in *self-quarantine*:
- Contact within 6 ft. for a cumulative total of 15 minutes or more over a 24 hour period, with or without a mask, starting 48 hours before the individual showed symptoms (or 48 hours before day of test for asymptomatic individuals), OR
- Direct physical contact (hug or kiss), OR
- Providing care to a sick, COVID-positive person, OR
- Sharing eating or drinking utensils, OR
- If a person sneezes, coughs or otherwise gets respiratory droplets on you.
Individual protocols

- A mask must be worn at all times within the VTH unless alone in a private office. Masks must also be worn outside when others are within 6 feet of you. This is to protect others around you, and to prevent the inadvertent touching of nose and mouth.
  - Change mask if you sneeze or cough into it.
  - Wash cloth masks daily.
  - If you forget your mask, you can obtain a disposable mask from Central Supply.
- Wash hands for at least 20 seconds or use hand sanitizer frequently especially after touching a common use object.
- Sneeze or cough into your arm.
- NO handshaking.
- Maintain distance from others whenever possible.
- Use caution when eating; wash hands thoroughly before touching food; do not allow food to directly touch common-use surface; dispose of all trash in waste receptacle; do not leave any food items out uncovered/unwrapped.
- Leave the premises as soon as your work is complete. Recommend working remotely whenever possible. Note, however, that medical records cannot leave the premises.

- STRICT SICK AND EXPOSURE POLICY!
  - **DO NOT** come to the VTH if you have symptoms consistent with COVID-19, or if you have had effective contact (see above for definition) with a person who has tested positive for COVID-19.
  - Contact your supervisor immediately:
    - Students: Dr. Gilmour and copy the faculty member for your rotation and VCS Department (vcsdept@okstate.edu) or 405-744-8444
    - Faculty and house officers: Dr. Burba (dburba@okstate.edu)
    - Staff: your supervisor and supervisors contact the Hospital Administrator
  - **If you are sick:**
    - Get tested for COVID-19 and report your results (see above for reporting positive results); testing sites can be found on the CVM COVID web page [https://vetmed.okstate.edu/covid-19.html](https://vetmed.okstate.edu/covid-19.html)
    - Contacting a health care professional is at the discretion of the individual however, please consider if you have severe symptoms, are not improving, or have co-morbidities.
  - If you have had effective contact with a COVID-19 positive individual
    - Do not come into work until cleared by the supervisor (faculty, staff) or Dr. Gilmour (students). Plan on following Situation II in the Return to Work/School Guidelines (7 day quarantine with a negative test result on Day 5).
    - Plan to get COVID-19 tested approximately 5 days following last exposure to the positive individual and report results as soon as received.
  - **COVID-19 test results are confidential and personal identity is protected.**
• Social distancing
  o Only clinical year students, staff, faculty, house officers, on-site Antech employees, and essential maintenance personnel and others approved by hospital administration or the VCS Department Head will be allowed in the hospital. Clients will be allowed in an escorted, controlled manner following the directions below. If unauthorized visitors are noted, immediately report their presence to a supervisor or hospital administration.
  o Pod and curbside admission and discharge (see details below) will continue during this phase.
  o Each service should continue distancing rules for their specific common-use areas, e.g. how many people in a ward, procedure room, exam room, etc. at one time; space seating in rounds rooms, etc. in order to limit the number of people in a confined space and whenever possible, keep a 6 foot distance apart. All reasonable efforts should be made to minimize the number of people congregating in any area of the hospital.
  o Years 1-3 students may be allowed into the VTH for course laboratories with an approved protocol that creates separation of 4th year students from Year 1-3 students, and directions for entrance/exit to the building that will not intersect with hospital personnel and 4th year students.

• Premises protocols
  o Personal belongings should be kept in lockers, car, or at home; this will limit items for others to touch, and allow for better cleaning.
  o ABM custodial staff will continue increased cleaning protocols.
  o All are responsible for keeping workspaces clean by daily (or more as indicated) sanitation of high-touch items (keyboard, mouse, phones, countertoops, doorknobs, etc.).
  o ABM will continue to maintain hand sanitizer stations.
  o Signage will remain throughout VTH to remind everyone about the importance of routine hygiene: mask usage & washing, hand washing, hand sanitizing, no handshaking, cough/sneeze into arm.
  o No common food items allowed – i.e. all food should be individually wrapped.

• Returning following greater than 2 days leave – meetings, vacations, etc.
  o Complete the Return to Work Form 24-48 hours before returning/coming to the VTH
    ▪ Faculty, house officer, staff, locum, interview candidates “Return to Work Questionnaire” : https://intranet.vetmed.okstate.edu/course/view.php?id=7
    ▪ Students “Student COVID-19 Hospital Entry/Re-entry Questionnaire”https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZlc01aNt2fVNga_nweDdAsDhUNj4OWUVQVhGVEtPWIFaVINKS1hOUzdTUC4u

• Students returning from externships
  o A student returning from an externship, regardless of location including Stillwater, must either:
    1. Be tested for COVID-19 upon return to Stillwater; testing sites can be found on the CVM COVID web page https://vetmed.okstate.edu/covid-19.html; report your test results to vcsdept@okstate.edu . NOTE: also report positive results to Dr. Gilmour margi.gilmour@okstate.edu
       OR
    2. Self-quarantine for 14 days before returning to a VTH in-person rotation. The student will be expected to participate in any virtual curriculum and activities during self-quarantine and any in-person days must be completed at a later date. An “I” grade will be issued until the days are completed. The VCS department schedule coordinator will assist you in
rescheduling your required make-up days. Options available for make-up days include vacation rotation, Christmas holiday week, or during the first week of Rotation 1, 2021.

- A student returning from an externship must complete the “Student COVID-19 Entry/Re-entry Questionnaire” no later than 5:00 pm on Sunday, the day before the first day of the rotation following the externship. [https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZIc01aNt2fVNganweDdAsDhUNjhOWUUVQVhGVEtPWiFaVlNKs1hOUzdTUC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZIc01aNt2fVNganweDdAsDhUNjhOWUUVQVhGVEtPWiFaVlNKs1hOUzdTUC4u)

- Students who arrive at an externship site and are concerned for their safety may return to OSU without being penalized.

- **Off-shore and contract students** arriving in Stillwater to begin their program, regardless of origin, must:
  - Be tested for COVID-19 upon arrival to Stillwater and report your test results to vcsdept@okstate.edu. [NOTE: also report positive results to Dr. Gilmour margi.gilmour@okstate.edu]. Testing sites can be found on the CVM COVID web page [https://vetmed.okstate.edu/covid-19.html](https://vetmed.okstate.edu/covid-19.html).
  - Complete the “Student COVID-19 Hospital Entry/Re-entry Questionnaire” no later than 3 pm on the Friday prior to the first in-person day of the rotation. [https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZIc01aNt2fVNganweDdAsDhUNjhOWUUVQVhGVEtPWiFaVlNKs1hOUzdTUC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZIc01aNt2fVNganweDdAsDhUNjhOWUUVQVhGVEtPWiFaVlNKs1hOUzdTUC4u)

- Reporting concerns about following safety protocols
  - Faculty ➔ Department Head
  - Students ➔ Associate Dean for Student/Academic Affairs
  - Staff ➔ Supervisor ➔ Hospital Administrator

**GOAL 2: Enhance clinical training of 4th year students and house officers**

- Every effort will be made to provide as much in-person training and experiential learning as possible, balancing safety protocols with realistic student learning opportunities. Individual rotations may propose modifications to their rotation for student in-person and virtual learning considering the following:
  - Risk:benefit ratio for student in-person learning considering caseload and learning activities the student is expected to have.
  - Number of students scheduled per rotation.
  - Facilities/space in areas frequented by students on the rotation (treatment areas, wards, rounds rooms, etc.) and ability to safely distance for periods of time.
  - How rotation student numbers would contribute to student numbers in common use areas such as radiology, ICU, anesthesia induction, equine exam rooms, etc. and ability to safely distance for periods of time.
  - Novel use of VTH facility space or scheduling to facilitate student/house officer/staff/faculty distancing.
  - Collaboration between service faculty to provide quality distance learning.
• Effective use of virtual/distance formats including Moodle, Zoom, free teaching modules through universities or specialty colleges, in-person/virtual student collaboration, etc.

• Student feedback from rotation evaluations.

• Hospital goal to minimize areas of congestion and choke points that force regular effective contact between individuals.

• For rotations using an A/B split week for students:
  o The VCS department will divide students on a rotation into Group A and Group B, and pair each student in Group A with a student on Group B. If there is an odd number of students, Week 1 the “odd” student will not have a “Virtual Rotation Colleague” (VRC), and Week 2 the “odd” student will be a second VRC.
  o Each service will determine if the VTH students will attend rounds in-person or virtually depending on the rounds room size, number of students, faculty preference, etc.
  o End of rotation exams may be given virtually or in-person for the virtual students; if they are requested to take in-person, reserve a room large enough for students to distance themselves in seating (e.g. 002 VTH).
  o Requiring after-hours shifts for students may be determined by each service within the following guidelines:
    ▪ All VTH students will be excused from duty by midnight. This is to allow them to participate fully in each of their 5-7 in-person/hands-on days. If the case extends beyond midnight, the VRC may be called in to help in case management. Responsibilities for that VRC student the following day will be determined by the clinician (e.g. morning rounds, morning cases, etc.).
    ▪ Students will not be scheduled for after-hours activities 2 nights in a row.
  o The virtual student must be available at all times to step into the VTH student role should the VTH student be absent, and may be required to be on call for after midnight emergency cases.

• Grand Rounds will continue with virtual presentation and participation (Zoom).

• Externships
  o Students must complete and submit Clinical Year Externship Requirements document (see Attachment I). This form can also be found in E-Value/Home Page/COVID-19 Externship Requirements https://www.e-value.net/index.cfm; and on Moodle/Year 4/Externship Rotation https://moodle.vetmed.okstate.edu/course/view.php?id=107.
  o Approval for international externships will be on a case-by-case basis through the Associate Dean for Academic Affairs office. Decisions will be based on location, current federal, state and university travel restrictions, and specificity of externship.

• House Officer Seminar
  o Students may participate through Echo360 when time allows (VBSC 6710 on Moodle page).
  o Faculty and House Officers may view on Echo360 (preferred) or attend in person as long as safety protocols are maintained (social distancing and mask).
• Scheduled meetings
  o Each service is responsible for developing a plan for journal club and other regularly scheduled service meetings, based on room size, number of attendees, etc.
  o Tuesday mornings and the 3rd Wednesday of each month until 9am will continue to be reserved for VTH meetings.

GOAL 3: Service to patients, rDVM’s, and clients

We will serve our patients, rDVM’s and clients who rely on our care. We will do this in a safe, responsible, and respectful manner taking all factors of our current situation into consideration. This will require holistic teamwork and putting others before ourselves. The following protocols will be in effect during this time period.

• General Guidelines:
  o Only 1 person per patient will be allowed in the building at a time except for euthanasia, in which 2 people will be allowed.
  o A facial covering must be worn at all times while in the VTH. Those unwilling to comply with this will not be allowed in the building and will need to be served curbside, rather than podside. Please handle these conversations professionally and do not engage in an argument for or against facial coverings. We will comply with University regulations, including facial covering use. Distancing of personnel and students at least 6 feet from the client should be sought at all times possible.

• Initial client contact
  o All clients will be informed to contact the hospital via phone prior to or at the time of arrival. During this phone call, the following questions will be asked of the client prior to EACH visit:
    ▪ *In the past 14 days, have you been in close contact with a person who is awaiting COVID-19 test results or confirmed to have the Coronavirus?*
    ▪ *In the last 72 hours, have you had fever (100.4 or greater) and/or cough, shortness of breath, chills, headache, sore throat, muscle pain, or new loss of taste or smell?*
  o The VTH personnel who receives this information should document the answers to these questions on the “Coronavirus Client Questionnaire” in ezyVet.

• Admission
  o Admission and discharge of all patients will occur one of two ways, depending on multiple variables (pod availability, weather, patient restraint needs, owner preference, etc.):
    1. Pod Admission/Discharge
    2. Curbside Admission/Discharge
  o The client will be instructed to call the main VTH number upon their arrival. At this time, they will be informed to enter the building and go to assigned pod, if available, or to wait in their car until a pod is available.
  o **1. Pod Admission and Discharge**
    ▪ A “pod” is defined as an area for one client to interact with our personnel and students in a safe, socially-distanced manner. The pods will be cleaned accordingly between clients. Cleaning of the pod is the responsibility of the check-in receptionist.
• Three pods are available in the small animal lobby. The exchange cage in front of the small animal entrance may be used as a 4th pod, if needed and if the weather permits. The large animal lobby serves as a single pod.
• When a pod is available and clean, the assigned receptionist (“check-in receptionist” - rotating daily) will inform the client that they may enter the building and show them to their assigned pod.
• Reception may ask client to approach the desk one at a time to provide any needed information.
• When the front desk team obtains all information, they will page the student overhead to inform that their patient is ready for admission in the appropriate pod (small animal) or outside (large animal).
• Small Animal: Student will approach the appropriate pod (or outside if large animal), introduce themselves (with no handshake and maintain at least 6 feet of distance), obtain any needed history that has not already been obtained, and obtain the patient. This conversation should always be less than 10 minutes in duration.

  o 2. Curbside Admission and Discharge
    • Curbside admission and discharge may be completed at the client’s car if all pods are full AND the service students and staff have the time to fully perform the check-in process including running of any documents that may be needed; or per client request.

***IF THE ANSWER TO EITHER OF THE TWO COVID QUESTIONS ABOVE IS “YES”, ADMISSION MUST OCCUR OUTSIDE (POD #4 FOR SMALL ANIMALS AND OUTSIDE AS USUAL FOR LARGE ANIMALS) WITH APPROPRIATE DISTANCING AND FACIAL COVERING USAGE.***

• Client communication and visitation
  o All communications with client between admission and discharge should occur via phone or videoconference. All communications should be logged in ezyVet.
  o Hospitalized patient visitation is not allowed except to aid in decisions to continue vs. terminate treatment.

• Discharge
  o Discharge will occur with the same protocol as admissions (see above).
  o The student is responsible for having all discharge instructions, medications and supplies ready at the time of discharge.
  o All charges must be finalized by the providing services at time of discharge.

• Exam Room Use
  o Two exam rooms will be available in the small animal hospital for client consultation only. These are meant for difficult conversations, brief introduction to doctors for new cases, and for discharges in which demonstration is needed (exercises, sling use, etc.). These will be available on a first come, first served basis following request to the check-in receptionist.
  o One exam room (old cardio exam room) will be available for euthanasia. As before, please be cognizant of social distancing as much as possible and ensure brief, but meaningful, interactions during this time.
- All surfaces within these exam rooms must be cleaned thoroughly between each use. This is to be done immediately following the use of the room and is the responsibility of the service who used the room.
- For the large animal hospital, difficult conversations may be held in the large animal lobby (only one client allowed at a time), outside, or stall-side (limited to one client in each barn at a time).

- **After-hours/ER**
  - If reception is open/present, clients may be directed to a pod as previously described
  - If reception is closed/not present, small animal clients should be directed to the area between the glass doors. If needed, large animal clients may be brought into the large animal lobby for a brief (<10 minute) conversation before unloading the animal.
  - Intern and/or after hours’ student will obtain history and animal from this location.
  - Unescorted clients are not allowed into the hospital area after-hours due to personnel safety concerns.

- **Deposit and payment information**
  - The current financial policy remains in place. Appropriate charges should be entered in all situations. For patients being hospitalized overnight or receiving estimates with a high-end greater than $500, clients are required to pay an initial deposit equal to 80% of the high end of the estimated charges. Because of the logistics of the current situation, the treatment plan and estimate will usually be presented over the phone and delivered via email. In most cases, the owner may have left the premises prior to formation of the estimate. Therefore, the preferred method of payment is via phone with credit card or CareCredit. If these are not an option for the client, cash and check are accepted, but must be delivered in a timely manner to the VTH (prior to non-life-saving treatment).

**GOAL 4: Financial viability of the VTH and CVM**

- Increasing caseload to help maintain financial health, but only to level that takes into consideration:
  - Fewer than normal number of students
  - Inefficiency due to social distancing, altered staffing and curbside admission/discharge process
- **CRITICAL:** because caseload cannot resume to “normal,” it is imperative to be mindful of
  - All existing financial policies and protocols
  - Limiting expenses
  - Charging appropriately (enter correct fee, charge for all procedures, supplies, medications, etc.)
  - Ensure all charges are in at the time of discharge
  - Obtain deposits for patients being hospitalized overnight or receiving estimates with a high-end greater than $500
  - Obtain payment on all cases at the time of discharge
  - Limiting non-exempt employee overtime
Clinical Year Externship Requirements

Externships are a critical part of the clinical year curriculum and OSU CVM is supportive of the externship experience and grateful to all host sites that welcome our students and offer them a holistic clinical experience. During the COVID-19 pandemic, we are challenged with doing everything possible to keep our students safe, mitigating the spread of COVID-19 between communities, and being respectful of host site policies and protecting host site personnel. The following requirements are in place to address these concerns. If you have any questions regarding the requirements, please do not hesitate to contact Dr. Margi Gilmour, Associate Dean for Academic and Student Affairs (margi.gilmour@okstate.edu, 405-744-6595).

**Students**

- The student is responsible for scheduling the externship with the host site, and providing this information sheet to the host site supervisor for signature.
- This signed form must be submitted to the Veterinary Clinical Sciences Department (vcsdept@okstate.edu) no later than 5 pm of the first day on externship. It can be submitted in advance at any time.
- The student is responsible for arriving at the host site with their own masks. Masks provided by the host site may be worn, but the host site is not required to provide a mask for the student.
- Students are REQUIRED to adhere to the same safety protocol at the host site as in the OSU Veterinary Teaching Hospital:
  - A mask must be worn at all times in the facility, and worn outside when within 6 feet of another person.
  - Maintain personal distancing from others whenever possible.
  - Maintain strict hand hygiene:
    - Wash hands for at least 20 seconds or use hand sanitizer frequently especially after touching a common use object.
    - No hand shaking.
    - Always wash hands before eating.
    - Never sneeze or cough into your hand.
  - Leave the premises as soon as work is completed for the day.
- Students are required to stay home if experiencing any symptoms consistent with COVID-19, or if they have come into direct contact with a person who has tested positive for COVID-19. The student must contact their host site supervisor and the VCS Department in either situation.
- For ambulatory calls, if there are more than two individuals in the transport vehicle, it is strongly recommended that the student drive their personal vehicle to the ambulatory sites.
- The above requirements are a minimum. Students are required to adhere to any additional protective policies set by the host site. Non-compliance is grounds for dismissal from the host site with a “fail” grade.
• Students may leave an externship site at any time without penalty if they are concerned their health is at risk.

• Students returning from an externship must:
  o Be COVID-19 tested upon return to Stillwater OR self-quarantine for 14 days
  o Complete the Student COVID-19 Entry/Re-entry Questionnaire no later than 5:00 pm on Sunday, the day before the first day of the rotation following the externship.

https://forms.office.com/Pages/ResponsePage.aspx?id=HclpKknoNE6iMM34sn4ZZIc01aNt2fVNganweDdAsDhUNjhOWUVQQVhGVtPWIFaVINKS1hOUzdTUC4u

**Externship Site**

• Ensure students adhere to the requirements above for their safety, the safety of externship personnel, and the safety of the CVM community. A student returning from an externship site who has contracted COVID-19 puts the clinical year program at risk for closing, thus delaying graduation for the class of 2021.

• Notify the Veterinary Clinical Sciences Department (vcsdept@okstate.edu or 405-744-8468) if any student is non-compliant with the above requirements and/or the host site protective requirements.

By signing below, I acknowledge I have read and understand the above requirements, and agree to abide by them.

__________________________________________  __________________________________________
Student PRINTED Name                               Student SIGNATURE

__________________________________________
Date

__________________________________________  __________________________________________
Externship Supervisor PRINTED Name                  Externship Supervisor SIGNATURE

__________________________________________
Date