



**FALL Campus Guidelines,
Canadian College of Naturopathic Medicine
(CCNM-Boucher; Version 1.2 Fall 2022)
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Introduction

This manual includes policies and procedures that outline the best practices that prioritize the safety and wellbeing of the Boucher campus community. These guidelines are consistently evaluated and informed by the guidance of PHA and the BC government, WSBC/OHSA and the CNPBC. Updates will be communicated through CCNM email communication. Effective prevention measures are in place across campus to prevent communicable diseases including COVID-19 from spreading. During periods of elevated risk where Public Health officials issue guidance, notices, or orders related to our region and industry, CCNM - Boucher Campus will take steps to implement appropriate measures in accordance with the guidance of Public Health. This may mean a reinstatement of any or all requirements we have previously had or implementation of new measures.

The CCNM - Boucher Campus Guidelines are intended to provide effective measures to reduce the risk of communicable disease transmission in our campus community, and the greater community at large. Preventing the spread of communicable diseases such as COVID-19, influenza, norovirus, and others through direct or indirect transmission relies on everyone doing their part including immunization, self-monitoring, staying home when sick, wearing masks, practicing hand hygiene and physical distancing where possible.

As a Post-secondary institution that provides medical training and Naturopathic Medical care, the changes that were made to comply with the Ministry of Health, Public Health and CNPBC guidelines to provide in person care are still in place. Naturopathic medicine is an essential service in British Columbia and we will continue to provide in person patient care and Academic instruction as is safe to do so.

Key Information

1. ID FOB cards should be worn while on campus and used by everyone to enter campus.
2. *Face masks are recommended but not required EXCEPT:*
 - 2.1. Surgical masks are required for the duration of academic practical classes and in all Boucher clinics (campus and external satellite clinics) by faculty, staff, and students.
 - 2.1.1. There are no exemptions for students, faculty or staff who are delivering clinical care or who are participating in practicums.
 - 2.1.1.1. If an accommodation request is submitted to the college, it may involve an extended time period for completion of the naturopathic program, so that activities can be resumed when the mask mandate is no longer in place
 - 2.2. The use of face shields or eye goggles, however, is subject to the supervisor's discretion and is not required.

- 2.3. Clinic patients will continue to be supplied with surgical masks for use for the duration while in the clinic
 - 2.3.1. There are no exceptions for patients to not wear a medical mask.

Virtual care is available for patients who are not able to wear a mask.
3. PPE requirements may be superseded by policies and/or formal instruction within any CCNM –BC Satellite clinics where there are more stringent requirements in place.
4. Clinic interns and supervisors will wear disposable gowns at their discretion, except when performing intravenous infusion therapy or phlebotomy.
5. *Full COVID-19 Vaccination is mandatory for staff, clinicians, and faculty at CCNM-BC clinics (campus and satellite) as per the provincial government requirement for PSI providing healthcare training.*
6. We will continue to offer virtual care for patients as we are able, and restrictions for in person care will be lifted except for patients exhibiting communicable disease symptoms, such as those of COVID-19.
7. All clinic supervisors and interns are required to attend their clinical rotations in person or as required if safety measures must be implemented.
 - 7.1. If an intern is in isolation but well enough to see patents virtually, they may do so, with authorization from the Associate Dean of Clinical Studies (kfairman@ccnm.edu).
8. The duration of self-isolation following a Positive COVID-19 test or symptoms of communicable disease including COVID-19:
 - 8.1.1. For vaccinated persons you can end isolation when **all 3** of these conditions are met:
 - 8.1.1.1. At least **5 days** have passed since your symptoms started, or from the test date if you did not have symptoms.
 - 8.1.1.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - 8.1.1.3. Symptoms have improved for a minimum of 48 hrs.
 - 8.1.2. For unvaccinated people you can end isolation when all three of these conditions are met:
 - 8.1.2.1. At least **10 days** have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
 - 8.1.2.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - 8.1.2.3. Symptoms have improved for a minimum of 48 hrs.
 - 8.1.3. With a **NEGATIVE** COVID-19 test but symptomatic, you need to stay home until symptoms have improved for a minimum of 48 hrs.
 - 8.1.3.1. An image of the negative test result(cassette) with name, date and time must be submitted to the CMO prior to returning to campus.
9. Occupancy limits are at normal usage, however physically distancing is recommended whenever possible.
10. Barriers or partitions will continue to be used in busy client-facing settings.
11. Educational and public spaces will be cleaned routinely.
 - 11.1. Sanitizing wipes will be provided throughout the campus for your convenience to wipe down surfaces before and after you use them
 - 11.2. Hand sanitizer will be provided throughout the campus for your convenience

1. General Guidance Regarding Workplace Health and Safety

Student Considerations:

Academic courses will be delivered in a mixture of hybrid and full in-person format. Cohorts will be expected to attend in-person practicums throughout the semester, with scheduled in-person activity every week.

Clinic will continue on-site, and all clinicians and faculty will be expected to attend in-person for patient care at the clinic they are assigned to for rotations wherever the facilities are available as guided by that site and/or the Regional Health Guidelines.

Students will be required to isolate if they have communicable disease symptoms or are travelling back to the lower mainland from outside of the province or country and have been instructed to isolate by government officials.

- Students who would normally attend campus but are required or recommended to self-isolate may request academic or clinic concession due to missed classes or course requirements. Formal requests for accommodation will continue to be managed through the processes outlined in institutional policy.

Faculty and Staff Considerations:

CCNM engages employees in a very broad range of roles across both campuses. Where feasible, if the nature of the role permits it, flexibility will be offered for the work structure of an individual. This means that there will not be a single standard for the College, but that the various work units will structure in-person/virtual as required to best meet the needs of the department and the College. Decisions regarding in-person attendance will be mainly set at a departmental level. Employees should discuss the requirements with their managers.

- Faculty and staff who would normally attend campus but are self-isolating should contact their supervisor to report their absence from working on campus and to discuss temporary remote work arrangements, if practical. Sick day policies will apply as appropriate. Formal requests for medical accommodation will be considered based on the individual circumstances and in accordance with collective agreements, legal obligations, and established accommodation review timelines.

Mental Health Support

Students, faculty, and staff may be anxious or experiencing increased stress about returning to campus or pandemic fatigue. Mental health support will be critical for everyone's health and wellbeing. Support is available through these resources:

- Students can access **Empower Me** by calling 1-833-628-5589 or by [Clicking Here](#) to learn more.
- Boucher Campus Naturopathic Medical Clinic 604 540 2873
- [Here2Talk](#) 24/7 free and confidential mental health consultation and referral program
- [KUU-US Crisis Line](#) culturally aware crisis support is available 24/7 to Indigenous people in B.C.
- [Capacity to Connect](#) provides faculty and staff easy access to the tools and skills they need to provide intervention and help for students who are struggling with their mental health and wellness

- Full time Staff may access counselling and wellness services through the employee benefits program Group Health.

Employees and Students on Campus but not in Clinic

- 1.1. All people are recommended to wear a mask in group settings, however masks are not required
 - 1.1.1. Medical grade masks may be required if deemed necessary by the CMO or Senior Leadership Team.
- 1.2. Qualities of a personal reusable mask or face covering
 - 1.2.1. A good cloth mask or face covering should:
 - 1.2.1.1. Be made of at least three layers of tightly woven fabric (e.g., cotton or linen) or 2 layers with a filter.
 - 1.2.1.2. Allow for easy breathing.
 - 1.2.1.3. Fit securely to the head with ties or ear loops.
 - 1.2.1.4. Maintain its shape after washing and drying.
 - 1.2.1.5. Be comfortable and not require frequent adjustment.
 - 1.2.1.6. Be large enough to cover the nose, mouth and go under the chin completely and comfortably
- 1.3. Masks or face coverings should not:
 - 1.3.1. Impair vision or interfere with tasks.
 - 1.3.2. Be made of plastic or other non-breathable materials.
 - 1.3.3. Be secured with tape or other inappropriate materials; and
 - 1.3.4. Be made of materials that may fall apart easily, such as tissues.
- 1.4. Personal reusable masks or face coverings should be replaced with a clean personal reusable mask or face covering as soon as it becomes damp.
- 1.5. Individuals who have NEW or WORSENING symptoms of an infectious illness including cold, flu, gastroenteritis, or COVID-19:
 - 1.5.1. Fever (= or + 38 C) or chills
 - 1.5.2. New or worsening cough,
 - 1.5.3. Loss of sense of smell or taste,
 - 1.5.4. Shortness of breath or difficulty breathing,
 - 1.5.5. Sore throat and/or painful swallowing,
 - 1.5.6. Nasal congestion
 - 1.5.7. Muscle or body aches,
 - 1.5.8. Fatigue or weakness,
 - 1.5.9. Loss of appetite,
 - 1.5.10. Headache,
 - 1.5.11. Diarrhea,
 - 1.5.12. Abdominal cramping,
 - 1.5.13. Nausea and/or Vomiting

must not attend campus and must report their symptoms immediately to the Chief Medical Officer (kfairman@ccnm.edu).

- 1.5.14. For vaccinated persons you can end isolation when **all 3** of these conditions are met:
 - 1.5.14.1. At least **5 days** have passed since your symptoms started, or from the test date if you did not have symptoms.
 - 1.5.14.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.

- 1.5.14.3. Symptoms have improved for a minimum of 48 hrs.
- 1.5.15. For unvaccinated people you can end isolation when all three of these conditions are met:
 - 1.5.15.1. At least **10 days** have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
 - 1.5.15.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - 1.5.15.3. Symptoms have improved for a minimum of 48 hrs.
- 1.5.16. With a NEGATIVE COVID-19 test but symptomatic, you need to stay home until symptoms have improved for a minimum of 48 hrs.
 - 1.5.16.1. An image of the negative test result(cassette) with name, date and time must be submitted to the CMO prior to returning to campus.

Individual that becomes ill while on campus the following guidance applies

- 1.6. Individuals who develop symptoms of an infectious illness including cold, flu, gastroenteritis, or COVID-19 while on Campus/Clinic(s) as outlined in 1.5 above or other symptoms that could be suggestive of COVID-19 that are not related to a pre-existing illness or health condition, will be provided a surgical mask, and sent home immediately and asked to maintain at least two meters of distance from other people while exiting the campus/clinic(s).
- 1.7. Sick individuals must follow hand hygiene and respiratory etiquette, as necessary, as they are exiting the Campus/Clinic(s).
- 1.8. Arrangements should be made for transport home where needed. Public transportation like buses, taxis or ride sharing should be avoided.

Clinic Staff, Clinic Faculty, Clinical Interns

- 1.9. CCNM determined that Surgical masks reduce the risk of transmission of communicable diseases such as COVID-19 infection and increase safety when on campus for clinic and/or practical classroom activities.
- 1.10. *Full COVID-19 Vaccination is mandatory for staff, clinicians, and faculty at CCNM-BC clinics (campus and satellite) as per the provincial government requirement for PSI providing healthcare training.*
- 1.11. Follow guidelines for Employees and Students on Campus but not in Clinic 1.5 through 1.5.13 and Individual that becomes ill on campus 1.6 through 1.9.

Guidance for employees or students with communicable disease symptoms or those diagnosed with COVID-19

- 1.12. The employee and/or student who is symptomatic will self-isolate for the required days for their COVID-19 vaccination status.
 - 1.12.1. For vaccinated persons you can end isolation when **all 3** of these conditions are met:
 - 1.12.1.1. At least **5 days** have passed since your symptoms started, or from the test date if you did not have symptoms.
 - 1.12.1.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
 - 1.12.1.3. Symptoms have improved for a minimum of 48 hrs.
 - 1.12.2. For unvaccinated people you can end isolation when all three of these conditions are met:

- 1.12.2.1. At least **10 days** have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
- 1.12.2.2. Fever has resolved without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
- 1.12.2.3. Symptoms have improved for a minimum of 48 hrs.
- 1.12.3. With a **NEGATIVE COVID-19** test but symptomatic, you need to stay home until symptoms have improved for a minimum of 48 hrs.
 - 1.12.3.1. An image of the negative test result(cassette) with name, date and time must be submitted to the CMO prior to returning to campus.

Employee and/or student in close contact of Positive COVID-19 case

- 1.13. Individuals that had close contact with a positive individual are no longer required to self-isolate, however they need to self-monitor.
 - 1.13.1. At any point, if the employee and/or student become symptomatic, they must self-isolate until return to campus requirements are met
- 1.14. Where a staff or faculty person is likely to have been infected due to workplace exposure, Human Resources will be contacted, and they must notify WorkSafe BC.

Returning to Campus/Clinic guidelines

- 1.15. With no test results, the employee and/or student may return to work/campus/class/clinic after the minimum days of isolation(above) with a minimum of 48 hrs symptom improvement and no fever
 - 1.15.1.1. If symptoms have not been improving for 48hrs and/or there is a fever, they must continue to isolate until they meet the return requirements
 - 1.15.2. If they test negative for COVID-19, the employee and/or student may return to work/campus/class/clinic before the end of the isolation period if they have had a minimum of 48 hrs symptom improvement and submit proof of the negative COVID-19 test results to the CMO (kfairman@ccnm.edu)

2. General Overview of COVID-19 Case and Contact Management

- 2.1. CCNM-BC has centralized contact tracing and identification under the direction of the CMO.
- 2.2. Employees and students use their identification card (IC) upon entry to the college campus, library classroom areas and clinic II. Data may be monitored by the CMO by obtaining the information from Facilities as needed.
- 2.3. CCNM-BC has prepared the necessary infrastructure to screen for Communicable diseases including COVID-19, allow for multiple exposure tracking incidents, and to monitor employee and student requirements that include COVID-19 testing and self-isolation if ordered by the PHO or other authority.
- 2.4. CMO maintains a confidential log detailing the date/time and description of all correspondence for suspected and confirmed cases of COVID-19 involving the CCNM- BC community.

Contact Tracing

- 2.5. Public health has deemed contact tracing of limited value at this stage of the pandemic and it is only used in high priority settings.
- 2.6. Our campus will only supply notification of COVID-19 cases if directed to do so by local medical health officials or the BC provincial public health officer. Public health authorities are responsible for determining notification processes and requirements.
- 2.7. For a public health authority to recommend or order closure of a site or facility to prevent infection transmission is a rare step, reserved for circumstances in which direct management of cases and contacts is not sufficient to limit transmission. The public health authority would communicate closely with PSI administrators on any recommended closures related to COVID-19.

Reporting on cases

- 2.8. The CMO will submit a report to the Executive Director of CCNM – BC, Dean of CCNM and President of CCNM as requested, maintaining privacy and confidentiality as possible.
- 2.9. An employee should contact the CMO and Human Resources to report they are isolated with symptoms or have a positive test result for COVID-19.
- 2.10. The Associate Dean of Academics will be contacted if a student is suspected of having COVID-19 as it relates to class attendance and practical classes or exams.
- 2.11. The Clinic Manager and Associate Dean of Clinical Education will be contacted if the student is a clinical intern as it relates to clinic attendance and rotations.
- 2.12. Otherwise, Confidentiality will be maintained unless the situation is medically urgent (or emergent), and/or should the local PHA deem it necessary to disclose the name of the employee and/or student to other individuals during their investigation.

3. General Hygiene, Cleaning and Sanitation Practices

General hand hygiene measures

3.
 - 3.1. Frequent and proper hand hygiene must be adhered to. This can be done using sinks supplied with soap and water, or with alcohol-based hand sanitizer (greater than 60% alcohol content).
 - 3.2. Glove use alone is not a substitute for hand hygiene. Your hands must be cleaned before putting on and after removing gloves.
 - 3.3. Patients should be reminded to perform hand hygiene upon entry and upon leaving the clinic and/or treatment room.
 - 3.4. Hand hygiene for Supervisors and Interns and practical class.
 - 3.4. Hands should be washed frequently by all people.
 - 3.4. Hand hygiene is performed:
 - 3.4.1.2.1. Before and after each patient/person contact.
 - 3.4.1.2.2. Before and after performing an invasive procedure.
 - 3.4.1.2.3. Before preparing, handling, or eating food.
 - 3.4.1.2.4. After care involving body fluids and before moving to another activity.

- 3.4.1.2.5. Before putting on and after taking off gloves and other PPE.
- 3.4.1.2.6. After personal body functions (e.g., blowing one's nose).
- 3.4.1.2.7. Whenever hands come into contact with secretions, excretions, blood, and body fluids.
- 3.4.1.2.8. After contact with items from a patient/person; and
- 3.4.1.2.9. Whenever there is doubt about the necessity for doing so.
- 3.4. Wash hands with soap and water for at least 20 seconds.
 - 3.4.1.3.1. If sinks are not available, use alcohol-based hand rub containing at least 60% alcohol.
 - 3.4.1.3.2. If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses.
 - 3.4.1.3.3. Soap and water are preferred when hands are visibly dirty.
- 3.4. Please refer to the BCCDC's hand hygiene poster for directions on proper hand washing protocols.

Mask Requirements

- 3.5. Masks are recommended but not required except for all clinic activity and in practical class settings.
- 3.6. All practical classes, skills labs and Clinic rotations require Surgical masks and masks will be provided to participants to wear for the duration of the class/clinic.
- 3.7. Personal reusable masks or face coverings are only acceptable for people not working in close contact with others and are not acceptable in clinics or academic practical classes or skills labs.
- 3.8. To enter the Clinic and for the duration of their visit all patients (i.e., within the BNMC and/or any of CCNM-BC Satellite Teaching Clinics), will be provided and must wear a Medical (minimum grade 1) mask.
- 3.9. Additional PPE will be worn as per the supervisor's discretion/guidance, including face shields.

General cleaning and sanitization guidance

- 3.10. Custodial crews will continue to clean offices and workspaces, classrooms, and public spaces based on protocols developed with BCCDC guidance in mind.
- 3.11. You should take additional care to wipe down commonly used surfaces after use. This includes a private workspace or any shared-space location or equipment (e.g., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.).
- 3.12. Hand sanitizer dispensers are available throughout the campus.
- 3.13. Sanitizing wipes will be available in all classrooms and office areas throughout campus.

Cleaning and sanitization guidance for patient treatment rooms

- 3.14. After every patient visit, whether the patient is symptomatic or not, patient contact surfaces (i.e., areas within two meters of the patient) should be cleaned and disinfected as soon as possible.
- 3.15. Shared equipment must be cleaned with alcohol or Caviwipes or equivalent between patients.

- 3.15. This includes stethoscopes, blood pressure cuffs, thermometers, otoscopes and other diagnostic equipment, baby scales, tables, examination tables, chairs, and all hard surfaces (doorknobs, handles, light switches, keyboards, mice, pens, sinks, faucets), laser, ultrasound, cups for cupping
- 3.16. Any patient with symptoms of upper respiratory illness or other symptoms of communicable disease that could be suggestive of COVID-19 must be quarantined in the treatment room, provided with an N95 mask, and escorted out of the clinic as soon as possible. The CMO and Clinic Manager must be alerted immediately. These people must be advised to self-isolate for the minimum recommended days that apply to their vaccination status.
 - 3.16. The clinic treatment room must be sanitized and not occupied for a minimum of 1 hour if a symptomatic person was in the space.
 - 3.16. In room HEPA filters must be put on the highest setting for this time.

Cleaning and disinfecting surface

- 3.17. When wiping down surfaces pay particular attention to tables, treatment tables and chairs, and doorknobs.
- 3.18. Wipe all horizontal hard surfaces and equipment with the designated disinfectant (i.e., the Caviwipes), and WAIT A FULL 5 MINUTES (i.e., this allows the bactericide and virucide to be effective). Do not dry the surface.

Cleaning/Disinfecting Personal Reusable Face Shields or Eye Goggles

- 3.19. Using a disinfectant, wipe the inside followed by the outside. Then allow it to dry.
- 3.20. Then wipe the inside following the outside with disinfectant. WAIT A FULL 5 MINUTES. Allow it to dry.
- 3.21. Remove gloves and clean hands. Note: The straps or foam that are part of the face shield do not need to be cleaned. If they are dirty, throw out the face shield and get a new one.
- 3.22. Please keep the reusable face shield or eye goggles in a safe place once your rotation is complete so that you can reuse it as needed when necessary. Replacement face shields are available when you feel it is necessary to obtain a new one, but they should be able to last for at least 2-3 months before receiving a new one.

4. Personal Protective Equipment (PPE) Procedure

Personal Protective Equipment

4. Instruction

- 4.1. Supervisors and interns will wear PPE (i.e., Surgical masks and additional PPE as clinically appropriate during the entirety of their clinical rotations).
 - 4.1. The use of face shields or eye goggles is subject to the supervisor's discretion.
- 4.2. Surgical masks will be dispensed daily
- 4.3. Lab coats are not necessary.
- 4.4. Any linens used during patient visits need to be disposed of in the designated laundry bins so they can be cleaned.

- 4.5. Keep in mind that PPE requirements may be superseded by stricter policies and/or formal instruction within any CCNM –BC Satellite Teaching Clinic (i.e., outside of the BNMC).
- 4.6. Other PPE is available as needed, i.e., gloves in the treatment rooms and for practical classes as required. If you notice stock is low, please alert the clinic manager (clinic), or the academic coordinator(academics).
- 4.7. Clinicians and Supervisors must wear gloves for all procedures that would require gloves for standard and routine practices (i.e., mucous membranes, body fluids, venipuncture, IV therapy).
- 4.8. Clinic interns and supervisors will wear disposable gowns at their discretion, except when performing intravenous infusion therapy or phlebotomy.
- 4.9. Before seeing patients in the treatment room, the supervisor and/or intern may want to wear full PPE (i.e., depending on the clinical context). Helpful links for proper use of PPE: <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/infection-control/personal-protective-equipment>

Donning (applying)PPE*:

- 4.10. Wash hands or use hand sanitizer.
- 4.11. Disposable gown (if using)
- 4.12. Shield (if using)
- 4.13. Wash hands or use hand sanitizer.

*Mask should already be in place

Gloves

- 4.14. Gloves are the only items that need to be doffed (i.e., discarded) between patients/student partner unless more than one item becomes contaminated with blood and/or visible body fluids. Also, should the washroom be needed, PPE should be removed before entering the washroom (as per the instructions below) and then donned again (as per the instructions above) once having exited the washroom.
- 4.15. When the clinical rotation/practical class has ended, all disposable PPE items should be discarded in the garbage before leaving the room.

Doffing (discarded) PPE**:

- 4.16. Discard gloves
- 4.17. Discard gown
- 4.18. Wash hands or use hand sanitizer
- 4.19. Sanitize reusable face shield if used; and
- 4.20. Wash hands or use hand sanitizer.

**Mask remains in place unless soiled, then see clinic staff or instructor to get a replacement

5.CCNM-BC/BNMC Campus attendance

5. Instructions

- 5.1. All people must wear the provided mask when entering the clinic and for the entirety of time in the clinic.
 - 5.1. 1Surgical mask for faculty, students, clinic staff and patients
 - 5.1.1.1.N95 masks are available from the clinic staff if preferred by the student or faculty member

5.1.1.1.2. Masks of higher filtration may also be worn but must be approved by the CMO prior to use, and will not be provided by the facility.

- 5.2. Surgical masks are required for faculty, TA's, and students in practical classes and skills lab sessions
- 5.3. There is tracking of Boucher community members entering the college campus. This will be done through the ID cards.
 - 5.3. 1 When arriving at the campus entrance students and employees must use ID cards to scan into the fob at their first entrance to the campus
 - 5.3. 2 Do not let another person enter without swiping their own FOB card.
- 5.4. Proof of full COVID-19 vaccination is required for Clinic staff, Clinic faculty and clinicians to enter clinic

*All members of the CCNM community must be attentive about hygiene and infection control. Failure to comply with these Infection control requirements is considered a breach of conduct and sanctions and possibly dismissal may be an outcome for an individual who continues to disregard procedures.

6.COVID-19 Positive Patient Process

6. Process

- 6.1. Any patient with symptoms of upper respiratory illness or other symptoms of communicable disease that could be suggestive of COVID-19 must be quarantined in the treatment room, provided with an N95 mask, and escorted out of the clinic as soon as possible.
 - 6.1. 1 The CMO and Clinic Manager must be alerted immediately.
 - 6.1. 2 The person must be advised to self-isolate for the minimum recommended days that apply to their vaccination status.
- 6.2. When a patient of the BNMC (or one of CCNM-BC's Teaching Clinics) is determined to be COVID-19 positive, the Clinic Manager and CMO will review:
 - 6.2. 1 Relevant clinic schedules and contact tracing information to determine who might have had contact with the patient; and
 - 6.2. 2 Contact Public Health for further support.
 - 6.2. 3 The Dean and President/CEO of CCNM will be notified of the COVID-19 positive patient.
- 6.3. Close contact with the COVID-19 patient within the BNMC (or one of CCNM's Teaching Clinics) is defined by the following:
 - 6.3. 1 You have been within 2m of a person positive for COVID-19 for more than 15 minutes when health and safety measures were not in place or were insufficient.
 - 6.3. 2 You had multiple close encounters of 15 minutes with a COVID-19 positive patient while they were onsite when health and safety measures were not in place or were insufficient.
- 6.4. Any supervisor, intern, staff, or employee determined to be a close contact with the COVID-19 positive patient will be instructed to self-monitor based on the guidelines as updated by Public Health.

- 6.4. 1 For any symptomatic supervisor, intern, staff, or employee they will need to follow guidelines as above for self-isolation and returning to campus/Clinic.
- 6.5. The patient may return to the BNMC and/or CCNM-BC Teaching Clinics after following self-isolation guidelines if they are afebrile, and symptoms have been improving for at least 48 hours.

7.CCNM – Boucher Teaching Clinics’ In-person Appointment Policy

7. Instruction

- 7.1. In person patient appointments are available for all patients (initial visits, return visits of all types) who do not have current communicable disease symptoms as listed and/or have completed self-isolation as required.
- 7.2. Virtual appointments will continue to be available for patients whose existing health status, specific health care needs and specific circumstances do not allow them to attend in person. The following factors/criteria should be considered:
 - 7.2.1 When the benefits of the in-person appointment outweigh the risks to the patient, Clinical Supervisor, Clinical Intern, and staff.
 - 7.2.2 Patients who are older (i.e., there is increasing risk with each decade over 60 years of age).
 - 7.2.3 Patients of any age with chronic medical conditions, such as lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, dementia, and having had a cerebral vascular accident (i.e., stroke).\
 - 7.2.4 Patients of any age who are immunocompromised, including those with an underlying medical condition, such as cancer.
 - 7.2.5 Use of medications which lower the immune system, such as chemotherapy.
- 7.3. During in-person visits, please implement these requirements as part of the visit:
 - 7.3.1 Donning appropriate personal protective equipment (PPE) by Clinical Interns and Clinical Supervisors for all in-person visits.
 - 7.3.2 Patients follow the doctors and should remain under the care of their primary Clinic Supervisor and clinician for the term.
 - 7.3.2.1 If further visits are needed or a therapy not offered by that supervisor (i.e., IV) is recommended, then a Transfer of Care (TOC) form is required to be signed by the primary clinical Supervisor and patient.
 - 7.3.2.2 Clinic staff must have the required TOC to book the patient with another doctor/clinician team, even if it will be the same clinician.
- 7.4. In-person Appointment Information
 - 7.4.1 Before appointments
 - 7.4.1.1 Patients will be screened for Communicable infections disease symptoms at time of booking and reminded to reschedule or change to a virtual appointment if they develop symptoms prior to their appointment.

7.4.1.2 They will be informed that a surgical mask will be provided upon arrival at the clinic for all patients and must be worn during their time in the clinic.

7.4.2 At the appointment

7.4.2.1 Patients will be provided with a surgical mask when they arrive at the clinic that must be worn during their time in the clinic.

7.4.2.2 Clinicians should be prepared to meet the patient as soon as possible after the patient arrives and has been provided a mask, to limit the number of people gathered in waiting areas,

7.4.2.3 Protection for support staff (e.g., a physical barrier at reception, use of masks) is in place.

7.4.2.4 PPE will be donned by supervisors and clinicians during their clinical rotations as is deemed necessary by the supervisor for the activity that will occur, and Routine standard precaution requirements.

7.4.2.5 If a patient displays symptoms of COVID-19 or reveals to the supervisor or student symptoms of COVID-19 will be escorted out of the clinic.

7.4.2.6. The patient should be instructed to self-isolate for the required days for their vaccination status.

7.4.2.7 Clinic staff should be alerted of the situation if the patient was in a treatment room so they can reschedule the patient and monitor time for access to that treatment room.

7.4.2.8 The treatment room must be sanitized, and HEPA filter maximized for a minimum of 1 hr. before the room can be used again.

7.4.2.9 Supervisors and interns should position themselves in treatment rooms to allow for physical distancing when possible.

7.4.2.10 A maximum of 4 people is allowed in a treatment room at a time including supervisors.

7.5. Patients will wear masks while at the BNMC or External teaching clinics.

7.6. Supervisors and interns will wear PPE as required during their in-person appointments.

Equipment Procedures and Process

7.7. Oral thermometers should only be used under very specific circumstances

7.8. Equipment, such as cups for acupuncture or ear lavage are to be received from the dispensary and returned to the dispensary cleaned and disinfected after each use.

7.9. Equipment, such as acupuncture needles are to be obtained from the Front desk. Needles should not be left in treatment rooms

7.9. 1 All opened unused needles must be discarded in a Sharps container

- 7.9. 2 All unopened, unused needles should be returned to the front desk
- 7.10. Equipment, such as ultrasound, lasers and/or other machines, must be signed out from the front desk
 - 7.10.1 Given the equipment demands, please return the equipment as soon as possible (i.e., as soon as you no longer require it, and it is thoroughly cleaned).
- 7.11. All equipment is to be cleaned prior to use with the “wipe-twice” method described previously and below.
 - 7.11.1 “Wipe-Twice” Cleaning and sanitization guidance for equipment. Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned.
 - 7.11.1.1.1. First, clean the equipment with the disinfectant available (Cavi or Accel)
 - 7.11.1.1.2. Redo the process again, according to instructions outlined earlier in this document, so that the equipment has been disinfected before being used on another patient.
 - 7.11.1.1.3. This is the “wipe-twice” method that both cleans and disinfects equipment.

8. Intravenous Therapy

- 8. Please refer to “Appendix 4: IV Therapy Clinic Process” for further logistical details
 - 8.1. If a patient is self-identified, or is suspected of having symptoms of respiratory illness, the patient will not be administered IV therapy. Their appointment will be rescheduled and they will be sent home.
 - 8.2. For all patients that have been given clearance to have IV therapy, they will each be treated in separate (i.e., designated) clinic rooms.
 - 8.3. Once in the treatment room, the patient will be instructed to clean their hands with the hand sanitizer, and to keep the provided mask on for the duration of their stay in the BNMC.
 - 8.4. Patients may bring disposable water bottles or reusable bottles for water or other liquids. They will not be allowed to refill any reusable bottle, as this could contaminate the water dispensing system.
 - 8.5. No food is allowed in the treatment rooms.
 - 8.6. Any items - even reusable items - left in the IV therapy rooms by patients will be thrown into the garbage bin and will not be safeguarded by the Supervisors.
 - 8.7. Only Supervisors or Clinicians can get water for patients in disposable cups only. Patients will not reuse disposable cups should they require additional fluids. New disposable cups will always be used.
 - 8.8. PPE should be donned by following the procedure outlined previously in this document.
 - 8.9. To preserve PPE, gloves are the only items that need to be discarded between patients unless more than one item becomes contaminated with blood and/or visible body fluids. For example, should the washroom be needed, PPE should be removed before entering the washroom (as per the instructions below) and

then donned again (as per the instructions above) once having exited the washroom.

- 8.10. The primary must wear gloves and wipe off any equipment that was used to examine a patient (e.g., blood pressure cuff, pulse oximeter, stethoscope, etc.) according to the procedures outlined in this document.
- 8.11. Between patient visits, the primary wearing PPE must wipe all surfaces including doorknobs and light switches in the treatment room with a hard-surface (or equivalent) disinfectant twice, and then discard any garbage in the garbage bins.
- 8.12. When the clinical rotation has ended, all disposable PPE items should be discarded in the last treatment room that was used.
- 8.13. During any time when PPE items are discarded, please follow the procedures outlined in this document.
- 8.14. At the end of each visit, the patient will be directed to the reception area by the primary.
- 8.15. Any supervisor or intern with symptoms of upper respiratory illness or other symptoms that could be suggestive of COVID-19 (as outlined in this document) must not come to work and should leave work immediately if they occur while in the clinic. They should notify the Clinic Manager and CMO as soon as symptoms are observed. and follow guidelines as outlined in this document for isolation with symptoms and when/how to return to campus/clinic.

9. Library Services

9. The CCNM - Boucher Library will follow social distancing, use of PPE, surface disinfection, and any other means required for health and safety.
 - 9.1. Safety Measures:
 - 9.1.1 Physical distancing is always recommended.
 - 9.1.2 Hygiene:
 - 9.1.2.1 Surfaces of the printer and computer stations will be sanitized at:
 - 9.1.2.1.1 10am
 - 9.1.2.1.2 11:30 am or 1:30 pm
 - 9.1.2.1.3 2:30pm and
 - 9.1.2.1.4 Closing
 - 9.1.2.2 Door handles sanitized each hour
 - 9.1.2.3 Carrels will be sanitized twice daily minimum
 - 9.1.2.3.1 Wipes are available for you to sanitize the carrel prior to your use.

10. BNSA

10. CCNM-Boucher will work with the student association and student clubs to ensure they can operate safely and within the guidelines of all Regional Health guidelines. A Communicable Disease safety plan may be needed for approval of on campus activities. It is necessary for all activities to follow Regional and Provincial Health guidelines.

11. Campus Events

11. Boucher campus events (orientation, retreats, vendor fairs, room bookings, convocation) must be planned in coordination with the campus executive and CMO. A Communicable Disease safety plan may be required for events and must follow Regional and Provincial Health guidelines.

APPENDICIES

Appendix 1: IV Therapy Clinic Process

1. Patients, including their support person (if needed), enter the main lobby of BNMC
2. Once in the BNMC, patients, including any support personnel (if needed), will be provided a surgical mask to wear in the clinic for the entire time they are in the clinic and will be instructed to use the hand sanitizer at the station located in the waiting area.
3. The primary clinician will greet the patient, and support person (if present) from clinic reception and proceed to the treatment room.
4. The patient and support person (if present) will be directed to the clinic reception area by the Primary clinician once their visit is complete.
5. New patients and/or return patients will be assessed for their suitability for IV therapy by the ND before being scheduled by reception.

Appendix 2: Personnel with Provincial Health approved Medical Conditions

Some clinic personnel (i.e., staff, supervisors, students, and/or interns) may have underlying medical conditions or compromised immune systems from a medical condition or treatment (e.g., chemotherapy) that increases the risk of more severe outcomes from Communicable diseases including COVID-19 infection.

In the above-mentioned circumstances, alternative arrangements will be made to ensure continuity in employment (where possible) for continuing your job responsibilities virtually or by engaging in new responsibilities based on the needs of the college. This will need to be discussed with your direct manager, and Human Resources.

For interns with the above-mentioned special precautions, please communicate with the Associate Dean of Clinical Studies or Academics as appropriate. They will work with you to support continuity in your academic and clinical education requirements. For example, an intern having special precautions may continue to see patients virtually but will be required to attend campus on specified dates for the evaluation of technical skills (e.g., acupuncture).

REFERENCES:

1. [.list_of_essential_services.pdf \(gov.bc.ca\)](#)
2. [Public Health Agency of Canada \(Dec 2021\). Infection prevention and control for coronavirus disease \(COVID-19\): Second Interim guidance for acute healthcare settings.](#)
3. Vancouver Coastal Health (April 8, 2020). Environmental Cleaning on COVID-19 Cohort Units
4. PICNet(September 2016). British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Healthcare Settings and Programs.
5. [BCCDC Mask recommendations](#)
6. [Post secondary Return to campus Guidelines Sept 2 2022](#)
7. [COVID-19: Infection Prevention and Control Guidance for Community-Based Health Care Providers in Clinic Settings](#) Sept 2022
8. [covid-19-hospital-and-community-vaccination-status-information-preventive-measures.pdf \(gov.bc.ca\)](#) Sept 12, 2022
9. [Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings](#)
10. [Worksafe BC Communicable Disease Prevention](#)
11. COVID quarantine plan DLI -protocols Section A1-6 and E25-28. CCNM
12. [BCCDC self isolation requirements Aug 28 2022](#)
13. [HCW ReturnToWorkGuidance June 28 2022](#)
14. [COVID-19 in indoor environments - Air and surface disinfection measures](#)