

This document outlines the protocols for DARWIN RADIOGRAPHY SUITE Practical sessions including access and egress.

It does NOT cover the broader building usage or reception; this will be agreed within DARWIN BUILDING.

This document comprises 3 parts:

- 1) DARWIN RADIOGRAPHY SUITE (Rear to Darwin Building and encapsulated without any other ingress/ egress to Darwin Building)
- 2) Building zones and routes with the DARWIN RADIOGRAPHY SUITE
- 3) Overarching FMHS Clinical skills SOP as agreed by the working group and submitted to Faculty review group

1. RADIOGRAPHY SUITE Practical (In-situ) Teaching

- a. The Radiography suite has one entrance (main access door) and one exit point (the rear door into the parking area behind the Radiography Suite).
 - b. NO STUDENT MAY ENTER UNLESS A FACE SHIELD (VISOR) IS WORN. Students will be allocated their own personal face shield (visor), which they will be responsible for cleaning and maintaining. This must be placed over the face before entering the main door to the Radiography Suite.
 - c. Radiography students will be allocated a group for the practical sessions and they will remain within that group for the duration of the practicals that will take place while this protocol is in place.
 - d. Only 6 students maximum may enter the Radiography Suite at any one session. Groups will remain fixed for all practical sessions forming a learning “pod”. Students must arrive at the appointed session time only and no session swaps are permitted.
 - e. Access to the room requires that students use their Keele card to access the door directly into the Radiography computer room 1. Students will wait in this area out of the weather until a lecturer allows them to pass into the Radiography computer room 2 and then into the STAFF ACCESS ONLY CONTROL PANEL ROOM. All students may only enter the **computer room 2 and control panel** when invited to do so by the lecturer in charge of the teaching session (lecturer must clean the doors following the last student through all doors).
 - f. All users to stay 2 metres apart (as far as possible) and do not touch the walls or doors while entering.
 - g. Full PPE will be provided for all practical teaching sessions as required by the activity. **Face shields must remain in place at all times** and a face mask will be needed if the activity requires less than one metre distance between participants.
 - h. Students should only be attending the Radiography Suite for their scheduled practical teaching session and then must leave the building swiftly as guided by the lecturer. No lingering around entrances will be allowed and strict time schedules that will be given to students must be observed and maintained.
 - i. There will be no facilities for eating and personal water bottles will be allowed in the Radiography suite. Toilet facilities will NOT be available to students in the DARWIN Building – sessions are short to ensure this is comfortable for students.
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- j. The door to the X-ray room and control panel room must remain **closed** throughout the teaching session and the air conditioner/ air heater **MUST REMAIN OFF** for the duration of all teaching sessions. The back access door to the X-ray room can be left open when live X-rays are not being used
- k. Sanitizer stations will be available at entrance and exit points to the building, fully stocked cleaning trolleys will be available in the X-ray room and control panel room. DO NOT USE SPRAY cleaning agents around the digital X-ray equipment – suitable wipes are available in the room for all digital X-ray equipment.
- l. The chairs in the Radiography computer rooms are of a porous material that may be considered vectors for infection – these will need to be covered with a plastic/ wipeable sheeting or changed for wipeable seating for any sessions where students require computer access. There should be sitting in the practical demonstration sessions.

Timetabled considerations:

1. Students should only be timetabled for a maximum of 2 hours (including cleaning regimes) as there is no communal space, eating, drinking or toileting provision.
 2. Students will be allocated to a group and should always be timetabled in that group ONLY – there is no provision for swaps or changed sessions.
 3. Each student will be advised of their arrival time to the Darwin Radiography Suite and the start of their Practical teaching session.
 4. Each Group will have staggered arrival and finish times so students can enter and exit accordingly and to minimise the number students moving through the building at any point. ENTRANCE: main door to computer room 1. EXIT: back door to the X-ray room. NO INTERACTIONS between entering and exiting groups.
 5. Group sizes will need to be substantially adjusted to ensure appropriate social distancing. A maximum of 6 students in each group can be scheduled to start at the same time in the Radiography Suite.
 6. The teaching sessions will need to include the time to complete the wipe down of furniture and equipment prior to the group starting the session and again when leaving the room. **EACH group MUST clean at the start of the session and the end of the session.**
 7. Staff and students will be wearing PPE (face shield and when needed face mask under the face shield) but social distancing should be maintained as much as possible.
 8. The lecturer should maintain a full 2 metres at all times and there should be minimal interaction by the lecturer with the student groups as far as possible. If closer interaction is needed in an emergency situation then full PPE such as gloves and an apron must be available for quick donning.
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2) Building zones and routes:



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Ground floor.pdf

3) FMHS Skills SOP

Practical Skills Sessions:

Key principles for COVID 19 control:

- 1) Maintain physical distance between people (2 metre rule to be applied as far as possible)
- 2) Frequent handwashing or gel usage
- 3) Use of appropriate PPE
- 4) Limit the number of interactions
- 5) Limit the length of interactions
- 6) Limit the range of people interacting
- 7) Limit the density of people in a space/building

Building requirements:

- 1) Specified entrance, specified exit
 - 2) Ideally one-way circulation in building with clear flow routes and identified staircase up only. Local building arrangements may differ but will still require clearly marked flow routes.¹
 - 3) Room requirements:
 - ALL non-essential items to be taken into a storage area.
 - Manikins can be used but no respiratory activity
 - A clear plan regarding how physical distance spacing will be maintained in the session:
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- using physical floor mark up and/or
- use of barriers/furniture and/or
- use of PPE.
- University supplied skills specific session equipment- (clean) will be placed in rooms prior to the Practical session
- University supplied PPE equipment, surgical masks, aprons, gloves, will be available in Practical teaching room

Skills session process

1) Pre arrival prep

- Students will be given a time slot for arrival in the building, and for their specific teaching session
- Fixed groups who will always be taught together.
- Students may be required to bring programme specified personal equipment
- Students to bring change of clothes if required

2) Arrival to building:

- All students to hand wash on entry to building, either at a sanitizer station or designated toilet area
- Students to maintain social distancing in communal areas and walking to teaching rooms using the designated route
- Students to proceed to changing area/lockers (if applicable)
 - Students to maintain social distancing whilst changing
 - Students to wipe down their locker with Virusolve (or equivalent) before usage
- Students should change clothes if coming from clinical area (bag clothes and take home to wash)
- The student group to either be collected from the changing room by the tutor if applicable, or to wait outside the timetabled room in a socially distanced queue. To be agreed at building level.

3) Start of Practical session

- Enter practical room
 - Sign in (electronic)
 - Hand wash on entry to activity using either soap and water, or hand sanitizer
 - Wipe down personal equipment with sanitizer
 - Wipe down chair with sanitizer
 - Donning and doffing of PPE equipment will be done in teaching room (observing appropriate distancing/spacing)
 - NB: As is current, students are not permitted to take food into the practical rooms.
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4) During Practical session:

- Students will be partnered for the practical activity but should maintain social distance from other pairs. Students will remain with the same partner for the Academic Year.

5) End of Practical session

- Prior to exiting from the Practical room students, using Virusolve and paper towels, will wipe down:
 - Their own equipment
 - The skills equipment
 - Door handle, chair and Plinth
- Radiography to wipe down their own equipment using disposable wipes (no sprays can be used with digital equipment) Image detector sleeves will be replaced over the image detectors to prevent cross contamination.
- Cleaning items to be disposed of in the clinical waste bin placed in the Practical room
- Students and staff to remove PPE and dispose using the clinical waste bin

6) Exit Practical area

- Students to collect belongings and leave the building by exit route.

7) Post session actions:

- Lecturer to reset the clinical space
- clinical waste monitoring and removal as appropriate

Attendance rules for Practical sessions:

- 1) Period of grace for arrival time but stated cut off where late comers will not be admitted.
- 2) Absent student group member to be contacted immediately before the session starts, if there are COVID symptoms the whole group should self-isolate until the COVID test outcome has been ascertained.⁴
- 3) Late comers and absentees cannot be booked into a different session²
- 4) All attendees must sign in/swipe in or registering for the session

Personal effects:

- 1) Own programme specified equipment
 - 2) Own Visor
 - 3) Own goggles
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- 4) Own pen

Emergency procedure for unwell student/staff

- 1) Usual first aid process (First aiders to be COVID aware)

Use of communal areas

- 1) There will be designated toilets with social spacing and handwashing
 - 2) Students will be required to leave the building promptly at the end of their Practical session, using the specified routes
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