

This document outlines the **Protocols for The MacKay Building Practical sessions** including access and egress (exiting) from the Practical Teaching rooms.

It does NOT cover the broader building usage or reception; this will be done in a separate document at a later stage.

This document comprises 3 parts:

- 1) SAHP MacKay Practical teaching
- 2) Building zones and routes to the Practical Rooms
- 3) Overarching FMHS Clinical skills Standard Operating Procedure (SOP) as agreed by the working group and submitted to Faculty review group

### **1. SAHP MacKay Building Practical Teaching**

1. The building has one entrance and two exit points.
  2. The building has been split into 2 zones; red and blue with their own corridors and toilets, the red zone will have their own dedicated staircase.
  3. A one-way system is in place throughout the building including stairways.
  4. The ground floor will be the blue zone and the 1<sup>st</sup> floor will be the red zone
  5. There are only two block of toilets (Male/Female) in the building and one disabled toilet. The first door of the toilets will be wedged open allowing people to knock on the second door to check if anyone is in.
  6. The Shower Room will be closed.
  7. All users to stay left in corridors and staircases.
  8. All users to stay 2 metres apart (intervals will be marked)
  9. Student will be given a timetable with a designated entrance to the building. The Tutor will escort them into the building and following the one-way system and the shortest route to the allocated teaching room. The students will be directed out of the building by the Tutor using the one-way system and shortest route highlighted on the plans.
  10. Physiotherapy students will be allocated a partner for practical sessions and they will remain with that partner for the duration of the year.
  11. All Physiotherapists in their partnerships will be allocated a room and a plinth and will remain in that room for the duration of the academic year.
  12. Next to each plinth within the teaching rooms will be a sanitization trolley which will include wipes, 70% IMS Spray, Personal Protective Equipment (PPE) and a disposable PPE bin.
  13. At the exit of each teaching room will be a large bin to dispose of used PPE
  14. Full PPE will be provided for all practical teaching sessions, to include gloves, aprons and face masks.
  15. Students will be allocated their own personal visor, which they will be responsible for cleaning.
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16. Students should only be attending the MacKay Building for their scheduled practical teaching session and then leave.
17. There will be no facilities for eating.
18. All SAHP staff will enter the building through the MacKay Building entrance and follow the one-way system to their offices. Staff will exit the building at their designated exit on their floor following the one way system. There will be a booking system in place for members of staff to log onto before working in the building. No more that 60% of staff will be allowed in the building at any one time.
19. Staff will be encouraged to WAH if they are not required for teaching purposes.
20. A staff user guide and general rules will be issued to all staff and a Building Induction and Personal Risk Assessment carried out for anyone wishing to work in the MacKay Building.

#### **Timetabled considerations:**

1. Students should only be timetabled for a maximum of ½ a day as there is no communal space or eating provision.
2. Students will be allocated to a group – Red A, B, C and D and Blue A, B, C and D and should always be timetabled in that group with their Partners within the same teaching room.
3. Each group A, B, C, and D will have their own dedicated room with lockers and partitions for changing.
4. Each group A, B, C, and D has a dedicated route to their practical teaching rooms
5. Each student will be advised of their arrival time to the MacKay and the start of their Practical teaching session.
6. Each Group A, B, C, and D will have staggered arrival and finish times so students can enter and exit accordingly and to minimize the number students moving through the building at any point.
7. A maximum of 22 students (dependant on room capacity)in each group can be scheduled to start at the same time, the next group should be timetabled for a start time of at least 10 minutes later to enable easy movement in and out of the locker/ changing area and one-way system to their allocated teaching room. (The groups will be leaving 15 minutes' apart)

E.g.

#### **Red group- red route**

**9.30 start- 11.00 finish** Red group: A

**9.45 start -11.15 finish** Red group: B

**11.30 start - 1pm finish** Red group: C

**11.45 start – 1.15pm finish** Red group: D



### **Blue group- blue route**

**9.30 start- 11.00 finish** Blue group: A

**9.45 start -11.15 finish** Blue group: B

**11.30 start - 1pm finish** Blue group: C

**11.45 start – 1.15pm finish** Blue group D

8. The teaching sessions will need to include the time to complete PPE donning, doffing and wipe down of furniture and equipment before the teaching session and prior to the group leaving the room.
9. Staff and students will be wearing PPE (gloves, mask, apron, visor and) but social distancing should be maintained as much as possible
10. Group sizes will need to be substantially adjusted to ensure appropriate social distancing

## **2) Building zones and routes: Please see attached Building Plans**



### 3) SAHP MacKay SOP

#### Practical Skills Sessions:

#### Key principles for COVID 19 control:

- 1) Maintain physical distance between people (2 metre rule to be applied)
- 2) Frequent handwashing
- 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) One-way circulation in building with clear flow routes and identified staircase up only.
  - 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:
      - 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
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## 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.

### 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.
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#### 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.<sup>4</sup>
- 3) Late comers and absentees cannot be booked into a different session<sup>2</sup>
- 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 pen
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### **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.
- 3) All furniture in communal space areas will be removed and stored away, with posters indicating students are not to congregate.

### **Reception areas**

- 1) PSS staff to regularly clean frequently touched surfaces with 70% IMS Spray including surfaces, light switches, door handles PSS staff to be provided a rota.
- 2) Markers on the floor will indicate a 2m distance from the reception area.

### **Use of Lifts**

- 1) One person to be allowed in the lift at a time, signage to illustrate and demonstrate this will be used.
- 2) People waiting to use the lift will line up using social distancing measures.

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