



SAFETY PROTOCOL - Summer 2020

Standard Precaution

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin, and mucous membranes. These infection prevention measures apply to everyone regardless of their presumed infection status and are to be used when participating in classroom activities.

Physical Distancing

1. All persons present at Wongu University must maintain at least 6 feet (2 meters) away from each other, as recommended by the CDC and State of Nevada.
2. Hand shaking or hugging is not permitted.
3. Gathering in groups in the lobby, student lounge, hallways, or restrooms is prohibited.
4. Maintain a safe distance between each other when sitting in the library, student lounge and kitchen.
 - Room capacity is as follows:
 - Library - 4 persons maximum, see floor markings
 - Student lounge - 5 persons maximum, see floor markings
 - Kitchen - 3 persons maximum, see floor markings
 - Restrooms - 3 persons maximum, see floor markings

Limited Access to WUOM Building

1. Until COVID-19 no longer poses a public health threat, only Wongu University staff and students registered in courses with practical instruction will be permitted to enter the Wongu University building.
2. Schedule for courses with practical instruction at Wongu University are as follows:

AC402 Acupuncture Techniques II	Tuesday 9:00 - 12:00
AC601 Advanced Acupuncture Therapeutic	Tuesday 1:00 - 4:00
AC302 Meridian II	Thursday 9:00 - 12:00

Work Stations

Wongu University faculty and students will be assigned individual workstations that are spaced within safe distances.

1. Wongu University Students

- Each Wongu University student will be assigned one desk.
- Students must disinfect their desks before and after using.
- To avoid contamination, personal belongings may not be placed on the floor.

2. Wongu University Faculty

- Wongu University faculty will be assigned their own desk.
- Faculty must disinfect their desks before and after using.
- To avoid contamination, personal belongings may not be placed on the floor.

COVID-19 Risk Acknowledgement

Wongu University faculty and students registered in courses with practical instruction must sign the COVID-19 Risk Acknowledgement on the first day before returning to the Wongu University building.

Faculty/Student Pre-Screening

1. All Wongu University faculty and students must complete and submit a [Staff/Student Pre-Screening Questionnaire](#) before reporting back to the classroom.
2. If a Wongu University student or staff responds “Yes” to any of the pre screening questions, he/she will be required to present a medical clearance from their Primary Care Provider before returning to the Wongu University building.

Temperature Screening

1. All persons coming in the Wongu University building must stand in the lobby area, receive a temperature screening and answer COVID-19 screening questions before entering.
2. Persons with a temperature of 100.4F and above will not be permitted entry into the Wongu University classrooms and will be advised to see their Primary Care Physician.
3. Temperature results over 100.4F will be documented confidentially in the Wongu University Staff/Student/Faculty Illness Log.
4. Hand hygiene must be performed after using the thermometer.

Stay Home When Sick

1. Wongu University staff & students must check for any signs of illness before reporting to class each day and notify their supervisor / instructor if they become ill.
2. Wongu University staff and students that develop symptoms (fever, cough, or shortness of breath) should immediately be separated and sent home.
3. Individuals experiencing symptoms will not be permitted to physically participate in classroom activities until symptoms are relieved.
4. In a circumstance where a student or staff of Wongu University was in close or direct contact with a confirmed case of COVID-19 without appropriate PPE:
 - a. The individual must report the incident to their instructor or supervisor, whichever is applicable.
 - b. The individual must self-monitor for 14 days, and:
 - Check body temperature twice a day.
 - Watch out for symptoms of COVID-19 (fever, cough, shortness of breath) that may appear 2-14 days after exposure.
5. Individuals who tested positive for COVID-19 may not physically participate in classroom activities until cleared by a medical professional.

Respiratory Hygiene & Cough Etiquette

1. Cover your mouth when coughing or sneezing with disposable tissues.
2. Immediately dispose of used tissues properly.
3. Perform hand hygiene after contact with respiratory secretions (eg. after coughing or sneezing).
4. Use of water fountains will be discontinued until further notice. Please use the water dispenser found in the kitchen.

Personal Hygiene & Attire for Practical Instruction

1. WUOM students and faculty should present a clean and neat appearance.
2. Fingernails must be clean and short (no longer than the fingertips) and smooth so as not to compromise the integrity of the gloves.
3. The wearing of jewelry is not recommended if it makes donning gloves more difficult or compromises the fit and integrity of the glove.

Hand Hygiene

Hand hygiene remains the single most effective method of reducing the risk of the transmission of disease.

1. All persons entering the Wongu University building must carry out hand hygiene upon arrival.
2. All Wongu University students and faculty should always perform hand hygiene:
 - Upon entering the Wongu University facility
 - Before putting on and after removing personal protective equipment (PPE)
 - Before setting up the clean field
 - Before and after direct contact with other students
 - Before handling disposable linen, including pillow cases, face cradle paper and treatment table paper
 - After performing all tasks in the cleaning process, including disinfecting and handling trash
 - When hands are visibly dirty
 - After contact with own face or face mask, coughing or sneezing, and using the restroom
 - Before and after eating
 - Other times throughout the day to limit possible spread of germs
3. To perform correct hand washing, wash hands for at least 20 seconds, with antibacterial soap and clean running water.
4. When it is impractical or not possible to wash hands with soap and water, an alcohol-based hand sanitizer may be used.
5. Do not use alcohol-based hand products to wash hands after exposure of non-intact skin to blood or body fluids; in such cases, wash hands with soap and running water, then dry them using single-use paper towels.

Personal Protective Equipment (PPE)

Mask

- All students and staff must wear a mask at all times in the Wongu University building.
- Anyone who enters the facility without a cloth face covering or mask will be given a mask by the front desk staff.
- It is recommended that students & staff that will participate in classroom activities remove their street mask and replace it with a medical mask at the beginning of their class.
- Hand hygiene must be performed before touching the face mask.
- The mask must cover both the mouth and the nose.
- Medical mask
 - The medical mask must be worn with the colored (blue) side facing out, white side facing in.
 - Colored side is waterproof
 - White side is absorbent
 - A medical mask can be used for an entire day at Wongu University. The CDC has allowed for extended use of a disposable surgical face mask under the following conditions:
 - The mask must be removed and discarded if soiled or damaged.
 - The mask must not be touched while worn. If the face mask is touched, immediate hand hygiene is performed.
 - If the mask is to be stored, the mask is folded with the outer surface (colored side) folded inward (to reduce contact of outer surface), and the mask can be placed inside a clean paper bag labeled with the user's name.
 - To don a mask, the student or staff performs hand hygiene, visually inspects the mask for soil or defect, then applies the mask, taking care to not touch the inner surface
 - To doff a mask, first, hand hygiene is performed. The mask is removed, taking care not to touch the inside of the mask. The mask is stored or discarded, and hand hygiene is repeated.
- Fabric mask/cloth face covering
 - Fabric masks may be worn during the day.
 - Fabric masks may be worn by Wongu University staff that do not participate in classroom activities.
 - Fabric masks must be washed every day.

Protective Glasses or Face Shield

- Protective glasses or face shields will be used as directed by the instructor.
- **BEST PRACTICE:** Wongu University students and staff that work directly with or have face-to-face contact with other students in the classroom, wear protective glasses or face shields at all times during their encounters.
- Hand hygiene must be performed before and after wearing face shields.
- Inspect the protective glasses or face shields for weaknesses, cracks, or other imperfections (such as the attachment points of the visor to the headgear) which are out of perfect order. Replace defective equipment before proceeding.
- Do not place the protective glasses or face shield on workstations or any surface that may be contaminated by the face shield.
- The protective glasses or face shield must be placed inside a clean paper bag labeled with the user's name when not in use.
- All protective glasses or face shields must be stored in classroom B after use
- All protective glasses or face shields must be kept for future use in the clinic.
- Taking the protective glasses or face shield outside the Wongu University building is not permitted.
- No sharing of protective glasses or face shield with other students.
- Protective glasses or face shields are reusable after proper disinfection.
- To disinfect protective glasses or face shield:
 - Perform hand hygiene and don protective gloves.
 - Disinfect the front side of goggles/shield with EPA-approved disinfectant, non-bleach wipe. Allow the surface to remain wet for contact time indicated on the label of the EPA-approved disinfectant.
 - Turn shield over, wipe the inside of shield and other areas, (e.g. strap or ear loops) with disinfectant wipe, avoid foam area. Allow the surface to remain wet for contact time indicated on the label of the EPA-approved disinfectant.
 - If the shield is streaked or has a cloudy film, clean the mask with soft, damp (with water) cloth or use an alcohol pad.
 - Allow to air dry.
- Never disinfect protective glasses or face shields while wearing them.
- If the protective glasses or face shield appears damaged or torn, discard and obtain a replacement.

Gloves

- Hand hygiene must be performed before donning gloves.
- Inspect gloves for holes, rips, or tears before putting them on.
- Non-sterile medical gloves
 - Best practice is to wear non-sterile medical gloves for all procedures involving direct contact with others.
 - Non-sterile medical gloves must be worn whenever there is a possibility of contact with body fluids.
 - Only non-latex non-sterile medical gloves may be worn by those with latex allergies.
 - Non-sterile medical gloves must be worn to remove used disposable pillow cases, table paper, clean field paper after the classroom activities.
 - Non-sterile medical gloves must be worn for all tasks in the cleaning process after finishing the classroom activities, including disinfecting and handling trash.
 - If gloves are torn, remove, discard, perform hand hygiene, and reglove with fresh gloves.
- Keep gloved hands away from the face.
- Avoid touching other PPE while wearing gloves.
- Limit surfaces touched when wearing PPE. Refrain from touching surfaces with gloved hands that you will touch with bare hands.
- Remove gloves after finishing the classroom activities, before leaving the classroom.
- To doff gloves, use one gloved hand to grab the palm of the other glove and peel it off.
- Immediately perform hand hygiene after discarding gloves.
- Dispose gloves properly in designated trash bins.

PPE Sequence

Donning PPE	Doffing PPE
<ul style="list-style-type: none"> ● Perform hand hygiene ● Wear medical mask ● Wear face shield / goggles ● Wear gloves 	<ul style="list-style-type: none"> ● Remove gloves ● Remove & disinfect face shield ● Remove medical mask ● Perform hand hygiene
When doffing PPE, perform hand hygiene between steps if hands become contaminated and immediately after removing all PPE.	

Enhanced Clean Needle Technique (CNT) Protocol

- Assume that all persons are a potential source of infection
- Follow safety guidelines on hand hygiene.
- Use appropriate personal protective equipment (PPE)
- Best practice is to wear non-sterile medical gloves for all procedures involving direct contact with others, including procedures such as pulse diagnosis, palpation, needling, and cupping.
- Students will be required to wear their face covering for the duration of the class instruction, except during:
 - Tongue diagnosis
 - Acupuncture on facial areas
 - Treatment on prone position
- Free handling is not allowed. Use a guide tube when needling.
- Guide tubes may only be used on the same person and must be disposed of after using on each person.
- Appropriate caution when handling sharps, including acupuncture needles, seven-star hammers, and lancets
- All unused needles from opened packages should be disposed of in the sharps container.
- When fire cupping, prepare to extinguish the burning cotton ball into a kidney tray filled with water. Do not remove your face mask to blow air onto the burning cotton ball.
- Assume that all floors are contaminated. Do not use tools or supplies that were dropped on the floor and replace them with clean ones.
- Use disinfectants, antibacterial solutions when needed
- Change treatment table paper, disposable pillow case, face cradle paper, drapes, clean field after every use.
- Wash and disinfect all cups, gua sha tools, kidney trays, and hemostats used after every use.
- Wear disposable gloves for all tasks in the cleaning process, including disinfecting and handling trash.
- Dispose contaminated waste in the designated container.

Classroom Activities

- Wongu students must follow the class instructor's directions.
- Two students may work on each treatment table.
- During the classroom activity all students must wear PPE.

APPENDIX

How to Use Hand Sanitizer



Perform Hand Hygiene

PERFORM HAND HYGIENE

- Upon entering the Wongu University building
- Before putting on and after removing PPE
- Before setting up the clean field
- Before having direct contact with other students
- Before handling disposable linen, including pillow cases, face cradle paper and treatment table paper
- After performing all tasks in the cleaning process, including disinfecting and handling trash
- When hands are visibly dirty
- After contact with own face or face mask, coughing or sneezing, and using the restroom
- Before and after eating
- Other times throughout the day to limit possible spread of germs



Wear Face Covering in this Facility

COVID-19 Prevention Tip

WEAR A CLOTH FACE COVERING IN THIS FACILITY



**A cloth face mask or bandana over your nose and mouth
helps to prevent you from unknowingly spreading the virus to others.**

**For the latest COVID-19
information, visit
www.snhd.info/covid19**



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How to Wear A Mask



PPE Sequence

PPE SEQUENCE

DON PPE

1. Perform hand hygiene
2. Wear medical mask
3. Wear face shield
4. Wear gloves

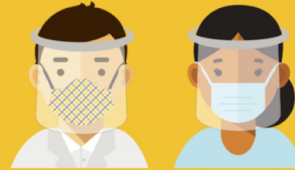
DOFF PPE

1. Remove gloves
2. Remove face shield
3. Remove medical mask
4. Perform hand hygiene

How to Disinfect A Face Shield

HOW TO DISINFECT FACE SHIELD

1. Perform hand hygiene
2. Wear disposable gloves
3. Disinfect face shield

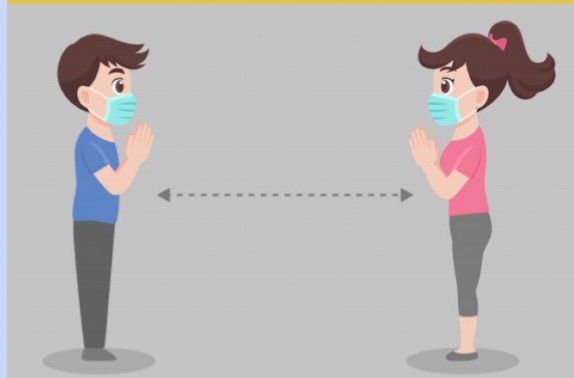


- Disinfect the **patient-facing side** of shield with *Sani-cloth* disinfectant wipes
 - Allow the surface to remain wet for at least **3 minutes**.
 - Turn the shield over, wipe the inside of the shield and other areas with *Sani-cloth* disinfectant wipes, avoid foam area.
 - Allow the surface to remain wet for at least **3 minutes**.
 - Allow to air dry.
4. Remove & dispose gloves
 5. Perform hand hygiene

Your Health is Important to Us

YOUR HEALTH IS IMPORTANT TO US

- All persons inside the **Wongu University** must wear a **face covering** at all times
- Always maintain a **6 ft distance** between yourself and others
- **Wash hands often** with soap & water or use hand sanitizer
- **Cover your coughs & sneezes**
- Stay home when sick



Maintain 6 ft Distance

**REMEMBER
TO STAY
AT LEAST
6 FEET
AWAY**

