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KIRKWOOD Nursing Student COVID-19 Pledge

“When I am outside of Kirkwood I will:

- Wear a face covering (mask, shield, or both) when proximity to others is less than six feet, unknown or uncontrolled
- Social distance at least six feet from people who are not members of my household
- Avoid large gatherings where social distancing is not possible (bars/downtown, restaurants, indoor home parties, unnecessary travel with potential for exposure, venues with shared food, etc.)
- Choose the outdoors as a gathering space
- Wash my hands with soap and water or use hand sanitizer often
- Avoid touching my face”

“I do this so I can:

- ...protect patients, friends, family, colleagues, and community,
- ...serve as a role model for my community, and
- ...slow the transmission of COVID-19.”

Adapted from UIHC Student Statement, 2020

COVID-19 Vaccination

COVID-19 Vaccination is highly recommended. Please upload your proof of COVID-19 Vaccination to your Castlebranch account as soon as possible after you have received.

KIRKWOOD VIRTUAL NURSING PROGRAM:

Behavior: Remote Learning/Virtual Classroom Etiquette:

The following are the expectations for all students when participating in the virtual learning classroom (Adapted from Marion Central High School, McHenry IL, 2020):

Prepare Yourself and Your Space

- Pay attention to your background: Make sure that there is nothing inappropriate or offensive behind you.
- Appropriate attire! Be fully clothed (pants/shirt). Do NOT wear suggestive or offensive clothing.
- Situate yourself at a table or desk in a quiet place so you can easily take notes or refer to the resources that are necessary to participate in your class.
- Have a power outlet near your workspace so you can plug in if necessary.
- Remove any distractions in your workspace that may tempt you to go off task.
- Use your real name: Your instructor will not let you into the classroom unless s/he recognizes your name.
- Have your video on: Your instructor needs to verify that it is really you and not a person that does not belong in the classroom.

Conduct Yourself Professionally While in the Virtual Classroom

- Be on time.
- Be prepared for class. Have the necessary books and papers within reach.
- Close unneeded applications on your computer to optimize the video quality.
- Be present, both with audio and video.
- Stay engaged. Use the chat or raise hand feature to ask relevant questions.
- IF your instructor allows "chat"
 - Reread what you wrote in the chat before sending to check tone
 - Avoid using all caps in chat
- Have your audio on mute when you are not speaking.
- Use the virtual "raise your hand" and wait to be called on before unmuting.
- Use appropriate language and remember your manners.
- Be cautious when using humor or sarcasm as tone is often lost in an email or discussion post, and your message might be taken seriously or sound offensive.
- Keep responses short and on topic, thus respecting all individuals in the room.
- Be aware of your facial expressions, written and spoken words, and behaviors while on video. Do not be a distraction or class clown, as the teacher has the authority to "kick you out" of the class and will not count you "present."
- Be aware that class sessions are being recorded and archived.
- Remember to sign out or "leave the meeting" when the session is finished.

Technical Troubleshooting

- In order to ensure that your computer is the most up to date, always restart your computer daily.

General Safeguards

- Do not reveal personal information, either through visual or written communication.
- Do not share the video invitation with anyone who is not part of the class.

**Remember: These virtual classrooms are still Kirkwood Nursing classrooms and therefore, students are to participate within the behavioral codes that our program has set. Respect, honesty, courtesy, enthusiasm, and engagement are still expected by all participants.

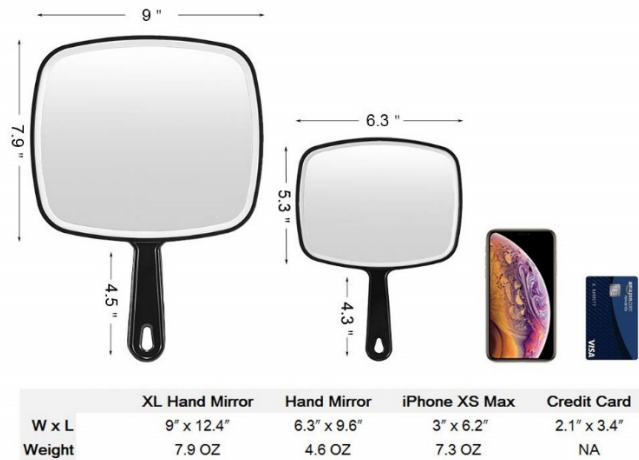
KIRKWOOD VIRTUAL NURSING PROGRAM:

ExamSoft Virtual Policy

Students must adhere to the following when taking a virtual exam using ExamSoft:

1. Be in the Zoom Room on time and ready to test.
 - NOTE: Students are encouraged to be seated and ready to test at least 10 minutes prior to the exam. This is what students would do in a regular classroom and will help decrease test anxiety.
2. One day prior to each exam, ensure the following:
 - Working:
 - Microphone
 - Webcam
 - High-speed internet
 - Latest version of Examplify:
 - A student can determine if they have the latest version by going to ExamSoft.com and logging-in to check to confirm that they have the latest version.
 - Students are responsible to know where to check what version of Examplify they have downloaded.
 - **NOTE:** Students should turn off their anti-virus immediately before testing (and remember to turn it back on after testing to protect their computer).
3. Ensure that they have completely shut down and restarted their computer within the past 24 hours prior to an exam.
 - This will prompt student to complete any Examplify and operating system updates.
 - This will ensure that students will be able to start exam on time.
 - IF students do not ensure that they have all current updates, they may delay the start of everyone's exam, which will incur some dissatisfaction among peers.
4. **Must notify their instructor if they do not have an ExamID** capturing a picture of themselves (this is needed to be able to test). Students must work with their instructor(s) to complete the ExamID process. This ExamID will then be used every time a student logs in to take an exam. It is a very high tech system:
 - It will still recognize a student's face even if they wear contacts for one exam and glasses for the next.
 - It can recognize a student if they have their hair down one time and up the next etc.
 - Students must:
 - Have adequate lighting in the room to complete the ExamID process.
 - Ensure that ExamID captures a full view of their face.
5. **Students are responsible for knowing the following Virtual Testing Honesty policies and other related Honesty related policies in the Student Handbook and College Catalog:**
 - **When students are taking an exam, they will be recorded and monitored by a proctor during the exam**, therefore students will need to remain in front of their computer at all times with their screen at face level. Students should periodically check to ensure their face is in view during the monitoring/recording.
 - **Students will need to be in a quiet place to take the exam.**
 - No noises, no phones ringing, no talking, etc.
 - It will need to be an environment similar to that of exam-taking in a real-life nursing classroom environment.
 - **Students CANNOT be interrupted during exams**, so students should arrange for childcare in a separate room away from the room in which they are testing.

- **Students must ensure their remote test area and process meets the following requirements.**
 - No blankets
 - No hats
 - No cell phones
 - No ear buds or headphones
 - If a student is using ear plugs they must show during the Kirkwood twirl
 - No Alexa, Google Home, Smart watches, or other “Smart” technology
 - No books, papers, electronics in sight
 - Students must cover these with towels or blankets if they cannot move them to another area
 - No boxes of tissues (one tissue only)
 - No eating, drinking or chewing gum
 - No talking, whispering
 - Reading the questions aloud might be flagged and then will be reviewed for possible integrity issues with potential point reduction.
 - Nothing hanging on the wall or within student reach. All whiteboards, calendars, etc. must be removed, covered, or erased. All tables and shelves must be covered or cleared.
- 6. **Students will not be able to use scratch paper** during ExamSoft/ExamMonitor quizzes/exams.
 - However, students have access to the notes page and can put anything in there that they would have put on scratch paper.
 - The notes paper can be found under tools in ExamSoft.
 - Notes pages are associated with specific questions.
 - IF doing a “brain dump,” students could do it on question #x. The student would need to go to question x to find their notes.
 - EXCEPTION FOR METROLOGY ONLY: Students may use a white board during Metrology assessments. The white board must be 8 ½” x 11” or smaller. White boards will be provided by the Nursing Program.
- 7. When signing in to take the exam, students will be identified by facial recognition and must have adequate lighting to allow their face to match to their ExamID in order to be able to test.
- 8. Instructors will provide the exam password. Once the student enters the password for the exam, they will see the typical ExamSoft stop sign and can go ahead and begin the exam.
- 9. **On question #1, students must “do the Kirkwood Twirl”**
 - **The Kirkwood Twirl involves using both a hand mirror and the laptop as described below. The mirror should be the Kirkwood provided hand mirror (minimum mirror surface dimensions of 6” by 5” (picture below)). Students should show**
 1. Front and back of mirror
 2. Screen
 3. Keyboard
 4. Mouse top and bottom
 5. Underneath laptop
 6. Then move the laptop computer all around the room in a 360-degree circle. Faculty need to see all of the walls, the floor, the ceiling, and the desktop/tabletop that the student will be sitting at for the exam.
 - To see an example of the required Kirkwood Twirl see the “Kirkwood Twirl Video” posted on Talon Current Students.
 - IF a student does not do the Kirkwood Twirl, their exam score will be in jeopardy (i.e., they may receive a zero on the exam).
 - The “Kirkwood Twirl” should take approximately 40 seconds. Once completed, students may begin their exam.



10. Once a student begins their exam, nothing will be different. Students will notice under the webcam a small screen that says recording. Students should periodically to check to ensure their face is in view during the monitoring/recording. Students should remember their exam is still being timed.
11. During the exam since they are being recorded, students should make sure that they are not looking all around as that will appear "suspicious." Students need to keep their eyes on the screen. If a student typically looks around, they try closing their eyes to think or to take a mental break.
12. The proctor doing the monitor will note any noises including whispering, shuffling of papers, clicking of pens, etc. These will be flagged as suspicious.
13. **When students have completed their exam they will need to:**
 - Click submit exam and wait for the green check mark.
 - Reestablish an internet connection as needed (this is the same thing that happens in class).
 - Students may need to wait for the upload to complete.
 - With slow internet speeds, it may take as long as 20 minutes or more, so do not give up!
 - IF a student has access to a hot spot, (i.e. through their smartphone), this may speed the process up.
 - A student may need to move closer to the router in their home to speed up the exam file uploads.
 - IF a student cannot upload after the above, return to the Zoom Room to notify your instructor and then you may need to contact ExamSoft at 866.429.8889.
 - NOTE: Students are submitting two things at this time:
 - #1 exam answers
 - #2 exam recording
 - Students should note that they will see a green arrow that appears to be circling until the documents are submitted. A green checkmark will appear when both files have been uploaded.
 - **IF a student does not submit both the answers and the exam recording, their exam score may be in jeopardy (i.e., the student might receive a zero on the exam).**
 - **A student should not log out of ExamSoft or allow their computer to go to sleep or shut down until both files are uploaded.**
 - If a student has problems getting their files uploaded, they should contact their instructor to ask for assistance.
14. **If something happens in the middle of the exam and the student is removed from the exam for any reason, the student will need to go to the Zoom Room and talk with the instructor immediately.**

15. **Exam Review:** During virtual testing it is not possible to do exam reviews. Students should attend subject matter and test taking strategy reviews provided by their instructors to improve their test taking skills and content knowledge.
16. **Exam Make ups:** Exam make ups will be scheduled at the discretion of the instructor on a pre-arranged or arranged basis. The student will need to attend the make-up that is designated by the instructor in accordance with Make-Up Policy or the student will receive a 0 on the exam.
17. **Non-Compliance with Assessment Security Procedures:**
 - Students who do not comply with Exam Security procedures outlined above will receive a "Warning DOC" via e-mail.
 - Students must monitor their e-mail and not repeat the same assessment security infraction again or they will be subject to point deductions up to a deduction of all the points for that assessment.

KIRKWOOD VIRTUAL NURSING PROGRAM:

ATI Virtual Policy

Students must adhere to the following when taking a virtual ATI exam:

1. Prior to the day of the exam, with a student's FIRST attempt at taking a proctored ATI exam via Proctorio, each student needs to complete a 'dry run'. To meet tech requirements, students MUST:
 - Install Google Chrome on their device by visiting <https://www.google.com/chrome/>. You will not be able to take the proctored assessment with any other browser.
 - Check to see if their camera works in Chrome using <https://webcamtests.com/>.
 - Check that their microphone works in Chrome using <https://www.onlinemictest.com>.
 - Ensure that their internet speed is between 0.5 - 1 Mbps.
 - Students can test their internet speed using www.speedtest.net
2. The day of the exam, each student should do the following:
 - Ensure they are using a fully charged laptop or desktop computer.
 - Have their school or government-issued ID card available.
 - Test in a well-lit space, and be ready for a room scan prior to the assessment.
 - Have one piece of blank paper that can be used during the assessment. Students will need to destroy the paper upon completion of the exam.
 - Arrive in the Zoom room a minimum of 10 minutes prior to the start of the exam.
3. After the instructor reviews ATI rules and guidelines and the instructor directs that students may start the exam, the student will:
 - Leave the Zoom room.
 - Clear browsing history from Google Chrome.
 - Restart computer.
 - Log in to ATI through Google Chrome.
 - Follow prompts to allow Proctorio to access their camera, microphone, and screen, along with showing a photo ID to the camera.
 - Start exam when approved to start by the instructor (remotely through ATI).
 - Rejoin the ZOOM room if not been able to start the ATI exam within 10 minutes of the start time.
4. During exam, student should be aware that:
 - There will be a box labeled **Quiz Tools** available to you on the screen. With Quiz Tools, you can zoom in/out.
 - There is not a backward navigation/flagging feature in ATI proctored exams! Move forward only!
 - IF they have any issues, they should follow the instructions below:
 - IF a student encounters technical issues during an exam, the student can use Support Tab in the bottom right hand corner of screen to chat with technical person.
 - IF a student's browser freezes during the exam, the student should exit out of the browser immediately to prevent losing time. Reopen the browser and navigate back to the Test tab. If this doesn't resolve the issue, please contact your instructor in the Zoom room so they can troubleshoot with ATI Support.
5. Complete the exam.
 - Upon exam completion, there is no need to return to Zoom room unless there are any issues/problems with exam taking.
6. Notify the instructor of any issue that occurred during the exam in the Zoom Room.

6. **Students are responsible for knowing the following Virtual Testing Honesty policies and other related Honesty related policies in the Student Handbook and College Catalog:**
 - **When students are taking an exam, they will be recorded and monitored by a proctor during the exam**, therefore students will need to remain in front of their computer at all times with their screen at face level. Students should periodically check to ensure their face is in view during the monitoring/recording.
 - **Students will need to be in a quiet place to take the exam.**
 - No noises, no phones ringing, no talking, etc.
 - It will need to be an environment similar to that of exam-taking in a real-life nursing classroom environment.
 - **Students CANNOT be interrupted during exams**, so students should arrange for childcare in a separate room away from the room in which they are testing.
 - **Students must ensure their remote test area and process meets the following requirements.**
 - No blankets
 - No hats
 - No cell phones
 - No ear buds or headphones
 - If a student is using ear plugs they must show during the Kirkwood twirl
 - No Alexa, Google Home, Smart watches, or other “Smart” technology
 - No books, papers, electronics in sight
 - Students must cover these with towels or blankets if they cannot move them to another area
 - No boxes of tissues (one tissue only)
 - No eating, drinking or chewing gum
 - No talking, whispering
 - Reading the questions aloud might be flagged and then will be reviewed for possible integrity issues with potential point reduction.
10. Nothing hanging on the wall or within student reach. All whiteboards, calendars, etc. must be removed, covered, or erased. All tables and shelves must be covered or cleared
11. Exam Make-ups: Exam make ups will be scheduled at the discretion of the instructor on a pre-arranged or arranged basis. The student will need to attend the make-up that is designated by the instructor in accordance with Make-Up Policy or the student will receive a 0 on the exam.

KIRKWOOD VIRTUAL NURSING PROGRAM:

Late to Assessment Policy

Students late to an assessment without prior notification for the first time in any course would be subject to the following earned assessment point reduction:

- Take 20% off of assessment points earned if < 5 minutes late for an assessment;
- Take 40% off of assessment points earned if < 10 minutes late for an assessment;
- take 60% off of assessment points earned if < 15 minutes late for an assessment;
- Take 100% off of assessment points earned if >15 minutes late for an assessment.

Students will be required to take the assessment immediately upon coming to the assessment as per our previous policy. Point deductions will be decided after the assessment.

Students will receive a zero for each subsequent late to assessment incident.

KIRKWOOD VIRTUAL NURSING PROGRAM:

Student Protocol for Nursing Labs

Students Arriving & Departing Campus

1. Arriving on Campus Protocol

- a. You must NOT come to campus if you are ill or have a temperature (100.4 or higher).
- b. You should arrive for lab 30 minutes prior to the start of your lab to avoid long lines.
- c. You must enter Linn Hall, 1st floor, at the far west end (see map below).
- d. You must wear your mask and face shield when entering the building. You will be required to keep them on at all times while in the building.
- e. You should avoid gathering in groups of students inside or outside of the Linn Hall building who are waiting to be checked in.
- f. Upon entering the building, you will check in at the table right inside the door on 2nd floor (indicated by the Star (★) on the map below).
- g. You will have your temperature taken and asked if you have any of the following symptoms associated with COVID-19 identified by the CDC:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- h. Once you complete the health screening, you will receive a colored wristband indicating that you have passed the screening process. **NOTE:** You canNOT enter the lab without the appropriately colored wristband on your wrist. The wristband color will change daily.
- i. You will then follow social distancing guidelines and line up 6 ft. apart in the 2nd floor hallway until you are directed to enter the lab.
- j. As you enter the lab as directed by your instructor, wash your hands and gown up with full PPE.
- k. **NOTE:** Students should ONLY bring the following to lab:
 - Lab kit item(s) that they need for that day, lab packet/work sheets, a pen, face shield, & mask
 - Water jugs/receptacles wipe down or disposable only.
 - Water fountains may be on but should be avoided.
- l. **NOTE:** Students should NOT bring any of the following to lab:
 - NO personal purses/handbags
 - NO food unless needed for a medical condition (must be approved by the Lab Instructor prior to lab).

2. In Lab Protocol

- a. You are to remain in your designated lab room(s) the entire lab period except if a bathroom break is needed (see below).
- b. You MUST have your face shield and mask on at all times AND must ALSO wear isolation gowns and gloves.
 - NOTE: If you need a “Mask Break” or need a drink of water, go to the designated Mask Break Area in the lab. Only one student can be in the Mask Break Area at a time. There is NO eating in the Lab.
- c. You will note that there will be no linens on the beds.
- d. After your lab group has ended, all surfaces, at each patient station, will need to be wiped down with the wipes provided by your instructor; including bed, pillow, side rails, wall mounted accessories, bedside table, and bedside laptops. **NOTE:** There are special wipes designated for use on the health assessment manikins and manikins. Wipe down as directed by your instructor.

3. Bathroom Protocol

- a. You will need to ensure that only 5 students use the bathroom at any one time.
 - Prior to exiting your lab for a bathroom break, you must doff their gown and gloves and wash your hands.
 - You will need to keep your face shields and masks on.
 - It is recommended to keep outer bathroom doors open to decrease touching of bathroom door handles.
 - You will need to re-gown and glove when entering your lab rooms.
- b. Please wash your hands thoroughly and dispose of paper towels in appropriate receptacle.
- c. NOTE:
 - Bathrooms will be cleaned by facilities staff every half hour (top of each hour and every half hour)
 - To ensure safety for all, there will be paper towels in all restrooms

4. Leaving Lab Protocol

- a. When leaving lab you must remove your gown and place in the designated laundry receptacle inside your lab room.
- b. You must keep your mask and face shield on until you are outside of the building.
- c. Follow social distancing guidelines and leave the lab by taking the staircase (next to the restrooms) down to 1st floor.
- d. **PLEASE NOTE the following:** Students should:
 - Stay on the west side of Linn Hall.
 - Avoid areas where other students may be congregating (lobby, other).
 - Avoid eating in Linn Hall/Kirkwood to prevent exposure when others are not wearing masks and face shields.
 - NOT come to the Nursing Department EXCEPT by appointment as all faculty are working remotely except when on campus for labs or sims AND there is only space for 1 student at the front desk in the Nursing Department.

Nursing Lab Route

LINN HALL - 1ST FLOOR

1. ENTER & EXIT Linn Hall (LH) West Door

2. CHECK-IN DESK LH West 2nd Floor

3. AFTER CHECK-IN and OBTAINING BRACELET
→ Go Up to 2nd Floor Nursing Lab

4. EXIT 1st FLOOR → Linn Hall WEST Stairwell Just As You Entered

LINN HALL - 2ND FLOOR

STAIRWAY TO 2ND FLOOR

EXIT STAIRWAY TO 1ST FLOOR

NURSING LAB ENTRANCE

NURSING LAB EXIT



KIRKWOOD VIRTUAL NURSING PROGRAM:

Student Protocol for Nursing *Simulations*

Students Arriving & Departing Campus

1. Arriving on Campus Protocol

- a. You must NOT come to campus if you are ill or have a temperature (100.4 or higher).
- b. You should arrive for simulation 15 minutes prior to the start of your simulation.
- c. You must enter Linn Hall, 1st floor, at the far west end (see map below).
- d. You must wear your mask and face shield when entering the building. You will be required to keep them on at all times while in the building.
- e. You should avoid gathering in groups of students inside or outside of the Linn Hall building who are waiting to be checked in.
- f. Upon entering the building, you will check in at the table right inside the door on 2nd floor (indicated by the Star (☆) on the map below).
- g. You will have your temperature taken and asked if you have any of the following symptoms associated with COVID-19 identified by the CDC:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- h. Once you complete the health screening, you will receive a colored wristband indicating that you have passed the screening process. **NOTE:** You canNOT enter the Simulation Center without the appropriately colored wristband on your wrist. The wristband color will change daily.
- i. **Once you pass the health screening, go to the designated Linn Hall CLASSroom for your sim session.** You will NOT be allowed in your Sim classroom IF you do not have the correct colored bracelet on. It will be one of the following classrooms:
 - 1214
 - 1216
 - 1218
- j. Keep a 6-foot distance from classmates outside of, and inside of, the classroom.
- k. All pre-briefing and debriefing of scenarios will occur in the designated classroom, which will be locked while in the simulation center.

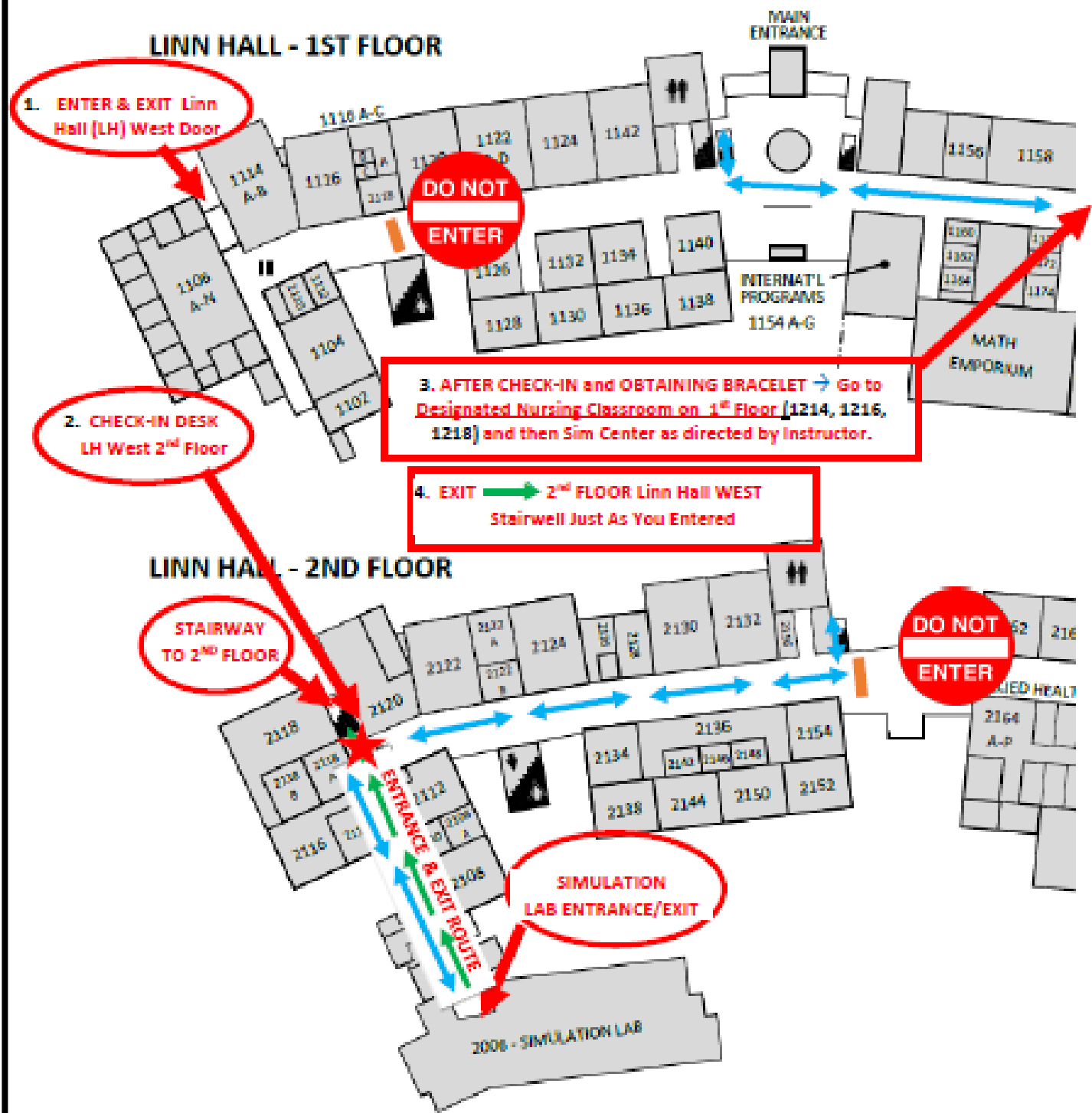
2. Protocol Regarding *Student Possessions*:

- a. Students should **ONLY** bring the following to simulation:
 - Simulation item(s) that they need for that day: paperwork (Simulation prep sheets, medication cards), a pen or pencil
 - Face shield, mask.

- b. Water jugs/receptacles wipe down or disposable only. **NOTE: You can only take a drink when you are 6 ft. away from classmates/instructors**
 - Water fountains may be on but should be avoided.
 - c. **NOTE:** Students should NOT bring any of the following to simulation:
 - NO personal purses/handbags.
 - NO food unless needed for a medical condition (must be approved by the course Instructor)
2. **Simulation Center Protocol** – Once you arrive at the simulation center with your sim instructor and classmates,
- a. **DON an isolation gown every time you ENTER the Sim Center.**
 - Gloves need to be worn, and changed when appropriate, in the patient room during the simulation and discarded on exiting the room.
 - Gloves do NOT need to be worn in the observation room.
 - b. **DOFF your isolation gown when you EXIT the Sim Center.**
 - All gowns/linen must be placed in within the appropriate laundry at the end of the Simulation experience.
 - c. REMAIN in your designated Sim Classroom OR Sim Room the entire Simulation period except if a bathroom break is needed (see below).
 - d. **You MUST wear your face shields and masks at all times AND must ALSO wear an isolation gown at all times in the Simulation Center** as you will be within 6 ft. of another individual (student OR instructor).
 - NOTE: If you need a “Mask Break” or need a drink of water, go to the designated Mask Break Area in the lab. Only one student can be in the Mask Break Area at a time. There is NO eating in the Lab.
 - e. **After each Simulation, assist with the cleaning** of the Conference Room (if an observer) and, if asked, the Simulation Room.
 - All surfaces, at each patient station, will need to be wiped down with the wipes provided by your instructor; including bed, pillow, side rails, wall mounted accessories, bedside table, and bedside laptops (which should already have plastic coverage on them).
 - NOTE: There are special wipes designated for use on the health assessment manikins.
 - IF the computers have been used the keyboard should be re-bagged with the plastic bags provided or wiped down as directed.
3. **Bathroom Protocol**
- a. Only 1 student may use the Simulation bathroom at any one time.
 - Prior to exiting the Simulation Center for a bathroom break, you must doff your gown and gloves and wash your hands.
 - You will need to keep your face shield and mask on.
 - It is recommended to keep outer bathroom doors open to decrease touching of bathroom door handles.
 - You will need re-gown and glove when re-entering the simulation center.
 - b. Bathrooms will be cleaned by facilities staff every half hour (top of each hour and every half hour)
 - c. To ensure safety for all, there will be paper towels in all restrooms.
 - d. Please wash your hands thoroughly and dispose of paper towels in appropriate receptacle.
4. **Leaving the Simulation Center Protocol**
- a. When leaving simulation you must remove your gown and place in the designated laundry receptacle inside/nearest your simulation room.

- b. You must keep your mask and face shield on until you are outside of the building.
- c. Follow social distancing guidelines and leave the simulation by taking the staircase (next to the restrooms) down to 1st floor.
- d. Exit Linn Hall, 1st floor, at the far west end (see map below)
- e. **PLEASE NOTE the following:** Students should:
 - Stay on the west side of Linn Hall.
 - Avoid areas where other students may be congregating (lobby, other).
 - Avoid eating in Linn Hall/Kirkwood to prevent exposure when others are not wearing masks and face shields.
 - NOT come to the Nursing Department EXCEPT by appointment as all faculty are working remotely except when on campus for labs or sims AND there is only space for 1 student at the front desk in the Nursing Department.

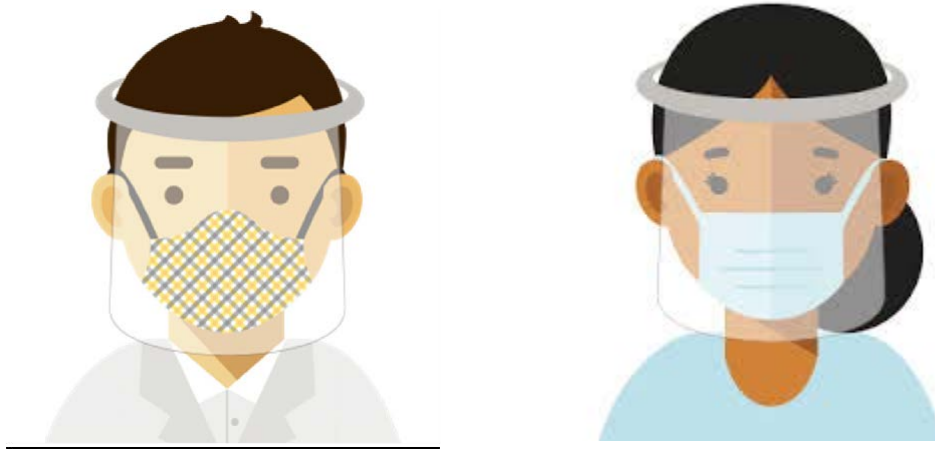
Simulation Route



KIRKWOOD VIRTUAL NURSING PROGRAM:

Student Protocol for Clinical: Face Shields, Face Masks, and PPE

ALL Kirkwood Nursing Students at clinical or preceptorship at ANY clinical site ARE REQUIRED to wear both a face shield & face mask at all times from when they enter the facility until they leave the facility. (NOTE: The face mask should be a Kirkwood approved cloth face mask or a surgical mask AND a Kirkwood approved face shield). The cloth mask with a face shield can be worn when off the unit, but a surgical grade face mask with a face shield must be worn ON the units.



1. REQUIRED Orientation:

- Student **MUST** review all of the following **PRIOR** to attending clinic.
- All can be found in the Current Students Talon Course.
 - Clinical Donning and Doffing Competency Checklist (also included below)
 - Unity Point Power Point
 - Unity Point Handouts
 - Mercy Medical Center Handouts
- **Review of Key Points of PPE:** These will be reviewed during clinical orientation. For students in Intro to Nursing, they will be reviewed in Lab.
- **Demonstrate Competency:** The student will demonstrate knowledge of appropriate Donning and Doffing of PPE with clinical instructors on the first day of clinic. Intro to Nursing student will demonstrate knowledge AND will be signed off on using the Skills Competency Checklist.
- **Demonstrate Understanding with a Quiz:** Intro to Nursing students will take a quiz in Lab in which they need to pass with 80%. If they do not pass with 80%, the student will complete remediation with a lab instructor and retake the quiz until achievement of 80% is accomplished.

- **Upload to Castle Branch to prove Compliance:** Both the Signature Page of the PPE and the Skills Competency Checklist will be uploaded to *CastleBranch*. This only needs to be done one time for the length of the entire program.

2. Recommended Orientation:

- Using PPE (CDC Video)
 - https://www.youtube.com/watch?time_continue=63&v=of73FN086E8&feature=emb_logo
- Donning and Doffing Checklist (CDC PDF)
 - https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE.pdf
- Review the UIHC's "Face masks and coverings—Frequently asked questions"
 - <https://medcom.uiowa.edu/theloop/face-masks-and-coverings-frequently-asked-questions>
- Take the MicroSim PPE Simulation:
 - <https://www.etrainetc.com/covid19PPE-emicsim>

3. Policy for Eating:

- Students must NOT remove their masks and shield at work EXCEPT to eat.
- Student must maintain 6 ft. social distance at all times when eating.
- Students may NOT eat in a breakroom but MUST eat in the cafeteria or in a space that is big enough to adequately social distance.

4. Guidelines for cleaning face shield:

- Students should clean their face shields daily in accordance with the CDC's guidance below: Adhere to recommended manufacturer instructions for cleaning and disinfection. When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, consider:
 - While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
 - Wipe the outside of face shield with clean water or alcohol to remove residue.
 - Fully dry (air dry or use clean absorbent towels).
 - Remove gloves and perform hand hygiene.
- **At the Facilities: Use designated wipes**
- **At Home: Use Soap and Water**

5. Storage of PPE while at clinic:

- When removing a face shield for lunch break, students should hang to dry (if such an area is provided) or store in the paper bag with the student's name.

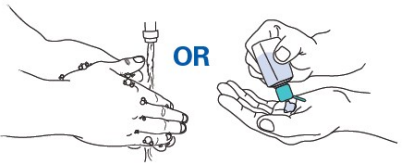
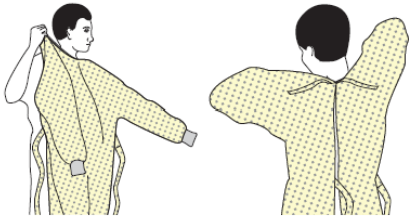



6. Upon returning home from clinic:

- **In order to protect families/friends,** it is recommended that students upon returning

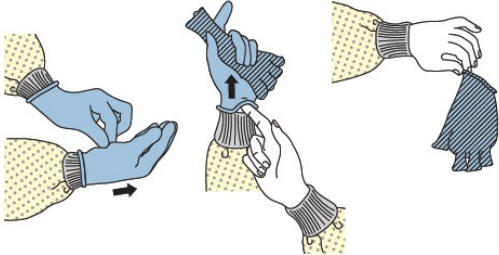


home, immediately:

- Change out of their uniform
- Wipe of their shoes with a Clorox or other wipe.
- Wash their uniform and mask (after taking out the hepa) filter
- Take a shower


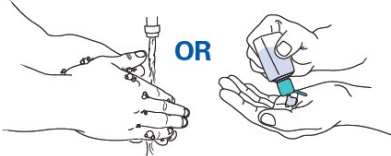


Sequence for Putting On (Donning)PPE		Competency Validation
Hand Hygiene <ul style="list-style-type: none">• Use an alcohol based hand sanitizer, rubbing all surfaces of hands until dryOR• Wash hands with soap and water for at least 20 Seconds		
Gown <ul style="list-style-type: none">• Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back• Fasten in back of neck and waist		
Mask or Respirator <ul style="list-style-type: none">• Secure ties or elastic bands at middle of head and neck or behind the ears• Fit flexible band to nose bridge• Fit snug to face and below chin• Fit-check (seal-check) respirator		
Face Shield <ul style="list-style-type: none">• Place over face and eyes and adjust to fit		
Gloves <ul style="list-style-type: none">• Extend to cover wrist of isolation gown		



Sequence for Removing (Doffing) PPE – 1 Disposable or Reusable Gown		Competency Validation
Gloves <ul style="list-style-type: none">• Outside of gloves are contaminated• If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer• Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove• Hold removed glove in gloved hand• Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove• Discard gloves in a waste container		
Face Shield <ul style="list-style-type: none">• Outside of face shield is contaminated• If your hands get contaminated during removal, immediately wash your hands or use an alcohol-based hand sanitizer• Remove face shield from the back by lifting head band or ear pieces• Disinfect with a disinfecting wipe following contact time for product used and store in a clean location		
Gown <ul style="list-style-type: none">• Gown front and sleeves are contaminated• If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer• Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties		



<ul style="list-style-type: none">• Pull gown away from neck and shoulders, touching inside of gown only• Turn gown inside out• Fold or roll into a bundle and discard in a waste container or place into linen hamper if reusable		
<p>Mask or Respirator</p> <ul style="list-style-type: none">• Front of mask/respirator is contaminated — DO NOT TOUCH• If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer• Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front• Appropriately store in a paper bag or breathable container		
<p>Hand Hygiene</p> <ul style="list-style-type: none">• Use an alcohol based hand sanitizer, rubbing all surfaces of hands until dryOR• Wash hands with soap and water for at least 20 seconds		

Sequence for Removing (Doffing) PPE – 2
Disposable Gown

Competency
Validation

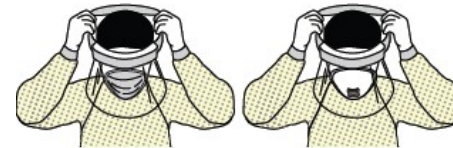
Gown and Gloves (Disposable Gown Only)

- Gown front and sleeves and the outside of gloves are contaminated
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands.
- Place the gown and gloves into a waste container



Face Shield

- Outside of face shield is contaminated
- If your hands get contaminated during removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove face shield from the back by lifting head band or ear pieces
- Disinfect with a disinfecting wipe following contact time for product used and store in a clean location



KIRKWOOD VIRTUAL NURSING PROGRAM:

Approved Masks and Shields

Mask Use in Lab and Simulation:

- All students may only enter Linn Hall with a mask on. Students should have a minimum of 2 cloth masks. Cloth masks MUST be one of the following approved types available:
 1. Previously provided tied Kirkwood blue masks. (Provided to all current technical program students in Summer and Fall 2020).
 2. White cotton Kirkwood Eagle masks are available at the Kirkwood Bookstore.
 - **NOTE:** Cloth masks should be laundered after each daily use.



Mask Use in Clinical:

- All students entering clinical should be wearing their cloth face masks and a face shield.
- Student should switch to disposable medical masks during patient care. Medical masks are provided by the facility.
- Disposable medical masks should be thrown away after each use and prior to leaving the health care facility.

Face Shield

All Nursing students must wear a face shield after completing their health screening for lab and simulation and when entering any health care facility. Approved face shields include:

- The free standard Kirkwood Nursing face shield provided to each student in HSC-189: Intro to Nursing.
- Replacement shields and other approved face shields available for purchase at the Kirkwood Bookstore are listed below:

<u>Kirkwood Provided Face Shield</u> (Replacement \$5 in Bookstore)	<u>Alternative Face Shield #1:</u> Sturdier shield, with "flip-up" shield. \$25 in Bookstore	<u>Alternative Face Shield # 2:</u> "Eye Glass" type shield Cost pending in Bookstore
		

Moving to Another State

Students moving to another state should contact the Nursing Department to set up an appointment with the Dean to discuss plans for licensure by examination to ensure all requirements are met at their earliest opportunity.