

# THE HELENE FULD PAVILION

## FOR INNOVATIVE LEARNING

UNIVERSITY OF PENNSYLVANIA SCHOOL OF NURSING

### COVID-19 Operating Procedures

#### Access and Operations in the Simulation Center

##### 1. Entering the Helene Fuld Pavilion

- a. Anyone entering Fagin Hall must comply with the latest building entrance policies, as well as the latest [university](#) and School of Nursing policies.
  - i. Personal masks must be worn when entering the building. Surgical masks or Penn-provided two-ply cloth masks must be worn once inside the building. (See #2)
  - ii. Symptom checking and contact tracing.
    1. Everyone must complete the [Penn Open Pass](#) symptom checking survey each day for access. (Students, faculty, and staff connect with their PennKey; contractors, visitors, and guests may select the visitor option at the bottom of the page). Completed Open Pass surveys and Penn ID cards must be shown to security upon entering the building.
    2. If any individual experiences COVID-19 symptoms and/or was exposed to someone with COVID-19, then they should immediately notify Environmental Health and Radiation Safety at 215-898-4453. Details can be found via [EHRS](#) and the [Faculty and Staff Guide](#). Employees may return to work when ALL the following conditions met:
      - a. At least 3 days after resolution of fever (without fever reducing medications like acetaminophen (Tylenol) or ibuprofen) *and* improvement in respiratory symptoms and
      - b. At least 10 days have passed since symptoms started.
      - c. If you have tested positive and never exhibited symptoms, wait 14-days from test date prior to returning to work.
    3. Students should comply with the [Student Campus Compact](#) and with any directives sent from their courses, the school, and the university. Faculty are to send an email to [nursenet@nursing.upenn.edu](mailto:nursenet@nursing.upenn.edu) for any student related COVID-19 concerns.
  - iii. Participants should follow all directional and distancing signs posted throughout the building (e.g. elevator capacity, entrance/exit restrictions, hallway directional flow, etc.).
  - iv. Physical distancing of at least six feet should be maintained whenever possible, to include avoiding queuing in the hallways and open areas when moving to and from simulation activities.
  - v. Participants should avoid arriving more than 10 minutes early to the building whenever possible to avoid overcrowding and overlapping groups of students.

Students should remain in the lobby until about five minutes prior to their simulation start time.



2. Masks and Personal Protective Equipment

- a. Personal 2 ply masks must be worn to enter the building. (See above 1.a.i).
- b. All students, faculty and staff will be provided a surgical mask and paper bag upon arrival to the Fuld Pavilion. The mask is to be reused as much as possible. More information on acceptable masks and reuse procedures can be found [here](#).
- c. Gloves will be available during all lab activities and should be worn for any activity that includes multiple participants, sharing, or contacting the same equipment.
- d. Hand sanitizer and/or hand washing stations will be available during all lab activities and should be utilized when entering/exiting the center and when applicable to maintain proper hand hygiene.
- e. The use of the mask does not replace physical distancing, which should be maintained wherever possible. Additional PPE (e.g. face shields, gowns, goggles, etc.) will be provided, as appropriate, to participants whose lab activity requires less than six feet physical distancing (e.g. physical exam labs).
- f. Additional PPE may be provided by the Helene Fuld Pavilion in support of clinicals.
- g. All simulation staff and instructors will wear eye protection (goggles or face shields) when interacting with students (within 6 feet distance) and during the initial phase of students returning to simulation.
- h. Please refer to the **Penn SON PPE Policy for detailed information related to PPE. Please email [personalprotectequip@nursing.upenn.edu](mailto:personalprotectequip@nursing.upenn.edu) for any PPE requests.**

3. Cleaning and disinfecting of Helene Fuld Pavilion and equipment

- a. All simulation rooms, including any center pool classrooms used, will operate at 20-30% capacity to encourage physical distancing within the space. Exceptions may be made on a case-by-case basis with review and approval from the Fuld Pavilion Director and the Fagin Hall Facilities Director prior to the scheduling of the activity.
- b. Cleaning.
  - i. Lab staff will clean simulation rooms daily (with special emphasis on shared equipment) in addition to overnight housekeeping services conducted for the building.
  - ii. Staff will provide additional cleaning of equipment between simulation groups wherever feasible, based on the type of simulation activity and the time allotted.
  - iii. Lab staff will wear gloves and masks during any cleaning.
  - iv. Shared equipment will be cleaned with sanitizing wipes, isopropyl alcohol, or approved disinfectant spray, dependent on the types of equipment.

1. Surfaces:

Product	Photo	Use
Diversey Virex II 256 Spray		Hard nonporous surfaces. Contact time 10 minutes.
Lysol Disinfecting Wipes		Hard nonporous surfaces. Contact time 2 minutes.
Clorox Disinfecting Wipes		Hard nonporous surfaces. Contact time 4 minutes.

2. Manikins, skills trainers:

Manufacturer	Mfr Suggested Cleaning	Notes
Laerdal	70% isopropyl alcohol	Rubbing alcohol not evaluated by EPA (evaporates too quickly). Clorox or Lysol wipes may be used as an alternative.
Gaumard	Water; 70% isopropyl alcohol	Soap & water; Clorox or Lysol wipes used as an alternative to rubbing alcohol.
Limbs & Things	Warm water & mild detergent	Soap & water
Simulab	70% isopropyl alcohol	Clorox or Lysol wipes may be used as an alternative.

4. Simulation start and end times:

- a. Simulation staff will hold all instructors to explicit start and end times for their labs, to discourage overlapping groups (maintaining capacity in all spaces), and to allow for cleaning and resetting whenever possible.
- b. Faculty should submit their planned start and end times, room rotation, and section switch times with the Helene Fuld Pavilion director and simulation operations manager no later than one week prior to the date of the simulation event.
  - i. Faculty are responsible for reviewing these times with all instructors participating in the lab activities.

- ii. Changes may be requested through the HFP director or operations manager.
- 5. Faculty and Staff food/eating:
  - a. Instructors and lab staff may store food in the refrigerator in Room 106 (homecare suite) on days they are in the lab only when that room is not occupied for simulation activities. Individuals should rotate through the room to retrieve their food.
  - b. Lab staff and instructors, without assigned office space and/or with shared office spaces that do not allow for six feet of physical distance, may eat in the following areas:
    - i. Café seating (lobby floor)
    - ii. Lower lobby (outside auditorium)
    - iii. Mezzanine area (outside elevators)
    - iv. Second floor lounge
    - v. Third floor lounge
    - vi. Conference rooms may be [scheduled](#) upon request (1-2 people)
- 6. Contact and Resources
  - a. Personal Protective Equipment
    - i. Helene Fuld Pavilion PPE Policy can be found here
    - ii. Email all PPE requests related to clinical or simulation (must come from faculty course director) [personalprotectequip@nursing.upenn.edu](mailto:personalprotectequip@nursing.upenn.edu)
  - b. Annie Hoyt-Brennan, Helene Fuld Pavilion Director (last-minute PPE emergencies)  
Cell: (201) 725-4390  
Office- (215) 746-3564  
Fax: (215) 746-3375  
Email: [annhoyt@nursing.upenn.edu](mailto:annhoyt@nursing.upenn.edu)
  - c. Diana Alberti, Simulation Operations Director (please contact for operations questions)  
Cell: (267) 639-0254  
Office: (215) 746-1088  
Email: [dalberti@nursing.upenn.edu](mailto:dalberti@nursing.upenn.edu)
  - d. Joseph Gomez, Facilities Director  
Email: [josk@nursing.upenn.edu](mailto:josk@nursing.upenn.edu)
  - e. [Penn Environmental Health & Radiation Safety](#)  
[Office: 215-898-4453](#)
  - f. [Return](#) to Campus Guide (Faculty & Staff)
  - g. [Student Campus Compact](#)
  - h. [COVID-19 Information and Resources](#)