

Simulation Health Centre
Return to Work Health & Safety Plan
August 2020

Simulation Health Centre (SHC) Return to Work Health and Safety Plan

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Hazard Assessment	<ol style="list-style-type: none">1. The SHC Hazard Assessment (Appendix A) has been updated with applicable COVID-19 controls.2. The COVID-19 Supplementary Hazard Assessment will be emailed to all students, faculty and staff who will be accessing the SHC, and a reply that they have read and understand the hazard assessment is required.3. The SHC Hazard Assessment will be reviewed, and updated as necessary, when changes to Public Health Orders, Government of Alberta Guidance for Post-Secondary Institutions and/or University of Lethbridge directives occur.
Training	<ol style="list-style-type: none">1. Faculty, staff and students will complete the U of L online COVID-19 Campus Access Safety Training Module and the Return to Work Attestation.2. Faculty staff and students will have current WHIMS training.3. SHC specific training for Cleaning and Disinfecting SOP and COVID-19 infection prevention and control measures will be completed by SHC staff and instructors.4. Faculty, staff and students will review the COVID-19 Rapid Response Plan.5. Employee training will be documented in Personnel Training Records retained in online logs.

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Physical Distancing

1. Public health directives regarding the maximum number of people in a room or area and 2-metre physical distancing will be maintained.
2. To allow for and safeguard physical distancing in the SHC the number of people permitted in each lab (rooms M2018 and M2020) will be restricted to less than ten people. Skills practice labs/classes are comprised of seven students and one instructor. Occupancy limits will be posted on lab doors.
3. All other rooms in the SHC will remain locked with access restricted to SHC instructors or staff.
4. Additional controls and reminders to safeguard physical distancing in the SHC include:
 - i. Signage and floor markings showing two-meter distancing and direction of movement.
 - ii. Removal of all unnecessary equipment and furniture and reconfiguration of required equipment and furniture to allow for ease of movement for physical distancing.
 - iii. Staggered start and end times for labs/classes, see Appendix B.
 - iv. Students and instructors will be instructed to arrive at their scheduled time and to wait in the second-floor hallway adjacent to the lab until directed to enter the SHC.
 - v. Each student will be assigned an individual practice-station upon entering the SHC and will be instructed that they must remain within the boundary of the practice-station, as indicated by floor markings (see Appendix C), or as otherwise instructed by an instructor.
 - vi. Any personal items brought into the SHC must also remain within the boundary of the assigned practice-station and must be removed when class is finished.
 - vii. Due to limited space to store personal items at the practice-stations only outwear (e.g. a coat or jacket), one bag or backpack, and a paper notebook and pen or electronic notebook or laptop per person, will be allowed.

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Hand Hygiene and Respiratory Etiquette	<ol style="list-style-type: none">1. Sinks for handwashing are located in each lab (rooms M2018 and M2020).2. Alcohol-based hand rub (ABHR) dispensers will be located at entry/exits to the SHC labs (M2018 and M2020) and at each practice-station.3. Students, instructors and staff must perform hand hygiene before entering and exiting the SHC, and at all times as would be indicated during patient care as per clinical infection control requirements, including before and after glove use.4. Hand Hygiene and Respiratory Etiquette posters will be posted at entrances to the SHC.5. All persons entering the SHC will adhere to Respiratory Etiquette guidelines.
Cleaning & disinfection	<ol style="list-style-type: none">1. Equipment and supplies will not be shared or exchanged between students and /or instructors during classes. Each student practice-station will be stocked with ABHR and the supplies and equipment needed for the class.2. Equipment that must be shared between classes will be cleaned and disinfected between use by SHC staff, using checklists, according to SOP for cleaning and disinfecting (Appendix D). Checklists will be retained in a locked file in the SHC for documentation that cleaning and disinfecting was completed.3. Time between classes will be scheduled (see Appendix B) to allow for environmental cleaning and disinfection of high touch surfaces, and furniture within each practice-station (chairs, tables, and beds including siderails, head and footboards, controls and mattresses) using checklists.4. Garbages will be emptied and sinks and floors cleaned at the end of the day by Caretaking Services.

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Use of Face Masks and Respirators	<ol style="list-style-type: none">1. Face masks must be correctly worn at all times while in the SHC.2. For the safety and protection of the campus and local community, the University of Lethbridge will require the wearing of face coverings or non-medical masks in indoor public spaces and outdoors when physical distancing cannot be maintained on its Lethbridge campus beginning on Monday, Aug. 10.
Frequency/Scheduling	<ol style="list-style-type: none">1. Working alone will be avoided, however SHC staff and instructors may periodically need to work alone between August 17, 2020 and Sept. 9, 2020 to prepare the SHC for classes.2. Faculty, instructors and staff working alone will follow the U of L Working Alone Protocol and complete the online Working Alone Registry.3. Class start and end times will be staggered to avoid congestion in hallways and common areas. See Appendix B.
Health Monitoring and Self Isolation	<ol style="list-style-type: none">1. All students, faculty, and staff will be required to complete the AHS COVID-19 Self-Assessment before entering the SHC to ensure they are healthy. Anyone experiencing symptoms of COVID-19 is required by law to follow Alberta's isolation requirements and be prepared to share their contact information for contact tracing.<ol style="list-style-type: none">a. Any person with symptoms of COVID-19, that are not related to a pre-existing illness or health condition, will not be permitted access to the SHC and will be reminded they must register on the U of L Staff / Faculty illness COVID-19 registry.

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	2. Daily attendance lists of all persons entering the SHC will be collected by the SHC staff and will be retained in a locked cabinet in the SHC.
Equipment	1. Equipment will be tested, calibrated, and maintenance completed during the week of Aug. 24 th , 2020.
Building Systems	1. Sinks will be flushed for 3 minutes while being monitored for leaks.
Deliveries/Supply Chain	1. Required supplies and equipment have been secured for the Fall 2020 semester and delivered to the SHC.
Inspection / Compliance	1. The Simulation Health Centre Coordinator and Instructors will conduct inspections and enforce the requirements of the Return to Work Plan.

By signing this form, you acknowledge that you understand and will adhere to the details outlined in the Return to Work Health & Safety Plan:

Supervisor's Name:

Supervisor's Signature:

Worker Name	Signature	Date

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Appendix A: Hazard Assessment

COVID-19 HAZARD ASSESSMENT AND CONTROL REPORT FORM

Job/Position/Work Type: Faculty/ Students/Staff/SHC Skills Labs	Location of Work: Simulation Health Centre	Date: 19/07/2020
Assessment completed by: Sharon Dersch		Reviewed/Revised:

Activity/Task (List all tasks and activities of the job/work)	Description of Hazard <i>Note: There may be more than one hazard associated with an activity or task.</i>	Likelihood (L)	Severity (S)	Risk Total = (L*S)	Rating (High, Moderate, Low)	Hierarchy of Hazard Controls (OHS Code 2009, Part 2 section 9) Elimination/Substitution (E/S) if this not an option the following hierarchy of controls is to be followed: <ul style="list-style-type: none"> Engineering Controls (EC) Administrative Controls (AC) Personal Protective Equipment (PPE) 	Severity		
							Makes you uncomfortable	Send you to hospital	Kills/cause a permanent disability
							1	2	3
		Unlikely 1	1	2	3				
		Might Happen 2	2	4	6				
		Highly likely 3	3	6	9				
Working Alone	-Isolation -Lack of communication in the event of an emergency	3	3	9	H	EC: telephone, cell phone, AC: training, organizing and planning work, rotation of workers, U of L working alone procedure and login system; check in/out procedure, Working on Campus Registry, list of emergency contact phone numbers			

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Campus awareness	-hazards associated property damage or maintenance required	2	2	4	M	AC: report property damage and/or maintenance, report to Security and Facilities Services.
Work activities able to maintain physical distancing of 2 m	Potential contact with droplets, expelled either by a cough/sneeze or on a contaminated surface	2	2	4	M	AC: self-isolation of symptomatic workers from workplace, practice good hand hygiene, practice respiratory etiquette, safety training, frequent cleaning of touched surfaces, cleaning SOP.
Work activities not able to maintain physical distancing of 2m	Probable contact with droplets, expelled either by a cough/sneeze or on a contaminated surface	3	2	6	H	EC: physical barriers/Plexiglas windows AC: self-isolation of symptomatic workers from workplace, practice good hand hygiene, practice respiratory etiquette, safety training, frequent cleaning of touched surfaces, cleaning SOP. PPE: face masks,
Working with electrical equip	<ul style="list-style-type: none"> • electrical shock • burns 	1	3	3	M	EC: engineered design of equipment; properly grounded, AC: safety training; disconnect equipment before cleaning; do not overload outlets, minimize the use of extension cords, do not use power strips and extension cords in multiple combinations, i.e. plugging one power strip into another or an extension cord; inspect cords regularly for fraying cuts, or breakage; do not attach cords to walls, pipes, or windows; do not twist cords or push tightly into outlets; use only approved electrical equipment (CSA,ULC etc); do not run cords across hallways, walkways or under carpets
Lifting and carrying	Musculoskeletal injuries	2	1	2	L	EC: lifting aids and carts AC: use correct body mechanics; use lifting aids or request assistance when moving heavy objects; minimize lifting from the floor and from heights; use caution moving carts on slopes
Working with sharps	Needle stick injury; cuts, broken glass ampules,	2	1	2	L	EC: sharps disposal container at each workstation; shielded needles; tools for handling of sharp materials/equipment AC: safety training, organizing and planning work, access to first aid kit PPE: ampule guards
Group Labs	Potential person-to-person transmission of SARS-CoV-2 via droplets	3	2	6	H	EC: -Signage and floor markings showing two-meter distancing and direction of movement. -Removal of all unnecessary equipment and furniture and reconfiguration of required equipment to allow for physical distancing and ease of movement AC: -Self-isolation of symptomatic workers from workplace. -Two-meter distancing at all times -Staggered start and end times for classes. -Access to skills lab (rooms M2018 and M2020) restricted to less than ten people /class. All other rooms locked, and access restricted to only one SHC instructor or staff member at a time.

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						<ul style="list-style-type: none"> - Each attendee will be assigned an individual practice-station/work area delineated with floor signage. - Frequent hand hygiene. - Respiratory etiquette. - Frequent cleaning of high touch surfaces. <p>PPE:- Continuous face masking while in the SHC is required.</p>
Group Labs	Possible exposure to surfaces or objects contaminated with SARS-CoV-2	3	2	6	H	<p>EC: -Removal of unnecessary supplies and linens that cannot be cleaned and disinfected between users</p> <p>AC: - Self-isolation of symptomatic workers from workplace.</p> <ul style="list-style-type: none"> - Enhanced cleaning and disinfecting procedures. - Frequent cleaning, at least twice a day, of high touch surfaces - Equipment cleaned and disinfected between users using SOP and checklists; - Staff training on SOP for cleaning and disinfecting equipment. - No sharing of supplies, equipment, or personal items (e.g. pens, books) between attendees. - Personal items brought into the SHC must remain within the boundary of the assigned practice-station/work area. - Respiratory etiquette. - Frequent hand hygiene
Use of chemical disinfectants	Skin eye irritant	2	1	2	L	<p>AC: -WHMIS training; read SDS on all chemicals prior to use; store chemicals appropriately, do not store unneeded chemicals; Phone security Services desk for chemical spills</p>

By signing this form, you acknowledge that you understand the hazards and associated controls:

Supervisor's Name _____ Supervisor's Signature _____

Worker Name	Signature	Date

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Appendix B: Simulation Health Centre Fall 2020 Lab Schedule

Room M2018		
Date	Time	Class
Thursday Sept. 10	0730-1400 (1030-1100 Break and <i>cleaning</i>)	NURS 4530 Section XF
	<i>1400-1530 Cleaning and disinfecting</i>	
Friday Sept. 11	0800-1430 (1030-1100 Break and <i>cleaning</i>)	NURS 4530 Section XH
	<i>1430-1600 Cleaning and disinfecting</i>	
Monday Sept. 14	0700-1330 (0930-1000 Break and <i>cleaning</i>)	NURS 4530 Section X
	<i>1330-1500 Cleaning and disinfecting</i>	
Tuesday Sept. 15	0800-1430 (1030-1100 Break and <i>cleaning</i>)	NURS 4530 Section XB
Room M2020		
Thursday Sept. 10	0700-1330 (0930-1000 Break and <i>cleaning</i>)	NURS 4530 Section XD
	<i>1330-1500 Cleaning and disinfecting</i>	
	1500-2130 (1730-1800 Break and <i>cleaning</i>)	NURS 4530 Section XE
Friday Sept. 11	<i>0700-0830 Cleaning and disinfecting</i>	
	0830-1500 (1130-1200 Break and <i>cleaning</i>)	NURS 4530 Section XG
	<i>1430-1600 Cleaning and disinfecting</i>	
Monday Sept. 14	0730-1400 (1030-1100 Break and <i>cleaning</i>)	NURS 4530 Section XA
	<i>1400-1530 Cleaning and disinfecting</i>	
Tuesday Sept. 15	0830-1500 (1030-1130 Break and <i>cleaning</i>)	NURS 4530 Section XC

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Appendix C: Floor Plan



Floor Signage ———

Appendix D: Simulation Health Centre Standard Operating Procedures: Cleaning and Disinfecting

COVID-19 Baxter SIGMA Spectrum Infusion Pump Cleaning and Disinfecting

Purpose: This standard operating procedure (SOP) provides instructions on when and how to clean the Baxter Sigma Spectrum Infusion Pump to prevent the risk of transmission of SARS-CoV-2 by indirect contact.

Frequency: Pumps must be cleaned and disinfected between each user.

Materials: Compatible Disinfectants

Product Name	Contact Time- surface must remain visibly wet
Metrex Cavicide® ¹	3 minutes
Metrex CaviWipes ^{TM 1}	3 minutes
Super Sanicloth®	2 minutes
Sani-Cloth® Bleach Wipes	4 minutes

1. Cavicide spray and CaviWipes are approved for both use on the Sigma Pump and currently included on the Government of Canada list of hard-surface disinfectants demonstrating that they are likely to be effective and may be used against SARS-CoV-2.

Notes and Warnings:

1. Don gloves prior to handling the pump and disinfectants used for cleaning and disinfecting.
2. Turn pump off and unplug before cleaning and disinfecting.
3. If present clean any visible soiling on the pump using a soft cloth and warm water prior to disinfecting. A single disinfectant wipe can be used to clean and disinfect when the product label indicates it can be used for both (AHS, 2020).
4. Only use SIGMA spectrum specified compatible disinfectants included on the Government of Canada list of hard-surface disinfectants demonstrating that they are likely to be effective and may be used against SARS-CoV-2.
5. Do not use sprays directly on the pump.
6. Do not allow fluid to seep into the pump or between pump components (especially through the keyhole, door latches, or speaker vent).
7. Do not immerse any part of the pump or battery.
8. Do not apply disinfectants directly to battery packs exposed terminals.
9. Only use damp, not wet or dripping, wipes and cloths. Wring excess disinfectant out as needed.
10. Only use a damp lint-free foam tipped swabs to clean the tube channel. Apply disinfectant sparingly and blot excess moisture from the swab using a lint free towel of gauze squares.
11. Allow disinfectant to remain on the pump surface in an even, but not dripping, film for the manufactures' recommended contact time.
12. Ensure pump is dry before reuse. Wipe dry or air-dry after completion of contact time period

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Process:

Step	Detail
1.	Perform hand hygiene and don gloves
2.	Turn the pump off and unplug the AC power adaptor from the power source.
3.	Clean exterior of pump with damp cloth to remove any visible soiling if present.
4.	Using a damp disinfecting wipe, or cloth moistened with approved disinfectant, wipe all the outside surfaces of the pump using caution that no fluids seep into the keyhole, door latches, or rear case speaker vent.
5.	Open the pump door using an IV slide clamp.
6.	Apply disinfectant sparingly to a lint-free, foam tipped swab and blot the swab onto a dry lint-free towel to remove excess solution.
7.	Clean the pump channel areas using the moistened foam tipped swab.
8.	Using a new disinfecting wipe, or cloth dampened with approved disinfectant, wipe the power cord connector and full length of the cord. Do NOT wipe the A/C power adapter
9.	Wipe the IV pole, including the hooks at the top, and pump pole clamp with disinfectant wipe.
10.	Wipe dry or air-dry after completion of contact time period before reconnecting power source .

References

- AHS. (2020). Key points for Ready-to-Use disinfectant Wipes. Retrieved from <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-bpg-ready-to-use-wipes-info.pdf>
- Baxter Health Care Corporation. (2018). Cleaning and storage. *SIGMA Spectrum Infusion Pump Operator's Manual 41018v0800 Rev.* Medina, New York
- Government of Canada. Date modified: 2020-07-09. Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19. Retrieved from <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- Metrex. (2019). Surface disinfectants. Retrieved from <https://www.metrex.com/en-ca/products/surface-disinfectants/caviwipes>

COVID-19 Laerdal Manikin and Bed Cleaning and Disinfecting

Purpose: This standard operating procedure (SOP) provides instructions on when and how to clean the Laerdal Nursing Anne, Nursing Kelly and 3G manikins, and beds to prevent the risk of transmission of SARS-CoV-2 by indirect contact.

Frequency: Manikins and beds must be cleaned and disinfected between each user.

Materials: Compatible Disinfectants

Product Name	Contact Time- surface must remain visibly wet
Metrex Cavicide®	3 minutes
Metrex CaviWipes® ¹	3 minutes
Clorox® Disinfecting Wipes ²	15 seconds
Lysol® Disinfecting Wipes ²	4 minutes
Virkon® M 3% solution	10 minutes
60 % Isopropanol	10 minutes
70 - 90 % Ethanol	10 minutes
0.5 % Sodium Hypochlorite ³	10 minutes

1. Can be used for cleaning and disinfecting
2. Surface must be precleaned of visible soil prior to disinfection
3. Skins with nylon zippers should not be cleaned with Sodium Hypochlorite (e.g. Laerdal 3G manikins).

Notes and Warnings:

1. Don gloves prior to handling the manikin and bed and when using disinfectants.
2. Unplug from power source (outlet or battery pack) before cleaning and disinfecting.
3. If present clean any visible soiling from surfaces using a soft cloth and soap and water prior to disinfecting. A single disinfectant wipe can be used to clean and disinfect when the product label indicates it can be used for both (AHS, 2020).
4. Only use disinfectants included on the Government of Canada list of hard-surface disinfectants demonstrating that they are likely to be effective and may be used against SARS-CoV-2.
5. Disinfectants must remain visibly wet for the manufactures' recommended contact time.
6. Do not allow fluid to seep into the manikins around the hard-plastic chest component.
7. Wipe dry or air-dry after completion of contact time period before reconnecting power source.

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Process:

Step	Detail
1.	Perform hand hygiene and don gown and gloves.
2.	Unplug the manikin from the power source (battery pack or outlet).
3.	Remove patient gown and place in laundry hamper. (No other linens will be on the beds).
4.	For each of the following steps examine surfaces for any visible soiling and if present clean with soap and water to remove visible soiling prior to disinfecting. This step is not required if using disinfecting wipes designated for both cleaning and disinfecting (e.g. CaviWipes™).
5.	Disinfect the front/ventral surfaces and perineum of the manikin by thoroughly wetting with approved disinfecting wipes or cloth moistened with approved disinfectant ensuring surfaces remain visibly wet for the specified contact time.
6.	Roll manikin onto one side.
7.	Disinfect the back and upper lateral side of the manikin by thoroughly wetting with approved disinfecting wipes, or spray disinfectant directly onto precleaned surface, ensuring surfaces remain visibly wet for the specified contact time.
8.	Disinfect the exposed top half and side of the mattress by thoroughly wetting with approved disinfecting wipes, or spray disinfectant directly onto precleaned surface. After the specified contact time has elapsed, if needed, dry mattress and manikin before completing the next step.
9.	Roll manikin onto other side and disinfect the other lateral surface of the manikin and exposed mattress top and side as per steps 7 and 8.
10.	Disinfect the side-rails, and attached bed control unit if present on siderails, with an approved disinfectant wipe or cloth moistened with approved disinfectant ensuring surfaces remain visibly wet for the specified contact time.
11.	Disinfect the headboard, and bed control unit if present on headboard, with an approved disinfectant wipe or cloth moistened with approved disinfectant ensuring surfaces remain visibly wet for the specified contact time.
12.	Disinfect the footboard with an approved disinfectant wipe or cloth moistened with approved disinfectant ensuring surfaces remain visibly wet for the specified contact time.

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References

- AHS. (2020). *Key points for Ready-to-Use disinfectant Wipes*. Retrieved from <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-bpg-ready-to-use-wipes-info.pdf>
- Clorox. (2020). *Help Prevent the Spread SARS-CoV-2 (coronavirus that causes COVID-19)*. Retrieved from <https://clorox.ca/stop-the-spread/>
- Laerdal. (2020). *Hygiene and cleaning procedures for CPR manikins*. Retrieved from <https://laerdal.force.com/HelpCenter/s/article/Hygiene-and-cleaning-procedures-for-CPR-manikins#ManikinSkins>
- Lysol. (2020). *Lysol disinfecting Wipes: Usage*. Retrieved from <https://www.lysol.com/products/disinfecting-wipes/lysol-disinfecting-wipes-lemon-and-lime-blossom/>
- Metrex. (2019). *Surface disinfectants*. Retrieved from <https://www.metrex.com/en-ca/products/surface-disinfectants/caviwipes>
- Government of Canada. (Date modified: 2020-07-09). *Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19*. Retrieved from <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

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COVID-19 SHC Cleaning and Disinfecting Checklist

Room #: _____ Practice Station #: _____

Initial	Step	Cleaning and disinfecting performed according to SHC COVID-19 SOP
Infusion Pump		
	11.	Performed hand hygiene and donned gloves.
	12.	Turned the Baxter infusion pump off and unplugged the AC power adaptor.
	13.	Examined pump for any visible soiling and if present cleaned prior to disinfecting.
	14.	Disinfected the front, back, and both sides of the Baxter infusion pump
	15.	Disinfected the top and bottom of pump.
	16.	Disinfected the pump channel using a moistened foam tipped swab.
	17.	Disinfected the pump power cord connector and full length of the cord.
	18.	Disinfected the full length of the IV pole, including hooks and pump pole-clamp.
	19.	Ensured pump was dry after completion of contact time before plugging it back in.
Manikin and Mattress		
	20.	Unplugged bed from the power source (battery pack or outlet).
	21.	Removed patient gown and placed in laundry hamper.
	22.	Examined surfaces for any visible soiling and if present cleaned prior to disinfecting.
	23.	Disinfected the front surfaces and perineum of the manikin.
	24.	Turned manikin onto left side and disinfected the back and right side of the manikin.
	25.	Disinfected the exposed top half and left side of the mattress.
	26.	Disinfected left side-rails and attached bed control unit if present on siderails.
	27.	Disinfected headboard, and bed control unit if present on headboard
	28.	Dried mattress and manikin, if still wet, after the specified contact time (3 minutes).
	29.	Turned manikin onto right side and disinfected left side of the manikin and exposed mattress top and side.
	30.	Disinfected right side-rails and attached bed control unit if present on siderails.
	31.	Disinfected footboard.
	32.	Dried mattress and manikin after the specified contact time if still wet.

Cleaning and disinfecting completed according to the SHC COVID-19 SOP

Signature: _____ Date: _____ Time: _____

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Furniture

	•	Examined surfaces for any visible soiling and if present cleaned prior to disinfecting.
	•	Disinfected supply tabletop, height control lever, and ABHR bottle.
	•	Disinfected overbed tabletop and height control lever.
	•	Disinfected chair.
	•	Disinfected sharps container, suction regulator, canister and tubing.