CANADIAN POINT OF CARE ULTRASOUND SOCIETY

SOCIÉTÉ CANADIENNE D'ÉCHOGRAPHIE CIBLÉE

Guidelines for safe ultrasound courses

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1 Course preparation

1.1 Course-day screening

All instructors, learners, models, and administrative staff should enter through the same single entrance.

All instructors, learners, models, and administrative staff should be screened regarding symptoms or occurrence of COVID-19 upon entrance into the building.

In general, screening should include a temporal scanning thermometer reading that must be less than 38˚C (100.4˚F; please refer to provincial self-assessment tools below for temperature recommendations). Individuals who have any of following symptoms: shortness of breath, chills, muscle pain, sore throat, vomiting, diarrhea, headache, or loss of smell/taste, who have been out of the country in the last 14 days or have been in contact with someone who has COVID-19 should not be permitted to enter the building.

Screening could be conducted by administrative staff using provincial COVID-19 self-assessment tools for:

Québec[1]
Ontario[2]
Manitoba[3]

1.2 Waiver form

For courses taking place outside of a university or simulation centre location, a waiver form relating to COVID-19 should be completed prior to the course by all instructors, learners, models, and administrative staff and submitted upon arrival on the course day (see Appendix A for example).

1.3 Contact list

Course directors should compose a list of all course attendees (i.e. instructors, learners, models, and administrative staff) with current contact numbers and addresses for contact tracing purposes prior to the course. The list should be checked for accuracy upon arrival on the course day.

2 Infection control

2.1 Hand cleaning

All instructors, learners, models, and administrative staff should apply an alcohol-based hand sanitizer at each entry point including entry into the building, the didactic room, the scanning room, the waiting room, and the food room.

Hands should be washed with soap and water upon entry into a new scanning room and prior to food consumption. Hand washing should be performed as per WHO guidelines[4].

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[1] https://covid19.quebec.ca/surveys/cdd2/introduction
[2] https://covid-19.ontario.ca/self-assessment/severe-symptoms
[3] https://manitoba.ca/asset_library/en/coronavirus/covid19_screening_checklist.pdf
[4] https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf

Hands should be washed with soap and water before leaving the building.

2.2   Masks and shields

All instructors, learners, models, and administrative staff at the course should wear a mask at all times. It is advisable that the masks should be single-use medical (surgical) masks. The masks should be provided to all individuals on arrival. These masks should be made of three layers of synthetic nonwoven materials with filtration layers sandwiched in the middle as described by WHO[5]. Multi-use, non-medical (cloth) masks should be avoided. If a mask becomes soiled, it should be discarded and a new mask applied.

Additional personal protective equipment (PPE), such as a gown and face shield or goggles should be provided to standardized models for their use during scanning sessions.

2.3   Disposable gloves

All participants should wear new disposable gloves upon entry to each new scanning room or transfer to new station. Gloves should be provided at each room or station.

Disposable gloves should be discarded before leaving the scanning station, room, or building.

2.4   Gowns

Instructors and participants do not need to wear gowns.

Models may wear gowns to absorb gel while keeping areas to be scanned exposed. Models should don a new gown when entering scanning room or station. Gowns do not need to be changed after each learner. If a model leaves room, disposable gowns should be discarded in a waste bin while cloth gowns should be placed in a dirty laundry hamper. Cloth gowns should be washed using hot water if possible and dried completely.

2.5   Towels

Towels used to drape models should be discarded in a waste bin (for disposable towels) or in a dirty laundry hamper (for cloth towels) in each scanning room / station when the model is done being scanned. Cloth towels should be washed using hot water if possible and dried completely.

2.6   Clothing

Upon returning home after the course, clothing should be washed using hot water if possible and dried completely.

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[5] https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-on-covid-19-and-masks

2.7   Equipment cleaning

Ultrasound probes and machines must be cleaned with disinfecting wipes recommended by the manufacturer before use on a new model.

Multi-use gel bottles should be wiped down with disinfecting wipes after each learner.

2.8   Room cleaning

Disinfecting and cleaning of equipment and surfaces should be completed between scanning sessions and at the completion of the last scanning session.

2.9   Logbooks

Logbooks used for recording scan numbers should not be transferred between scanning rooms or stations if possible. Tablets with applications designed for this purpose are preferable due to ease of disinfection.

3   Social distancing

Assigned seating and standardized signage (same tape colour, markings, or stickers) should be used to indicate precise distancing when instructing, observing scanning, sitting, and eating.

3.1   Building

Social distancing of 2 meters apart should take place upon entry into the building and during transport from the building entrance to the course rooms. If individuals are unable to take the stairs, social distancing should be respected in the elevators. Allow additional time for instructors, learners, and models to arrive.

Provide access to several bathrooms (if possible) and consider staggering schedules if sharing a smaller common bathroom. Bathrooms should be cleaned and disinfected after each group break or lunch. It is recommended to open windows if and when possible. Frequently touched surfaces should be cleaned and disinfected regularly.

3.2   Didactic room

Learners should sit in chairs placed 2 meters apart during didactic seminars. Learners should sit in the same chair throughout the course if the chairs are not wiped down between seminars.

If the didactic room is not big enough, learners can be split into 2 rooms with one room streaming a live video of the presentation and having direct access to instructors for questions.

3.3   Scanning room

All scanning rooms should be arranged to ensure social distancing of 2 meters between instructors and scanners. When 2 meters distancing is not possible, as between the scanner and the model, the model should be provided with PPE (mask, face shield).

3.4 Waiting room

Models should sit in chairs placed 2 meters apart in waiting rooms before and after scanning sessions. Use assigned seating if possible, otherwise chairs should be wiped down after each use. Ideally, models would have access to a separate bathroom or encouraged to use bathroom facilities during off-peak times.

3.5 Food room

Lunch and snacks should take place in an open space with social distancing. Allow additional time if this requires moving individuals to a larger space.

It is recommended that instructors, learners, models, and administrative staff make their own food arrangements.

If this is not possible, all food offered at the course should be individually packaged for each individual by a caterer following health guidelines. There should be no open food or beverages.

Food should be provided at two or more stations to avoid gathering.

4   Appendix A – Waiver form

Example template:

I understand that XX is committed to providing a safe and clean working environment for the XX course on day, month, year.

XX will make every effort prior to and during the above-mentioned course to mitigate the risks associated with COVID-19 by following provincial healthcare guidelines.

By signing this agreement, I release XX from all liability relating to injuries or contracting COVID-19, including financial responsibility for injuries or illness incurred, during the above-mentioned course.

I agree to make every effort to follow precautions and obey the provincial healthcare guidelines regarding COVID-19 in relation to the above-mentioned course.

I, _____, fully understand and agree to the above terms.

   (Participant name, printed)

_____   _____

   (Participant name, signature)   (Date)