

Maryland University of Integrative Health
Health and Safety Protocols

Updated 4/27/2023

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A. BACKGROUND INFORMATION

The health, safety and welfare of every member of the Maryland University of Integrative Health (MUIH) community is important to us.

The measures we take to protect the community from COVID-19 will be informed by guidance from federal, state and local public health officials.

Having said that, no one, including the University, can guarantee a COVID-19-free environment. It is simply not possible to do so. For information about the nature of the virus and how it is spread, please visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Minimizing the risk of COVID-19 infections or any other spread of disease is a shared responsibility. The protocols established in this guide are intended to allow the University to return to some in-person operations while keeping the health and safety of everyone a high priority. All members of the community must do their part. In addition to basic hand hygiene (frequent washing and sanitizing) and respiratory etiquette (not coughing into one's hand or in close proximity to others), this includes adhering to any measures that the University deems appropriate such as temperature checks, social distancing, wearing approved face coverings, not coming to the university premises if you feel sick, and isolating or quarantining when required. Your compliance is necessary not only for your own safety but for the safety of others.

MUIH is reopening its facilities in phases. The first phase, began in November 2020, included limited instruction in the acupuncture and Oriental medicine (AOM) program and access to the Natural Care Center (NCC) and herbal dispensaries. In our second phase, we began having classes on site. In addition, staff and faculty still have the option of working on site if there is a need. There are many classes still being offered remotely. The third phase of reopening began in the fall 2021 trimester for staff and faculty to return to the building(s) as indicated (remote, hybrid, on site), and for classes to resume on campus.

This document highlights the health and safety protocols MUIH will use for this third phase of opening of facilities, which meet U.S. Centers for Disease Control and Prevention (CDC), State of Maryland, and local guidelines for safe opening and operations.

B. GENERAL HEALTH AND SAFETY PROTOCOLS

1. Personnel and Visitors

The main campus will be open for use following the Health and Safety Protocols in this document. Classes, Natural Care Center operations, Laurel Wellness, herbal dispensaries, the Meeting Point and the Library resumed in Fall 2021. As of April 2022, normal services have resumed and the use of the campus is open to all faculty, staff, and students.

We encourage visitors to the campus to schedule appointments with the staff and faculty they plan to visit.

We will continue to allow external visitors such as Nixon (linens) vendor, UPS, FEDEX, USPS, cleaning and repairs contractors, others who are necessary for the continued operation of the building, and individuals where it is determined they have a need to enter.

2. Building Access – Main Campus

As of April 30, 2023, health screenings and temperature checks (frontal head) are no longer required for any person, faculty, staff, student, or patient that is attending the campus including the Natural Care Center.

We continue to encourage employees, students, patients, and other visitors who exhibit symptoms of COVID-19, have a fever or acute respiratory illness to stay home and not come to MUIH facilities. In the event an employee, student, patient, or other visitor develops symptoms while on campus they and anyone exposed to them should immediately exit the building and then notify MUIH as described below (security@muih.edu).

3. Masks

All face coverings or masks are optional upon entry and while in MUIH buildings including while in the Natural Care Center, in Classroom 10, and other rooms as indicated as a core group room. While masks are no longer required, anyone desiring to wear a mask may do so at any time. Additionally, any person that has a respiratory infection or other illness must wear a mask to minimize transmission.

4. Hand Hygiene

Hand hygiene is very important. Utilize the hand sanitizer station, which is located at the outside entrance when first entering the building, and then use the sanitizer station again inside the second door prior to reaching the front desk for check in.

Hand sanitizers will be available throughout the building. If using personal hand sanitizers, it is recommended to use a product with at least 60% ethanol or 70% isopropanol.

Wash your hands often with soap and water for at least 20 seconds especially after having been in a public space or after blowing your nose, coughing, or sneezing. Be aware to cover your mouth with your elbow or a tissue when coughing or sneezing.

5. Physical Distancing All classrooms and gathering areas at MUIH will no longer have physical distancing requirements of 3 feet. Some areas may have Plexiglas partitions in place and they will continue to be in place for additional protection.

6. Congregating in Common Areas

Individuals may congregate in common areas without maintaining physical distancing. Groups may use common areas and encourage that the group size should be limited to no more than 10

people. Common areas include lobbies, hallways, stairways, NCC waiting room, student lounge, library commons, and the Meeting Point. The library will be open and limited to 30 people at one time. Please visit the library's website for hours of operation.

7. Cleaning Protocols

Cleaning staff will be sanitizing high traffic areas and high touch areas a minimum of 3 times a day. This includes bathrooms, kitchens, handrails, door handles, copy machines, and computer keyboards in classrooms and the library.

Superfluous non-essential items have been removed to minimize touchable surfaces and facilitate cleaning and disinfection.

8. Bathrooms

Bathrooms will be utilized at full capacity in all bathroom locations.

9. Elevator

There are no restrictions for elevator usage.

10. Kitchens

The kitchens including the refrigerators may be used at any time.

11. Student Lockers

Student lockers may be used.

12. Eating in the Building

Individuals may eat in cubicles, private offices, the classrooms and at the meeting point in the spaces designated to allow physical distancing. Outdoor seating has been increased and individuals may use the outside tables and chairs.

No food will be allowed in the core group rooms or rooms used as gathering rooms for clinic, only water bottles will be allowed in these rooms. Other locations to eat in include the faculty area in the office area of the second floor to the left of the staircase, the Meeting Point, the Student Lounge, and outside seating.

13. Signage

There will be signage placed on the walls to denote any area that may need extra reminders of protocols.

14. Accommodations

Staff and faculty who are unable to return to campus due to a medical or other related reason, should contact Melissa Cahill, Vice President of Human Enrichment, at mcahill@muih.edu.

15. Notification of COVID-19 Positive Test

MUIH is following the most recent CDC guidance in handling cases of individuals that test positive or who has been in close contact with someone who has tested positive for COVID-19. Close contact is defined as being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over a 24 hour period. The University reserves the right to require a negative test result where it deems necessary.

The University reserves the right to review these protocols in conjunction with CDC guidance and to make appropriate modifications as necessary.

NCC patients that test positive for COVID-19 after being in the building must notify their practitioner of the results. Their practitioner will then notify the Vice President of the NCC, who will then notify security@muih.edu.

Any staff, faculty or student that tests positive for COVID-19 after being in the building must notify security@muih.edu of the specifics of the exposure and testing information. Information should only be shared with security@muih.edu as anyone else that needs to be notified will be based on the appropriate contact tracing.

To protect privacy, the names of COVID-19-positive individuals will not be released to the community. If it is found that a student, faculty, or staff member has tested positive while being in a classroom, office or the NCC, future in person meetings or the class may be suspended and moved virtually, and the building closed for cleaning.

16. Violations of Protocols

It is the expectation of the University that all parties in the building have the authority to remind others of the health and safety protocols established by the University. Violations of the protocols established for students, faculty, staff, and visitors will be handled under the following procedures.

Any student, faculty, staff, or visitor that refuses to comply with COVID-19 protocols described in this document will be asked to leave the building.

The individuals with authority to ask someone to leave are the MUIH front desk staff, the Director of Business Services, the Natural Care Center staff and any member of the President's Executive Council (PEC). If the individual will not leave the building, Human Enrichment will be involved to ask them to leave, ultimately reserving the right to request police assistance.

The [Student Code of Conduct](#) and Employee Corrective action in the staff handbook applies to compliance with the health and safety protocols described in this document. Numerous infractions may warrant further disciplinary action. If violations are observed, they can be reported to security@muih.edu.

17. Travel Restrictions and Building Access

Maryland Travel Restrictions for MUIH Staff, Students

MUIH will be following any travel restrictions that the state of Maryland and the Governor of Maryland has put in place. Currently there are no quarantine requirements or travel restrictions in place.

C. NATURAL CARE CENTER (NCC) PROTOCOLS

1. General NCC Protocols

There are specific and additional safety protocols for all staff, faculty, students, practitioners, and patients related to the NCC (Appendix B, Section 1).

2. Student Intern Clinic Protocols

There are specific and additional safety protocols for all students, faculty, and staff in the teaching clinic in the NCC (Appendix B, Section 2).

D. CLASSROOM PROTOCOLS

1. Non-Experiential Course Component Protocols

Non-experiential components are those in which the classroom experience is restricted to didactic lecture, presentation, and discussion.

Normal classroom set ups with no physical spacing requirements will be maintained in the classroom. For the classroom setting, the tables or chairs are set up in a way that students are adequately spaced and staggered. Classrooms set ups should not be moved by students or faculty due to the safety protocols established. Air purifiers will be placed in the classrooms to assist in the ventilation of the rooms.

Cleaning staff will sanitize common high traffic and high touch areas a minimum of three times a day, including table-tops, and presentation podiums, keyboards and mice. All classrooms in use will be cleaned each evening by the cleaning staff. The classroom tables should remain set up at the end of class times to allow the cleaning staff to clean intermittently through the day and at the end of the day.

2. Experiential Course Component Protocols

Experiential components are those in which students and faculty members are engaged in hands-on activities and working physically close to other individuals. Such experiences include acupuncture point location and needling using clinical treatment tables for example.

For the classes or components of classes where experiential components are used there are additional protocols (Appendix C).

Appendix A
HEALTH SCREENING QUESTIONS FOR ENTRANCE TO BUILDING
(As of April 30, 2023, this questionnaire is no longer used.)

In addition to temperature checks performed when entering the lobby, the following triage questions will be asked before an individual will gain further access to the building. The admittance questionnaire will initially be in person and will be automated once a system is ready for implementation.

- Do you have new onset of any of these symptoms listed below? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea

- Within the past 10 days, have you had contact with anyone that you know had COVID-19 or COVID-19-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes over a 24 hour period with a person or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).

- Have you had a positive COVID-19 test for active virus in the past 10 days?

If anyone answers yes to any of these questions, they will not be able to gain further access to the building and they will need to leave immediately.

Appendix B
ADDITIONAL PROTOCOLS FOR THE NATURAL CARE CENTER (NCC)
As of April 30, 2023

1. General NCC Protocols

a. Personal Protective Equipment (PPE)

Masks: All practitioners, students, faculty, staff, patients, and vendors do not need to wear masks while in the NCC clinic and MUIH's building. . While masks are no longer required, anyone desiring to wear a mask may do so at any time. Additionally, any person that has a respiratory infection or other illness must wear a mask to minimize transmission.

b. Hand Hygiene

All practitioners, students, faculty, and staff seeing patients must wash their hands before and after they see the patient and after they have removed their gloves (if gloves are worn). Hand sanitizer can be used as well but should not replace handwashing.

c. Cleaning Protocols

The entire clinic will be cleaned by the cleaning staff at a minimum of three times a day with the addition of the NCC staff cleaning high traffic and treatment areas. The air purifiers will be turned on in the morning for each clinic treatment room and will be left on during the course of the day. Treatment rooms will be cleaned after patients leave the room. In the private care clinic, the NCC staff will clean the treatment rooms. In the teaching clinic, the NCC staff will clean the room before the next appointment and at the end of the shift/day.

d. Linens, Table Paper, Pillows

Table paper, paper draping and linens will be used and discarded/removed appropriately after each use. The removal of the linens and table paper must be done with gloves as they are considered contaminated. Treatment table paper and paper draping can be used and must be properly discarded after each use. Plastic pillows are allowed and must be wiped down before and after each use with the approved cleaning solution.

e. Patient Preparation, Triage, Arrival, and Checkout

Patients will receive a "what to expect at my visit" information sheet in advance of their appointment so they will know how to prepare and proceed at the NCC during this time. This information will be sent out with their patient intake packets, which are sent by the student practitioners in the teaching clinic. For private care patients, the NCC staff will send out this information.

The patient will pay for the appointment with the NCC front desk staff at the beginning of the appointment. After making their payment, patients will be escorted to their assigned treatment room for their appointment by the NCC staff.

All patients will be checked out by the NCC staff at the front desk.

f. Visitors Accompanying Patients

Only the patient will be able to enter the building for their appointment. No other visitors will be allowed unless the patient has that need and the need has been vetted and approved 48 hours in advance of the appointment by the VP of the NCC. If the patient will be treated by a student practitioner, the relevant program clinic director will also need to approve the visitor 48 hours in advance of the appointment.

g. Contactless Payment

Payment may be made only through contactless payment (no cash) using a credit or debit card.

h. Supplies

MUIH will continuously order the necessary supplies including surgical face masks, paper gowns, gloves, paper pillowcases, cleaning supplies, hand sanitizer, paper sheets/drapes, etc.

i. Student Reference Materials

Students are allowed to use a laptop, iPad or other tablet device in the treatment rooms to chart EHR records of their patients. All binders, books or other reference materials must be kept with their belongings in the core group rooms and may not be brought into treatment rooms.

j. Post-Treatment Student Work

Students must complete their charting promptly so as not to delay the room cleaning process for the staff. At the end of the shift, students may not linger or congregate in the patient room or core group room as these rooms must be cleaned by the staff who have to leave promptly at the end of the shift.

k. Students' Non-Clinical Time and Activities

When students are not treating patients their use of the building is limited. Students may only use the core group rooms to complete their charting activities. They may not use unoccupied rooms for other activities. Otherwise, students must leave the building and may use the outdoor seating areas or their vehicles for their breaks. Eating is only permitted in the building in the designated areas such as the meeting point and in the classrooms. Eating is not permitted in the core group rooms, treatment rooms or in rooms that are used as core group rooms but students may use water bottles in these rooms. Students may keep their personal belongings in the core group rooms or may wish to leave their belongings in their vehicle.

2. Student Clinic Protocols

Clinic students working in the NCC are expected to follow the general NCC protocols as well as the following additional protocols that are specific to the acupuncture teaching clinic.

Masks

Students and clinical faculty are not required to wear a mask each time they treat a patient unless a respiratory illness is present or they desire to wear a mask. Appropriate grade facemasks will be available for anyone while in the clinic.

Patients are not required to wear a mask each time they treat a patient unless a respiratory illness is present or they desire to wear a mask.

The Council of Colleges of Acupuncture and Herbal Medicine (CCAHM) has revised their clean needle technique protocol due to COVID-19 and now states gloves are no longer needed while treating the patient but gloves are needed for other uses such as: [CCAHM's Clinic Infection Control Advisory](#) (April 30, 2020) states:

Because acupuncture as a procedure does not typically involve exposure to mucous membranes, blood or body fluids, the routine use of gloves is not required of acupuncturists, although use of gloves may be mandated by some state laws. During the COVID-19 outbreak, gloves become an important PPE to prevent exposure to potential contamination.

- Wear gloves during cleaning and disinfecting

Treatment Rooms, Capacity, and Interaction

The treatment rooms are spaced to prevent a cluster of patients, students, and supervisors together in a small space. A maximum of three people will be permitted in a treatment room at any given time: 1) the patient, 2) the primary student, and 3) either the secondary student or the clinical supervisor.

Core Group Rooms

The core group rooms will be used at a reduced capacity due to spacing of students. Multiple rooms such as classroom 10 and the Cypress room will also serve as core group rooms to accommodate the space needs. Students may not congregate in the core group room.

Acupuncture Treatment Practices

Acupuncture treatments provided by student practitioners will use the following practices:

- Pulses and tongue evaluations should take no longer than 10 minutes.
- Once diagnostic phenomena are secured, the secondary will exit the room and alert the supervisor that the primary is ready for the supervisor's entry.
- The supervisor will enter the room, secure a pulse reading, secure a tongue picture, and exit the room with the primary student practitioner.
- Discussion amongst the primary and the secondary will occur outside the treatment room. Treatment design is determined: Diagnosis, Point Prescription and Treatment/Lifestyle recommendations are determined, and discussed with clinical faculty/supervisor for guidance. This should take no longer than 15 minutes.

- Once the treatment plan is determined and agreed upon, the primary and the secondary will re-enter the treatment room and the treatment plan will be executed, inclusive of final pulses with clinical faculty. This should take no longer than 30 minutes.

Chinese Herbal Medicine Prescriptions

All Chinese herbal medicine prescriptions will be shipped to the patient. Patients may not pick up prescriptions in MUIH's dispensary.

Yoga Therapy

- All yoga props must be cleaned after each use before returning them to the main cart
- Once the treatment is completed the primary or secondary student must inform the NCC staff so the room can be cleaned for the next appointment
- Barrier sheets are to be used over certain props and blankets
- All SOAP notes will be worked on while in the CORE group rooms not the treatment rooms

Nutrition

- Once the treatment is completed, the primary or secondary student must inform the NCC staff so the room can be cleaned in a timely fashion for the next appointment.
- Cleaning supplies such as wipes and gloves will be stationed by the tanita scale for students to use for each use before and after a patient.
- Please adhere to the treatment room capacity section regarding the number of students to patients that are allowed in each room due to spacing.

Appendix C
ADDITIONAL PROTOCOLS FOR CLASSROOMSWITH EXPERIENTIAL COMPONENTS
As of April 30, 2023

Physical distancing of 3 feet is no longer in place for acupuncture classes or components of acupuncture classes where the clinical treatment tables are used. Students should not be bunched together while working in this setting and must prevent crowding while working at the treatment table in the classroom.

No more than three students are allowed per clinical treatment table, students being the student-patient and two students acting as the student practitioners.

Practitioners must wash their hands. Hand sanitizer can be used as well but should not replace handwashing.

Treatment table paper and paper draping for the classroom setting will be used and must be properly discarded after each use. Plastic pillows are allowed and must be wiped down before and after each use with the approved cleaning solution.

Appendix D
ADDITIONAL MUIH COVID-19 VACCINE POLICY

Appendix D shall be effective as of January 6, 2021.

At this time, MUIH will not be making the COVID 19 vaccine a mandatory vaccine in order to attend or participate in activities. The University reserves the right to change this decision pending future guidance made available. Individuals who have already received the vaccine or will receive the vaccine must still adhere to the health and safety protocols established for MUIH, such as wearing a mask.