



COVID-19 procedures for UGME policies – Academic year 2020-2021

Approved By: MDCM Program Committee

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Pertinent to: MDCM students, UGME Academic and Administrative teams, and the WELL Office

Purpose: Complimentary procedures applicable to existing UGME policies during the COVID-19 pandemic. Please note that **this document is subject to change** to ensure a timely response to the pandemic.

Preamble

COVID-related procedures as they relate to the below existing UGME policies:

- Absences & Leaves
- Accommodations
- Family Medicine in rural settings
- Electives for block 3 of academic year 2019-2020
- Dress code in clinical settings
- Personal Protective Equipment (PPE)
- Mask fit
- Telemedicine
- Exposure to patients with confirmed COVID infections

Procedures

1. Absences and Leaves

1.1. COVID-related leaves

- 1.1.1. During a clinical course or a course with clinical sessions in the healthcare setting, a student who develops symptoms associated with COVID-19 infection **MUST** immediately contact the Occupational Health and Safety (OHS) Office of the site where s/he is working or had been working and **MUST** follow instructions given by the OHS Office. If the student develops symptoms in the evening when OHS is closed, the student **SHOULD NOT** go to work if scheduled for an evening or night shift and **MUST** stay home until s/he can reach OHS the next day for instructions.

- 1.1.2. During a clinical course or course with clinical sessions in the healthcare setting, a student with confirmed COVID-19 or put on self-isolation measures by OHS MUST inform:
 - a. for clerkship course: their direct supervisor site administrator, the clerkship component administrator (clinicaladmin.med@mcgill.ca)
 - b. for electives: the direct supervisor, the site administrator and the McGill electives coordinator (mcgillelectives.med@mcgill.ca)
 - c. for other courses: the course administrator.
- 1.1.3. A COVID-19-related leave may result in a rotation or segment of a rotation or a course being incomplete. Such a leave does not cause a course failure. A student in this situation will need to complete his/her rotation or clinical experience when allowed back into the clinical setting or at a later time.
- 1.1.4. Special circumstances: COVID-19 infection prior to the start or resumption of clinical courses:
 - a. A student working in a CHSLD who develops symptoms associated with COVID-19 infection MUST immediately contact the Occupational Health and Safety (OHS) Office of the CIUSSS where s/he is working and MUST follow instructions given by the OHS Office. If COVID-19 infection is confirmed, the student MUST inform the clerkship component administrator (clinicaladmin.med@mcgill.ca) for clerkship courses or relevant component administrators for the other courses so that the student's schedule can be adapted prior to the beginning of his/her clerkship or other courses. Special note: please note that the MSSS does not encourage medical students to work in clinical settings outside their clinical rotations (e.g. working in a CHSLD as a PAB) due to the potential risk of transmission between institutions. A student in this position must complete the [Formulaire de déclaration spécifique à l'emploi pour les stagiaires](#) and return it to the UGME Office.
 - b. A student who develops symptoms associated with COVID-19 infection MUST immediately contact 418 644-4545, 514 644-4545, 450 644-4545, 819 644-4545 or 1 877 644-4545 (free of charge) elsewhere in Quebec and MUST follow instructions given by the resource lines. If COVID-infection is confirmed, the student MUST inform the clerkship component administrator (clinicaladmin.med@mcgill.ca) for clerkship course or relevant component administrator for the other courses so that the student's schedule can be adapted prior to the beginning of his/her clerkship or other courses. The UGME office will then inform the OHS Office of their upcoming rotation and inform them that follow-up is required for that student.
- 1.1.1. During a course without clinical sessions, a student who develops symptoms associated with COVID-19 infection MUST follow government and public health recommendations.
 - a. If the student was present on campus in the 48 hours prior to the development of symptoms or results of a positive test (if asymptomatic), the student MUST call 514-398-3000 and follow the [McGill COVID-19 Reporting Process](#).
 - b. If a student has COVID-19 infection and is unable to continue his/her study or need deferral for assignments or examinations, the student MUST follow the [McGill COVID-19 Reporting Process](#) and contact the Assistant Dean, Student Affairs.
- 1.1.2. Students have access to support when facing anxiety or stress in the context of the

pandemic or when facing a positive COVID diagnosis via the [WELL Office, Wellness consultant](#), or [Keep.meSAFE](#).

1.2. Non COVID-19-related leaves:

- 1.2.1. Students must follow the [Absences & Leaves Policy](#) and [procedures](#) to request short-term leaves.
- 1.2.2. It is strongly recommended to book all non-urgent appointments for flex days/personal days outside working hours or during time off. As clinical exposure may be reduced, it is important to use all clinical opportunities available to students.

1.3. Impact of all absences and leaves on a course:

- 1.3.1. For Clerkship, in order for a course to be complete, a student must have done 80% of the course and 80% of each segment within the course.
- 1.3.2. For FMD, Physicianship, and TCP courses, the standard 75% rule of the [Absences and Leaves Policy](#) remains in effect.

1.4. Impact on end-of-course written examinations:

- 1.4.1. In Clerkship, where students assess and manage patients in the clinical environment to meet their course objectives, a student will be unable to write their end-of-course exam until they have completed 80% of their clinical course.
- 1.4.2. In TCP, which is a hybrid of in-person and remote learning activities, a student will be unable to write their end-of-course exam until they have completed the percentage of the course requirements as stated below.

Course	% Clinical sessions needed to be complete to write end of course exam	% Teaching Sessions needed to be complete to write end of course exam
Internal Medicine	75	75
Surgery	0	75
Ophthalmology	0	75
Radiology	N/A	75
Anesthesia	N/A	75
Neurology	75	75
Family Medicine	0	75
Pediatrics	0	75
Transition to Clerkship	NA	75

- 1.4.3. In FMD and Physicianship, a student will be able to write their end-of-course exam provided they have met the standard 75% rule of the [Absence and Leaves Policy](#).

2. Accommodations related to COVID

- 2.1. Students requiring accommodations related to COVID must proactively contact the WELL Office at thewelloffice@mcgill.ca. Possible examples of situations where accommodations could be required are, but not limited to, a student with a chronic medical condition requiring active treatment, a student with a chronic medical condition or receiving treatment causing an immunocompromised state, a pregnant student or a breastfeeding student. Depending on the specific situation, possible examples of accommodations include site accommodations or, medium or long-term leaves. It is the student's responsibility to obtain adequate medical documentation from their healthcare provider. Personal medical information is kept

confidential at the WELL Office.

- 2.1.1. Given the current pandemic epidemiology, there is no clinical learning environment that is COVID-19 risk-free. The goal of these accommodations is to mitigate risk of transmission for students in the above situations.
- 2.1.2. For pregnant or breastfeeding students (based on the latest recommendations from the [INSPQ COVID-19 \(SARS-CoV-2\) : Recommandations intérimaires sur les mesures de prévention en milieux de travail pour les travailleuses enceintes ou qui allaitent March 27, 2020](#)) and students with specific chronic medical conditions causing important levels of immunosuppression (based on the latest recommendations from the [INSPQ COVID-19 \(SARS-CoV-2\) Recommandations intérimaires pour la protection des travailleurs immunosupprimés](#)): If a student in such situation decides to pursue clerkship or a clinical course during the pandemic, certain accommodations will be put in place, as the INSPQ recommends that the precautionary principle guides our actions. Therefore, a student should apply social distancing measures with patients, colleagues, staff, residents, and other employees at work. If it is not possible to maintain a 2-meter distance, a student must wear protective equipment such as ocular protection and mask or there must a protective physical measure (such as a window). A student will not be allowed to care for patients with confirmed or suspected COVID-19 cases. Depending on the local pandemic epidemiology, individual clinical courses may not be offered to students in these specific situations.
- 2.1.3. For in person on campus learning activities:
 - a. Where social distancing measures are preserved and adequate personal protection is worn, there is no accommodation necessary, as these are the conditions are the ones recommended by the government and public health.
 - b. Where social distancing is not possible and adequate personal protection is worn, accommodations may be considered in specific situations (such as the ones presented in 2.1.2). However, if an educational alternative to meet the in person learning activity is not possible, this may cause an incomplete course.
- 2.1.4. Living with someone at risk of COVID cannot be considered for COVID-19 related accommodations.
- 2.1.5. Only the Assistant Dean, Student Affairs can approve accommodations related to COVID-19.
- 2.2. Concerning completion of year 3 clerkship in Gatineau or the family medicine course in a rural setting, special circumstances relating to medical status and personal/familial circumstances will be considered when selection of students will occur. Students facing these special circumstances should contact the WELL Office at thewelloffice@mcgill.ca.

3. Selection of students for family medicine course in rural settings for class of 2022

- 3.1. For family medicine rural settings, selection of students will occur according to the following process:
 - a. Students who are interested in completing their family medicine course in a rural site MUST e-mail the clerkship component administrator at clinicaladmin.med@mcgill.ca as soon as possible.
 - b. If there are more students than places available, students will be randomly picked amongst students who have expressed an interest.

- c. If places are left after volunteers were assigned and there is no room to accommodate the remaining learners in Montreal based sites, a random lottery will be held to select additional students to go to family medicine rural sites.

4. Electives booking for classes of 2021 and 2022

- 4.1. Students will have up to 2 weeks (previously 8 weeks) prior to the start of the electives to confirm electives in the McGill electives platform.

5. Dress code in the clinical settings

- 5.1. In addition to the UGME Dress Code, the MSSS recommends that each healthcare worker or student have a separate set of clothes (including dedicated shoes) for the clinical setting. Street clothes are recommended when arriving to and leaving the hospital. Students are responsible for washing their work clothes daily.
 - 5.1.1. Students should verify the dress code policy in effect at their local site with their course administrators, as some healthcare institutions have more restrictive dress codes, which can include wearing scrubs provided by the hospital.
- 5.2. ID cards are required to enter clinical settings; therefore, students should always bring their McGill ID card with them and remember to bring it back home at the end of each day.

6. Infection Prevention and Control

- 6.1. General measures: students should follow general infection control measures such as frequent hand washing, coughing/sneezing in one's elbow and washing hands after.
- 6.2. Health questionnaire: students will be asked about COVID-19 associated symptoms upon arrival at buildings on McGill campus and any clinical settings. If a student answers in the affirmative to any of these questions, access to the building or clinical setting will not be allowed.
- 6.3. Personal Protective Equipment (PPE)
 - 6.3.1. Clinical sites and hospitals will ensure that students have access to the same PPE as attending physicians and residents. Students must follow the same infection prevention protocols. In addition to training offered by McGill University, the Office of the Director of Education at each of our partner institutions will offer local training either online, live or a combination of both pertaining to: infection control and donning/doffing PPE. Students, like staff, may bring their own ocular protection, as choices of ocular protection may be limited at some hospitals. Ocular protection must follow these criteria (as per the MUHC Infection Control Office):

Use of personal goggles is permitted if they meet published Health Canada Standards (or CSA-Z94.3). In general, the goggles should:

- fit securely on the face without any gaps
- measure 20 cm (7.87 inches) width at top
- manufactured with clear poly-carbonate material
- be impact and splash resistant
- be liquid resistant
- be non-glare, anti-fog and provide good vision
- have adjustable head strap
- have indirect, covered air vents and without upward facing openings on the top

- have cleaning instruction provided
- have smooth surfaces and be easy to clean with few crevices
- fit over prescription glasses if required
- be replaced if scratched, pitted, broke, or ill fitting

Please find examples of suitable ocular protection [here](#) and [here](#).

6.3.2. PPE will also be required on university campus when in person activities occur. A mask or appropriate face cover must be worn at all times when inside a university building (in common spaces). Masks may be removed in classrooms when social distancing measures can be respected (1.5 m distance between people) except if specified otherwise. For in person learning activities where social distancing measures cannot be maintained (for example for clinical skills or procedure training), masks and ocular protection must be worn at all times.

- a) The UGME [COVID-19 Examination Safety & Prevention Protocol](#) MUST be followed by all learners, course directors, UGME administration and invigilators.

7. Telemedicine

Students are allowed to participate in telemedicine. All students must have completed their telemedicine training module found on myCourses. This telemedicine training module may be a course requirement for some classes. The CMQ has published [guidelines](#) related to telemedicine and supervision of medical students (available in French).

8. Exposure to patients with suspected or confirmed COVID infections

According to the latest [Recommandations intérimaires concernant les stages en santé en contexte de pandémie de la COVID-19](#) from the MSSS and to a letter from Dr. Opatrny, Assistant Deputy Minister, MSSS, students are allowed to care for patients with suspected or confirmed COVID-19 infections under certain conditions:

- Availability of PPE in the institutions
- If indicated, the learner must have been fitted for N95 (as students will not participate in procedures requiring this type of mask, this will not be indicated for them)
- The learner must possess clinical skills/knowledge to have the level of autonomy required to care for the patient
- The learner must be trained to wear adequate PPI and know about prevention and control of infection (all students received training on both topics)
- The learner is covered by insurances (during a clinical rotation, medical students are covered by McGill liability insurances)
- Occupational Health and Safety Offices will follow learners in case of infection to COVID-19 (UGME has an agreement with our clinical partners about that)
- The mobility of learner is limited to what is necessary.

Document History

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