**Jung Tao School of Classical Chinese Medicine**

**Summary of COVID-19 Policy Updates**

REV October 27, 2020

**Time to graduation**

In light of the COVID-19 pandemic, the maximum possible time to graduation is hereby changed from 150% of normal time in program (i.e., six years maximum) to 200% of normal time in program (i.e., eight years maximum). Petitions for this extension will be considered on an individual basis by the Registrar and Academic Dean. Petitions for extension of time will be directed to the Registrar in writing no later than July of each academic year.

**Incompletes**

Any student in good academic standing has up to twelve months to resolve incompletes. Due to the pandemic, the normal requirement for some prerequisites has been waived in individual cases to allow students to continue to progress while they resolve incompletes. This will be dealt with on a case by case basis by the registrar and the academic dean.

**Clinical hours incomplete extension**

In light of impact of the coronavirus pandemic on curriculum and clinic, up to a year will be allowed to make up clinical observation incompletes. Such makeup will not impede a student’s progressing to internship if all other requirements are met.

In light of the complete closure of the Jung Tao Clinic for five months in response to the Coronavirus pandemic in 2020, students originally scheduled to graduate in August 2020 are hereby granted extension until January 2021 to complete required assessments with no additional tuition due, after which time such students will be either graduated or considered no longer enrolled due to administrative withdrawal.

Students on administrative withdrawal can return to complete their clinical hours if within 200% of time (see above). After January 2021, students will be charged prorated tuition for completing clinical hours. Financial aid eligibility in such cases will be assessed on a case-by-case basis.

**Transfer credit policy**

Students with previous coursework in biomedicine or Chinese medicine may petition to have their credits transferred. In addition to the regular admissions process, transfer students should submit the following:

* Catalog(s) from previous acupuncture and Chinese medicine school(s) attended that lists accreditor(s) and state approval agency;
* Course descriptions and syllabi for each course you wish to have reviewed for transfer eligibility.

The Academic Dean, in consultation with faculty, will make a determination as to the applicability of any transfer credit. Students with academic credit from foreign institutions must have all international institutions’ transcripts submitted with the appropriate translation and equivalency analysis from a recognized credential evaluation service that provides detailed credit and hour equivalency along with program summary data such as World Education Services (www.wes.org). Additional services are available through NACES (http://www.naces.org) and Association of International Credentials Evaluators (AICE), <http://aice-eval.org>.

*Applicants may receive transfer credit for up to 100% percent of the total program credit requirements, and up to 72 hours of pre-internship clinical studies coursework.* 100% of clinical internship requirements must be completed at Jung Tao. If you have one year or less remaining at your current institution before graduating, Jung Tao recommends that you complete your training at that institution.

The School reserves the right to require challenge examinations in the evaluation of all transfer credits. Transfer credit for core courses are limited to courses taken within the last five years, unless the student can demonstrate that in their current profession or through recent related study, that the student has retained and continues to practice the competencies of these courses. When there is doubt, a challenge exam can be utilized to demonstrate competency.

If, after receiving transfer credit verification, a student still feels that additional transfer credit should be granted, the student must appeal in writing to the Academic Dean. All transfer credit approval is at the sole discretion of Jung Tao School of Classical Chinese Medicine.

**Prescreening policy**

All students coming to campus in a given week will receive and respond to a survey asking them to report any symptoms and travel plans emailed to them the previous Friday, with response requested no later than Sunday. Any reported symptoms or other concerning responses will receive follow-up contact from the clinic director or registrar no later than Tuesday to assess appropriateness of in-person attendance.

**Online Course and Examination Policy**

The Jung Tao School of Classical Chinese Medicine may accept credit earned though online courses and examinations for its required biomedicine courses only (e.g., Anatomy & Physiology and Pathophysiology). While there is currently no course offered through the College Board’s College Level Examination Program (CLEP) that meets the School’s curriculum requirements, prospective students are encouraged to submit accreditation information, course objectives, and syllabi of proposed courses and examinations from other vendors to the academic dean for review. Acceptance of course credit is subject to materials review and is not guaranteed; interested students are encouraged to consult with the academic dean before undertaking any course of study. Online courses and examinations must be taken within the last five years, unless the student can demonstrate that in their current profession or through recent related study, that the student has retained and continues to practice the competencies of these courses. The School reserves the right to require challenge examinations in the evaluation of all online credits.

*To include undergrad class in biology, psychology, chemistry, undergrad or higher, as prereqs for clinical doctorate.*

**Jung Tao COVID OSHA Policies**

The following policies are in effect immediately, and will evolve in response to federal and state executive orders and other guidance.

Campus Entry

Screening

Pre- self-screening information provided to members of the JTS community, patients and other JTS visitors with a request for those who screen at risk to not come to campus

Front entrance screening station(s)

○ Temperatures will be taken of each person entering JTS campus and clinics

○ Screening questions will be asked based on the latest guidance from NCDHHS and CDC

Screening will be supervised by a licensed clinician

While on campus

Masks will be required at all times while in the building for staff, students, interns, patients.

* + Surgical masks, double-layer cloth masks, and N95 masks are acceptable in didactic and office spaces, as long as social distance can be maintained
  + *Gaiters and bandannas are not acceptable*
  + N95 masks are required to be worn by interns and staff in clinic (see below)

Gloves and face shields will be available for use by interns and supervisors.

Where possible, gloves will be used by practical skills students and office staff, else handwashing and regular use of hand sanitizer will be employed.

Regular handwashing will be encouraged for all on campus.

Social distancing and masks must be maintained when outside on breaks.

Masks may be removed when eating indoors, if seated **at least twelve feet apart** from others and masks are intermittently replaced when talking during meals.

**CLINIC POLICIES**

Interns will be prescreened via the emailed Prescreening Survey no sooner than 72 hours before coming to clinic. Positive or questionable responses will receive follow-up communication from Clinic Director.

Screening at clinic entrance will continue per “Campus Entry Protocol” and “COVID-19 Screening Checklist.”

**Clinical Education**

Interns are encouraged to seek out and get free testing for COVID before each weekly shift in the clinic. Local testing resources will continue to be monitored and conveyed to interns.

Interns will be asked to carefully modify and monitor their behavior and track exposure risk.

During treatment supervisors and interns will:

* Create a clinical treatment flow that minimizes unneeded contact
* Avoid handshakes and hugs
* Practice required hand hygiene (see “Clinic Hand Hygiene,” below)
* Revisit clean needle techniques
* Sterilize cups and gua sha tools after every use

Training on clean needle technique, clinical safety, and PPE use will be required of all supervisors and interns before they can practice in the clinic.

Proper PPE will be required in the clinic

Street clothing and clinic clothing should be considered separate items.

* + Scrubs shall be left in the clinic and washed on campus
  + Lab coats shall be left in the clinic and washed on campus
  + Clothes shall be changed after entering and before leaving campus

Avoid clothing accessories such as ties, scarves and jewelry that can come into contact with patients

**N95 MASKS REQUIRED IN CLINIC**

All interns and staff must wear School-provided N95 masks, or a surgical mask plus face shield, while in clinic and treating patients. Face shields are also available for intern use, and are required when treating patients judged by the clinic supervisor or Director to be higher-risk, or at intern discretion at all other times.

**CLINIC HAND HYGIENE**

Per [CDC guidance](https://www.cdc.gov/handhygiene/providers/guideline.html), Jung Tao interns are required to wash hands with warm water and soap for at least 20 seconds:

* Before and after needling
* Before eating
* After using the restroom
* When hands are visibly soiled

Interns are required to use provided alcohol-based hand sanitizer:

* Before and after all other patient contact
* Before and after handling PPE
* After contact with clothes, charts, pens, etc. (while treating)

In case of contact with blood or body fluids, hand sanitizer will be used in the room, followed by hand-washing after exiting. Gloves are also available and should be used in situations with possibility of contact with body fluids.

As a rule of thumb, interns should complete hand-washing with soap and water a minimum of 2 times per patient (8-12 times daily), plus multiple additional times related to possible body fluid contact, visible soil, restroom use, eating, etc., for a total of 10-20 times daily.

**OTHER PEOPLE IN THE TREATMENT ROOM**

People in treatment room or waiting area other than the patient are prohibited, except for parents or guardians of minors, or unless needed for medical support per the discretion of the clinical supervisor or Clinic Director.

**DIDACTIC SPACES POLICIES (“UPSTAIRS”)**

Students, staff, and faculty are required to wear surgical or cloth masks and socially distance (six feet) at all times when on the second floor of the School.

**Revisions to Emergency Action Plan**

In the event of either of the following COVID-19 specific events, the below process will precede the present Emergency Action Plan..

**ACUTE EXPOSURE TO COVID-19 AT JUNG TAO SCHOOL OR CLINIC**

If a patient, staff member, or faculty member presents at the screening site of the Jung Tao School or Clinic and is determined to exhibit symptoms that meet the criteria for COVID-19 risk:

* Fever of 100.4 or higher

AND

* Coughing OR shortness of breath

OR at least TWO of the following:

* Fever
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell
* Vomiting
* Diarrhea

Then:

a. The patient, staff member, or faculty member presenting with symptoms will be sent home and quarantine for fourteen days and referred to their PCP; a negative test for COVID-19 will be required before return to the School or Clinic is permitted

b. If the screening staff member and any other Jung Tao School community member who came into contact with the person presenting with symptoms was not wearing PPE, they will be sent home and quarantine for fourteen days and referred to their PCP; a negative test for COVID-19 will be required before return to the School or Clinic is permitted

c. The screening site will be immediately disinfected according to the “Jung Tao School Cleaning Schedule.”

If a patient, staff member, or faculty member presents within (i.e., past the screening site of) the Jung Tao School or Clinic and is determined to exhibit symptoms that meet the criteria for COVID-19 risk, then:

a. The patient, staff member, or faculty member will be sent home and quarantine for fourteen days and referred to their PCP; a negative test for COVID-19 will be required before return to the School or Clinic is permitted

b. The President or senior staff member next in the hierarchy of authority will close the School Building and Clinic immediately

c. The “Immediate Actions,” “Communication,” “Staff Phone Tree” and “Crisis Communication Checklist” procedures (III-VI) will be followed to notify the Jung Tao Community of such actions

d. The School building and Clinic shall remain closed for no fewer than three days

e. Prior to reopening, the School building and Clinic shall be disinfected according to the “Jung Tao School Cleaning Schedule.”

**REINSTATEMENT OF COUNTY, REGIONAL, STATE, OR FEDERAL SHELTER-IN-PLACE ORDERS** (i.e., return to earlier “phase” in response to reemergence of COVID-19)

a. In the event of reinstatement of Shelter-in-Place Orders that impact School and Clinic operations, the President or designated hierarchical authority shall make a determination as to how and when to close the School and Clinic or modify schedules and accessibility, as required, as soon as possible

b. The “Immediate Actions, “Communication,” “Staff Phone Tree” and “Crisis Communication Checklist” procedures (III-VI) will be followed to notify the Jung Tao Community of such actions.