DEAR INSTITUTE COMMUNITY:

We look forward to being on campus with all of you this spring. We believe that the Commit @ IHP plan will help keep us all safe and healthy. It is imperative that the entire community follow these critical protocols and policies. Our success is dependent on each one of you.

We have assembled this Coming to Campus Guide, providing you with the information you need for a successful start to the spring semester. We will make updates as needed during the spring semester, check mghihp.edu/comingtocampus for up-to-date information.

Wishing you a healthy and successful spring term,

Paula Milone-Nuzzo  
President

Alex F. Johnson  
Provost and Vice President for Academic Affairs

Denis Stratford  
Chief Operating Officer

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Keep yourself and the IHP community safe. Flatten the curve.

1. **Wear a mask**
   - In public, wear your personal mask.
   - On campus, the Institute will provide a daily mask and other personal protective equipment (PPE) as needed.
   - At clinical education placements, either the site or the Institute will provide you with the required PPE.

2. **Follow hand hygiene and disinfectant protocols**
   - Hand hygiene has been proven to slow the spread of COVID-19.
   - Please follow hand hygiene protocols at home, on campus, and when you are in public settings.

3. **Follow social distancing and isolation recommendations**
   - Adhere to the state’s social distancing guidelines.
   - Respect maximum assembly sizes as designated in specific locations.
   - Restrict travel and social situations which are not consistent with these guidelines.

4. **Comply with Massachusetts travel restrictions**
   - Students traveling from specific states must complete a required form and self-quarantine for 14 days upon arrival in Massachusetts. A student can avoid the 14-day self-quarantine period by having tested negative for COVID-19 up to 72 hours prior to arrival.
   - If a student is traveling from a “lower-risk state,” they can enter Massachusetts and do not need to complete the form or self-quarantine.
   - The list of the “lower-risk states” is subject to change depending on the COVID-19 status in any state. States can be added or dropped from the list. Click here for the latest Massachusetts Travel Order information.
HealthStream Educational Module

It is essential that we all know and follow the **Commit @ IHP** guidelines to maintain a safe environment on and off campus this spring. To ensure that everyone knows and follows these guidelines, we have developed an educational module for the IHP community to complete. The module was assigned to you in HealthStream and should take approximately 15 minutes to complete.

Upon completion of this module, you will be able to:

- Understand the personal and professional responsibility that all students, faculty, and staff have to slow and flatten the curve.
- Understand the commitment that the MGH Institute is making to slow the spread and flatten the curve.
- Practice proper masking, hygiene, social distancing, and social isolation and quarantine.
- Use the COVID Pass app to safely come to campus.

[Access the module by clicking here.](https://link-to-module)
Coming from a “lower-risk state,” you can enter the state, and there are no requirements to complete. States designated as “lower-risk states” can change depending on states’ COVID positivity rates. If you travel from a state not defined as a “lower-risk state,” you must complete the Massachusetts Travel Form and do one of the following:

1. Self-quarantine for 14 days when you arrive in Massachusetts.

2. Be tested 72 hours prior to your arrival in Massachusetts – the Institute highly recommends this option.

3. If your test results are negative, you do not need to self-quarantine for 14 days. If your COVID-19 test result has not been received prior to arrival, you can enter the state and quarantine until you receive a “negative” test result. Schedule a test as soon as possible, upon receiving a “negative” test result, your self-quarantine ends.

4. If you live in Rhode Island or any other neighboring state which is currently a higher-risk state you can commute into Massachusetts only to attend class and participate in clinical education and work.
Arriving on Campus

An important component of the **Commit @ IHP** is to limit the number of students, faculty, staff, and clients on campus at the same time. Students can only come to campus for scheduled activities including academic classes, IMPACT Practice Center client sessions, studying, and meeting with academic advising and support services.

The procedure for arriving on campus is as follows:

- Students will be scheduled to arrive approximately 15-30 minutes before the start of an activity to provide sufficient time for check-in and to obtain a mask and PPE for the day. Gloves and gowns will be available in each room for use as needed.

- At your first check-in, you will receive a face shield, goggles, and a storage bag for these items. There will be designated locations where these can be stored.

- Students will be directed to a specific check-in location and informed of the designated path to your activity. (See navigation maps on pages 10 and 11.)

- Students will be scheduled to take breaks including lunch in groups.

- Breaks and lunch will be scheduled in designated indoor and outdoor locations.

- Students will leave campus at the end of an activity after wiping down face shields and goggles and storing them in the designated locations.

Students and employees coming to campus must complete the MGB Occupational Health COVID Pass App symptom monitoring screening every day confirming they do not have symptoms of COVID-19.

SEE FORM ON NEXT PAGE.
Students can only come to campus for scheduled activities including academic classes, IMPACT Practice Center client sessions, studying, and meeting with academic advising and support services.

All IHP students and employees must complete a self-monitoring screening form every day confirming they do not have symptoms of COVID-19.

You can complete the screening form before you get to campus.

Log in with your IHP username and password.

If you have no symptoms, you will immediately receive a message that you are “cleared for work” and can proceed to campus.

If you do have symptoms, you must not come to campus. You will receive a message that you should contact MGH Occupational Health and notify your manager (employees) or academic advisor (students).

There are three ways to complete the form:

1. Use the Partners COVID-19 Day Pass app
   If your phone has MobileIron, access a COVID-19 Day Pass app from the Partners App Catalog.

2. Scan the QR code with your phone.

3. Use this link www.partners.org/covidpass
   Log on with your username and password.
   Select “IHP” in the site dropdown menu. Answer the questions and hit “Submit”.

If you have no symptoms you will immediately get a message that you are “cleared for work”.

Enter the building through the designated entryway. Pick up your mask and report to class/work.

NONE OF THE ABOVE SYMPTOMS
YOU ARE CLEARED FOR WORK TODAY.

PLEASE PRESS SUBMIT BUTTON BELOW TO ATTEST

Employee Name: Jane Smith
Employee Date Entry: 03-26-2020

Completion Timestamp 03-26-2020 15:50:18

Jane Smith

11000000
How to Put On, Use, and Take Off a Mask

1. **BEFORE PUTTING ON A MASK:**
   Clean hands with alcohol-based hand rub or soap and water.

2. **WHEN PUTTING ON A MASK:**
   Cover mouth and nose with mask and adjust to limit gaps between your face and the mask.

3. **WHILE USING THE MASK:**
   Avoid touching the mask; if you do, clean your hands with alcohol-based hand rub or soap and water.

4. **TO REMOVE THE MASK:**
   Clean hands with alcohol-based hand rub or soap and water.

   Then, remove it from behind.
   Do not touch the front of mask.

   Again, clean hands with alcohol-based hand rub or soap and water.
Coming to Campus Process

**PROCESS START:**
On day that you are scheduled to be on-campus at IHP

- Complete COVID Pass Survey prior to arriving on campus

  - **“Cleared for Work”**

    - **YES**
      - Proceed to campus
    
    - **NO**
      - Do not come to campus
        - Seek immediate medical attention if necessary and complete following steps when able

    - Enter building through designated door
    - Don IHP-provided procedural mask
    - Proceed to your destination, do not congregate in hallways
    - Practice appropriate social distancing, hand hygiene, and masking protocol
    - Exit campus building(s) in accordance with any signage and guidance.

- **Faculty/Staff**
  - Notify manager

- **Students**
  - Notify appropriate IHP contact
  - Notify academic advisor

- **Contact MGH Occupational Health**
  - They will advise you on protocols regarding testing, contact tracing (when necessary), and Return to Campus/Work timeline

- **After meeting Return to Work/Campus Requirements AND receiving clearance from MGH Occupational Health, you are cleared to resume activities**
Instructional labs and classrooms have been reconfigured to support each academic program student cohort occupying only one floor of the Shouse Building or 2CW. Campus services and support are available in adjacent rooms.

RECONFIGURED CLASSROOMS AND LABS
The following changes have been made to the campus:

- Shouse (B36) Building: Skills Assessment Lab (1st floor); 12 acute care beds are now configured within Rooms 113, 105, 106, 107, and 108.

- Shouse (B36) Building: Health Assessment Lab (3rd floor): 15 diagnostic tables are now configured in Rooms 310 and 315.

- 2CW Rehab Labs (2nd floor): One cohort of DPT or OTD students will be scheduled in Rooms 220, 230, and 240.

STUDENT STUDY SPACE
Students must register online through EMS to reserve a study space seat 24 hours prior to their desired time. Student study space is available only after scheduled academic classes have concluded for the day. Student study locations in the Shouse Building include Rooms 305, 309, 322, and 4th floor Study Space. Usage will be reviewed to determine if additional seats are needed.

ACCESS TO BELLACK LIBRARY & STUDY COMMONS
The Bellack Library will be available virtually for the Spring 2021 semester.

Contact the Library staff.

Student Support Locations:

- IT Help Desk is now located in Shouse Room 304 and 2CW 2nd floor entrance

- OSAS staff by appointment will be available in Shouse Room 302 and 2CW 2nd floor Faculty Workroom

- Academic Counseling staff by appointment will be available in Shouse Room 303 and 2CW 2nd floor Faculty Workroom

ISOLATION ROOMS
If a student becomes symptomatic while on campus, they must leave campus immediately and follow the MGB Occupational Health process. If the student needs to remain on campus to make contact with MGB Occupational Health or their personal primary care clinician, Shouse Room 319 and the 2CW Faculty Workroom Huddle Rooms are designated as isolation spaces.
While on Campus

PPE DISTRIBUTION FOR CLINICAL EDUCATION PLACEMENTS
Some clinical education placement sites are requiring students to be N95 mask fit tested and to bring specific types of PPE. The IHP will provide this PPE. Your clinical education faculty will notify you and the appropriate staff in the Office of the Chief Operating Officer which specific types and quantities of PPE are needed. You will then be scheduled to come to campus to be fit tested and to receive the needed PPE.

LOUNGE & LUNCH SPACE
The Shouse 3rd floor and 2CW Student Lounges will be available as follows:
• Seating has been reduced to support social distancing guidelines.
• Water dispensers are available – please wipe the surface before and after use.
• Coffee or tea service is not available.
• Refrigerators can be used to store food. Do not leave food overnight to allow for proper cleaning.
• Additional space will be provided for seating for lunch.

PRINTERS
Printers are available in Shouse 3rd floor Room 307, 4th floor study space, and 2CW Student Lounge. Please wipe the touch panel before and after use.

CAMPUS INFECTIOUS CONTROL AND CLEANING
The campus spaces will be cleaned following the MGB Infectious Control Blueprint, as a minimum, on the following schedule:
• Nightly deep cleaning of all spaces.
• Common spaces will be cleaned at least four times per day.
• Classrooms and labs will be cleaned thoroughly in between cohorts scheduled to use the same space on the same day. A minimum of one hour is provided in the academic schedule for this cleaning.
• Twice weekly all classroom spaces will be disinfected using specialized defogger equipment.

In the event that any individual leaves campus presenting COVID-19 symptoms, the spaces used by that individual will undergo a deep cleaning.
Campus Support Services

IT Help Desk
Shouse 304 & 2CW 2nd Floor
mghihp.edu/helpdesk
(617) 724-7910
ihphelp@mghihp.edu

IT Urgent Classroom Help Line
(617) 726-3172

Office of Chief Operating Officer
Denis Stratford
Chief Operating Officer
(617) 724-6340
dgstratford@mghihp.edu

Michelle Molle
Assistant to the Chief Operating Officer
(617) 724-3599
mmolle1@mghihp.edu

Office of Compliance
mghihp.edu/compliance
(617) 724-1254
studentcompliance@mghihp.edu

MGH Police & Security
(617) 726-5400

OFFICE OF STUDENT & ALUMNI SERVICES
Career Development
Russell Abbatiello, MEd
(617) 726-1318
rabbatiello@mghihp.edu

Accessibility Resources
Luella Benn, MEd
(617) 643-9346
lbenn@mghihp.edu

Dean of Students
Jack Gormley, EdD
(617) 726-3177
jbgormley@mghihp.edu

Student Leadership Development
Kerry L. Kearns
(617) 724-3595
kkearns1@mghihp.edu

Student Services & International Student Advisor
Jessica Upton
(617) 724-2742
jupton@mghihp.edu

Institute Input
https://www.mghihp.edu/about-us-leadership/institute-input

Justice, Equity, Diversity, and Inclusion (JEDI) Office
Kimberly A. Truong, PhD
Executive Director
(617) 724-5655
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Associate Director
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ACADEMIC SUPPORT COUNSELORS
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(617) 726-8021
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ecutler1@mghihp.edu

Karen Flaherty
(617) 732-7431
kflaherty@mghihp.edu

OFFICE OF ENROLLMENT SERVICES
Registrar
Phone: (857) 238-4477
Fax: (617) 726-8010
General inquiries should be sent to: registrar@mghihp.edu

Financial Aid
Phone: (617) 726-2788
Fax: (617) 726-8010
General inquiries should be sent to: financialaid@mghihp.edu

Admission
Phone: (617) 726-1304
Fax: (617) 726-8010
admissions@mghihp.edu

Student Accounts (Bursar)
Phone: (617) 726-8015
Fax: (617) 724-3849
bursar@mghihp.edu

For the latest information: mghihp.edu/comingtocampus
TESTING FOR ASYMPTOMATIC MGH INSTITUTE STUDENTS WILL BE AVAILABLE, FREE OF CHARGE

We are pleased to report that students will have access through the new Employee Testing Center established on the MGH main campus to provide free testing to asymptomatic students and employees who do not fall into the categories listed below.

It is important to remember that this testing will not include the following scenarios:

• **Symptomatic students** who have even minor symptoms of COVID-19 should stay home and contact the MGH Occupational Health Services (MGH OHS) Call Center at (617) 726-2217.

• **Asymptomatic students with confirmed exposures** (occupational or community) should contact the MGH OHS Call Center at (617) 726-2217 to be scheduled for testing.

• **Testing for clinical reasons** (for example, if you require testing before a medical procedure or hospital admission) will continue to be ordered by your provider and should not be completed at the Employee Testing Center.

**Students must schedule their testing appointments in advance. No walk-in appointments will be available.**

HOW TO ACCESS SELF-SCHEDULING AND CREATE AN ACCOUNT IN LABPASS

• Account activation, scheduling, and results delivery will be managed through secure patient accounts in Labpass. [View a step-by-step guide to using Labpass](https://www.labpass.com/en/login). Please note that the interface will reference “employees,” but works for IHP students.

• Create a Labpass account using your @mghihp.edu email address.

• Start your registration here (copy and paste this link into a browser other than Internet Explorer): [https://www.labpass.com/en/login](https://www.labpass.com/en/login), and enter the following access code: MGHEmployee, which is one word, no spaces.

• You will receive confirmation and account activity emails from two different addresses: Support@LabPass.com and no-reply@supersaas.com. Please check your spam folder for these emails and mark “Not Spam” to ensure you receive important notifications.

• Your email address must be entered correctly for you to receive account activation links and confirmation emails, including testing location details and access to your test results.

**This site is not compatible with Internet Explorer. Students must use Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.**
HELPFUL RESOURCES

For assistance with setting up your Labpass account or scheduling, contact MGH Employee Testing. Please include your name, the best contact phone number, and a brief description of the issue.

For questions about your results or difficulty accessing results in Labpass, contact OHS at PHSOHSCOVID19@partners.org. Please include the following information:

• Subject line: Labpass Results – MGH

• Body of email: name and date of birth, the email address you registered with, and what the general issue is (unable to access results or other)

View the Employee Testing Center Map. MGH expects to expand testing capacity in the coming weeks — including to MGH locations beyond the main campus — and we will continue to keep you up-to-date with any changes or additions as this new program progresses.

If you need assistance, please email commit@mghihp.edu.