



**Vice-presidency of Academic and Student Affairs
School of Health**

Occupational Therapy Assistant Associate Degree

**HANDBOOK OF LABORATORY POLICIES AND PROCEDURES
2019-2023**

**Adapted from:
Handbook of Rules and Safety for Occupational Therapy Laboratories
Revised August 9, 2016, 2019, 2021, 2021**

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Introduction

A safe laboratory practice requires the student's wish to protect himself and his classmates and the need to follow a set of rules. Most safety practices in the occupational therapy laboratory are applied to experiences outside the laboratory. As students follow the safety rules of the laboratory, they develop safe and responsible behaviors that are applicable at home, work, and everyday activities.

A safe practice is the result of a clear awareness of potential dangers and risks. Safety is a mutual responsibility and requires the complete cooperation of each of the students in the laboratory. This means that each student, professor, and laboratory technician will observe and comply with the established safety rules and procedures, without exceptions.

This handbook is the guide for the safety practices that will be followed in the program's laboratories. It will be subject to revision from the faculty and/or any other related personnel. The handbook includes safety regulations, rules, and policies. Once students read it and receive orientation regarding the policies and procedures of the program and the laboratories, they must sign the *Student Consent for Laboratory and Clinical Practices* and the *Certification of Reading and Orientation Regarding the Handbook of Occupational Therapy Laboratories*. Both documents are in the Appendixes section.

General Safety Regulations for the Laboratories of Huertas College

A. General Instructions

1. Smoking, drinking, eating, and applying cosmetics in the laboratories is forbidden.
2. Keep your work area clean and organized.
3. Avoid accidents.
4. Do not use contact lenses if the use of any modality indicates so.
5. Use the personal protection equipment required in each laboratory.
6. Use adequate garments (sandals and short pants are not allowed).
7. Be careful while using tools and equipment.
8. All sorts of frolicking and playing are forbidden.
9. Do not run and do not push your classmates.
10. Wash your hands after handling any substances.
11. Do not taste, smell, or touch substances without the instructor's permission.

12. Keep your attention on your own work, do not get distracted or abandon it for any reason.
13. Do not receive visits at the laboratory.
14. Pick up or clean any material or substance that falls on the floor carefully and immediately.
15. Keep passageways clear of stools, books, backpacks, etc.
16. Follow the instructions of the professor or the person in charge of the laboratory.
17. Do not work if the person in charge of the laboratory is not present.
18. Start work after studying the task's procedure.

B. Management of Equipment

1. Close faucets carefully after using them.
2. Keep equipment's drawers and doors of the equipment.
3. Keep the work area clear of any unnecessary equipment or materials.
4. Begin the exercise after the professor has checked and approved the assembly of the equipment.
5. Do not hit, throw, or mishandle equipment.

C. Cleaning

1. Keep your work area clean.
2. Discard any residual substances in containers designed especially for that purpose. Do not discard them in the sink or on the floor.
3. Clean your worktable before leaving the laboratory.
4. Place any remaining substances and equipment in their proper places or give them to the assigned person.

General Safety Policy for the Laboratories of Occupational Therapy

To guarantee the safety of the students in the Occupational Therapy Laboratories, they are expected to follow and comply with the regulations that will be described ahead.

The professor will always take precautions and demonstrate critical safety aspects of the techniques and procedures that will be practiced in the laboratory before allowing students to assume the roles of therapist and patient/client. The professor will supervise the students during laboratory sessions.

Students will be encouraged to develop their skills through a safe, ethical, and legal practice in the laboratory. For this purpose, they must comply with the following policies:

1. The student will not use any laboratory equipment until the professor explains and authorizes its use.
2. Bringing children, relatives, or friends to the laboratory sessions is forbidden.
3. Any type of playing or frolicking in the laboratories is forbidden.
4. Students must follow the safety protocols established for each equipment; to do this they must refer to the equipment's user's manual.
5. If the student detects that any equipment is not working properly, is damaged, or broken, he must notify the professor immediately.
6. Accidents, injuries, or adverse reactions caused by the equipment must be notified to the professor immediately.
7. Stretchers and treatment tables must be cleaned and disinfected after each laboratory session.
8. All disposable materials, such as gowns, pillowcases, and stretcher paper must be discarded after each laboratory session.
9. All materials and supplies used during the laboratory must be stored again at the end of the laboratory session.
10. Students may have 10–15-minute breaks for snacking and using the restrooms as indicated by the professor.
11. Taking materials and equipment from the laboratories is forbidden; they are for the exclusive use of the program's laboratories.
12. Access to laboratory facilities is not allowed unless a professor is present.
13. If a student wishes to practice any skill and use laboratory equipment, he may ask for the professor's permission and ensure that a member of the faculty is available at the facility while he is there.
14. The professor may arrange to use the laboratory outside regular class hours to review techniques or clear doubts if this does not interfere with other laboratory sessions.
15. There must always be a minimum of three persons in the laboratory. If an accident occurs, one person stays with the injured individual while the other seeks assistance.

Policy for the Use and Maintenance of Equipment

The institution has acquired the necessary equipment for the program's laboratories to ensure that the practice of skills that an occupational therapy assistant must have are practiced appropriately. This equipment is costly; therefore, students are expected to use it adequately and responsibly and to keep it in good shape.

1. **Supervision of Facilities:** Laboratory facilities will be available to students outside regular class hours as long as a faculty member is present. Otherwise, students will not be allowed in the facilities. The Program Director will be the person in charge of supervising the areas and delegating student supervision related tasks to other faculty members.

2. **Responsibilities of the Students:**
 - Students must refer to the equipment user's manual before using it and they are responsible for cleaning, disinfecting, and storing it in its proper place.
 - If the student damages or break the equipment or discovers that it is broken, he must stop using immediately. If the equipment is electrical, it must be turned off and disconnected.
 - The student must notify the condition of the equipment to the professor immediately so that he can contact the people in charge of its maintenance and monitoring.
 - Broken or damaged equipment will be set aside and identified as such until it is repaired.

3. **Maintenance and Monitoring of Equipment:** One of our main goals is to ensure the safety of the students, faculty, maintenance personnel, and patients. Therefore, all the electrical equipment used in the program's laboratories will be inspected by a duly qualified biomedical engineering technician. The procedure will be the following:
 - The visit of the certified person will be coordinated annually for preventive maintenance.
 - The biomedical engineering technician will provide the following services:
 - Calibration and testing of equipment
 - Labeling that corroborates calibration and testing.
 - Documentation of test results
 - Repair the equipment as necessary.
 - The program's faculty will provide a list of the electrical equipment that must be monitored and calibrated.

- Every year the program's faculty will inspect all non-electric equipment, such as wheelchairs, treatment tables, assistive equipment, and equipment for training in functional activities, among others. If any flaw is identified, its repair must be coordinated with the Director of Institutional Resources.
- The Program director will coordinate the repairs as appropriate and necessary.
- Huertas College has established a contract with ENUT Corp. to offer inspection and calibration services to electrical therapeutic equipment. This contract is renewed annually, and new equipment is included.
- For more information about the services offered by ENUT Corp. you may contact these numbers: 787-701-5245, 787-743-0203, 787-905-7192.
- Every year a member of the regular faculty with administrative responsibilities will carry out an inventory of equipment. The Program Coordinator will coordinate it.

Safety Protocol in Case of Laboratory Accidents

Professors and students are responsible for complying with established rules and procedures to minimize risks and guarantee safety during laboratory sessions. However, accidents may happen. Per the protocol established by the institution, the professor **must be notified immediately, and his instructions must be followed** if any of the following situations occur muscle, ligament, or tendon strains; sprains; falls; dizziness; allergic reactions; and burns, among others. An incident report must be completed describing the event in detail (see appendixes). The professor will follow institutional emergency protocols per the situation and to the Huertas College Emergency Management Plan (revised in May 2018).

General Rules and Regulations

1. Students must attend classes and laboratory sessions appropriately dressed. The following garments will not be allowed in classrooms and laboratories:
 - Short pants (above the knees)
 - Low necklines that show cleavage (female students)
 - Sandals or flip flops
 - Artificial nails
 - Exaggerated use of jewelry or visible body piercings
 - Earrings (male students)
 - Unnatural or shocking hair colors such as blue, green, pink, and orange, among others. Hair color must be normal and natural.

2. The use of mobile telephones, electronic equipment, sunglasses, and caps is strictly forbidden in classrooms and laboratories.
3. Eating on stretchers, beds, or treatment tables is not allowed.
4. Stretchers are exclusively for practicing skills. Seating on them is not allowed unless it is necessary to practice a skill.
5. Taking photographs or videos in the classrooms or laboratories is forbidden.
6. Students are responsible for buying the materials required for the laboratories and for maintaining them safe and in good shape. The institution is not responsible for materials, books, objects, and jewelry, among others, left in the classrooms and laboratories.
7. Each student is responsible for protecting his classmate's privacy.
8. Students must behave respectfully and kindly with classmates and professors. Students who use obscene, violent, or inappropriate language must leave the classroom or laboratory.
9. Students must arrive at the laboratory at least 15 minutes before class to change clothes, if necessary, and prepare the work area. The class must not be interrupted.

Universal Precaution and Infection Control

Exist a direct and indirect interaction during the different laboratory activities; it is very important that we take hygiene measures that help to prevent the spread of germs promoting a safe and clean work environment. Hand washing protocol recommended by the Center of Disease Control (CDC), was integrate in order to provide. a model by the regarding this topic and your teacher / instructor (a) will perform an activity to review these important concepts, COVID19 protection protocol and declaration of understanding regarding COVID19 protocol.

Some measures that we must remember:

- Wash your hands with soap and water before and after each laboratory procedure.
- Use gloves whenever necessary
- Dispose of each toilet paper properly.
- If you do not have water or soap available, you must have a hand sanitizer with at least 60% alcohol

As a part of laboratory class and academic experiences student was oriented and educated about Infection control process and Universal precaution, as a part of academic and laboratories experiences.

All students of the Associate Degree in Occupational Therapy program must take a course on infection control; prior to their placement in Level, I practice centers. The program will coordinate it as part of the requirements.

Required Materials for the Laboratories

Each student is responsible for acquiring the necessary materials for participating in each laboratory. Those materials are necessary to practice techniques and skill that an occupational therapy assistant must have. Some of these materials will be available at the bookstore of Huertas College, others may be purchased at other stores or the Internet. Some of the materials will be in the storage area which will be exclusively available for the program's laboratory practice. The material on loan from the storage area will be for using only in the laboratory and the student is responsible for returning it to its proper place at the end of the session. Taking material outside the classrooms or laboratories without written authorization from the Program Director is not allowed. Students should acquire the following:

1. Standard sphygmomanometer
2. Stethoscope
3. Tape measure
4. Goniometer
5. Laboratory uniform (Students must check the syllabus of each course that includes a laboratory component to find the dress requirements.) The professor of the course is responsible for establishing the dress parameters and compliance criteria. Students without uniforms will not be able to participate in the laboratories.

If a student has doubts about, or difficulties in, acquiring these materials, he should let the Program Director know to receive orientation and assistance.

|Privacy and Confidentiality of Subjects and Patients

Organizing fieldtrips to practice centers or inviting patients to participate in the educational experience in the classroom may be arranged to provide quality academic experiences and promote the integration of knowledge and skills. Each subject or patient who participates in educational experiences, whether in the classrooms or laboratories, must consent to the participation of students in the process and sign a consent form. The student will commit to keep confidentiality about the patient's information according to HIPAA. The information collected from the patient will only be used for educational purposes and for case discussions with the professor or the clinical instructor. The course instructor will talk to each patient or subject about his rights. Students must take a basic workshop about HIPAA during the first two semesters of study.

|Interdisciplinary Simulation Center

Huertas College and the School of Health have an Interdisciplinary Simulation Center (ISC) to provide students with guided and simulated experiences that will resemble real situations in clinical settings. Simulation is a methodology that offers students the possibility to carry out a practice equivalent to those they will face in real clinical settings in a safe and controlled manner. This will enable students to develop and/or strengthen the skills that are necessary to handle complex cases, make clinical decisions, and deal with unexpected situations and emergencies.

During the practice of skills in the laboratories of occupational therapy, situations and cases will be created to simulate occupational therapy interventions. To enrich these educational experiences, some skills and competencies may be practiced at the ISC. The professor will be responsible for offering orientation about the policies and procedures of the center and for coordinating the activities that will be carried out there in collaboration with the area's director.

|Policies for Passing Laboratory Courses

Practical exams are a formal method for the evaluation of skills and competencies that an occupational therapy assistant student must have. These may involve the simulation of a treatment application in a "patient" (another student). Practice exams may be scheduled during regular laboratory hours or outside regular hours, depending on the requirements and the length. The professor is responsible for notifying the students ahead of time about the date of the exam and the techniques and skills that will be evaluated.

1. The student is responsible for notifying the professor before the day of the exam if he is unable to attend or at the time of an emergency. The student must provide evidence in writing to justify his absence.
2. Three or more absences without just cause may be cause for withdrawal from the laboratory course. This also includes tardiness to the classroom; more than three tardiness in to the course will be list as an absence. If the student arrives after having passed the 15 minutes of beginning the course this will be cataloged as an absence. Student need to present justified evidence to the professor of the course.
3. Students must pass all practical exams with a score of 80% or above. If the student does not pass the exam, he will have another opportunity to take it. If the student passes the exam in the second try, the maximum score he will receive is 80%.
4. The professor will prepare practical exams considering the essential skills and safety components that the students must have for each intervention technique. In addition to the exam, the professor will complete a rubric of the minimum skills that the student must have a good command of for this laboratory. If the student does not meet the minimum requirements in some of the essential safety components, he will not pass the laboratory.
5. The concentration courses of the Occupational Therapy Associate Degree that have a laboratory component must be approved simultaneously. This is a necessary requirement to advance to the next semester of the program. To pass theoretical classes that integrate in their syllabus's theoretical courses and laboratories, students must obtain a minimum score of 80% to pass. If the student does not pass the course, he must take it again. The proportion of the laboratory grade represents a percentage of the course's final grade. The theoretical component has a weight of 30% and the practice component has a weight of 70%, which includes professional behavior. This means that the student will obtain the same grade in both courses.
6. If a student obtains an Incomplete in any of the two components of the course that has an integrated laboratory, he will get an Incomplete in both courses. Once the student meets the requirement of the class, he may remove both Incompletes. The student will be billed for only one Incomplete since both courses must be passed simultaneously.
7. In addition to practical and written exams, the course's instructor must complete the Rubric of Laboratory Skills for that specific course. The rubric is intended to ensure that the student has the minimum knowledge necessary participating in his clinical practice safely, without risking his health or that of the patients and staff of the institution. The rubric will also be used to determine the student's progress through the program and to identify his needs regarding the development of skills and planning the clinical practice. The Laboratory of Competence Rubric will be representing the 20% weight of course with laboratory component in order to calculate the final course classification. **(Referred to Competency Assessment policy in Program Student Manual).**
8. Students will receive information regarding their performance in a timely basis from the course's instructor and they will also receive constant feedback to encourage the development of skills.
9. The course's instructor will be responsible for explaining to students the expected outcomes of the course's laboratory.



Appendixes

Student Consent for Laboratory and Clinical Practices

As a student of the program for Occupational Therapy Assistant, you must formally learn to handle a variety of medical conditions and problems in the field. The variety of techniques that an Occupational Therapy Assistant (OTA) must perform implies occasional physical contact with the patient/client. To guarantee an appropriate level of competency at the end of the program, the practice of these techniques and the use of some of the equipment used for occupational therapy in a safe and appropriate manner will be required. You will practice these techniques with other students and vice versa; that means that students will perform the roles of patient and therapist. Appropriate and comfortable clothing will be required for this; please refer to the section of General Rules and Regulations of this handbook.

Activities that students are expected to perform during laboratory sessions:

Some treatment and evaluation techniques may require you to palpate anatomical structures, the application of resistance to a muscle contraction, stretching and compression of anatomical structures, assisted exercises, positioning, mobility and dressing techniques, transfers, training in everyday activities, and preparatory activities, among others. Students must be aware that some of the practiced techniques require manual physical contact with classmates, as well as the use of strength and physical activity. In addition of the activities mentioned above, other type of dynamic activities will be carried out that do not necessarily involve physical contact with classmates and clients.

Potential risks:

Even though the main objective of the laboratory is to minimize risks during practice, the following risks are rare, but may occur during the practice of techniques on other students or on yourself: muscle aches, tears, sprains, rips of connective tissue, falls, dizziness, allergic reactions, burns, and low impact electric shock.

Potential benefits:

Practicing the required techniques and skills for an OTA in the academic facility will allow you to prepare for intervening with clients in an efficient, safe, and effective manner. Allowing the skills to be practiced on you will help you appreciate the real experiences of the patients. This will help you to have an improved perception of the effects and benefits of the treatment, and you will be able to offer a clear and real explanation of what the patient will feel and what he can expect from specific interventions.

Strategies to minimize risks:

In each practice setting and laboratory there will be a faculty member or clinical instructor who will guide, supervise, and correct you in the performance of the required skills. The instructions of the professor will include the precautions, contraindications, and safe application measures of the technique being taught. In all cases, practice will be carried out consciously always minimizing the risks. The professor will give instructions for the use of protective equipment as necessary, and the faculty will be in charge of following emergency protocols. If a student decides to practice techniques in the laboratory or the practice setting without the authorization and supervision of the professor or instructor, he will increase the risk of suffering an injury and this will be his responsibility.

You will be asked confidentially to specify if you suffer any medical conditions that increase your risks or that constitute a contraindication for your participation in intervention techniques and educational experiences as a provider or a receptor.

During clinical laboratory sessions, the practice of intervention techniques on a classmate who has a condition for which occupational therapy may be a recommended treatment will not be permitted.

Clinical Education:

I understand and am aware that to obtain an Associate Degree as an Occupational Therapy Assistant I must complete 630 clinical practice hours in a daily schedule in a practice center according to availability. The Clinical Practice Coordinator will be in charge of making the final assignment of students according to the learning needs of each one. I agree to participate in the clinical experience to which I am assigned, and it is my responsibility to have the materials required for the center and to follow the rules and regulations of the clinical facility, which may include drug testing, vaccinations, certifications, and others.

Whenever possible, the practice centers that will be selected will be located within an hour from the student's home to the center. Nevertheless, it is possible that the student may have to commute longer distances to participate in the clinical experience. I understand that I am responsible for the lodging and transportation expenses in which I must incur to participate in the clinical experiences.

Confidentiality of the student:

I understand that as part of the requirements of the clinical practice, my personal information, including health certificate, vaccination certificate, and any other information related to my health will be shared with the clinical instructor and/or administrator of the practice center. The practice center requires this information to avoid any type of risks for the student and the patients. This information will be handled with confidentiality, as established by HIPAA. I understand that I have the right to not authorize, in writing, that my information is revealed to the practice center, but this may affect my progress in the clinical practice.

I understand that in clinical education and in some concentration courses during which visits to practice centers will be arranged, I will encounter real patients and, according to the skills and competencies acquired at that time and under the supervision of the licensed Occupational Therapist, I will be able to intervene in the patient's treatment and observe the processes to which he will be submitted. Therefore, I am committing to maintain in confidentiality the name, condition, and therapeutic processes to which the patient was submitted as established by HIPAA. I will only be able to discuss the information with my clinical instructor as part of my learning process.

I am aware that the patient will know that I am a student and will have consented to my participation in his treatment as part of my educational experience, as long as I am supervised by a licensed Occupational Therapist.

Rights of the student:

I understand that I have the right to refuse to participate in any situation in which I do not feel safe or in which my health, my values, and religious beliefs are at risk. I understand that if the setting is unsafe, I may ask the faculty to make the necessary adjustments to improve safety. I also understand that the requirements to complete a course and obtain a grade require specific intervention and evaluation competencies. If I do not suffer any condition that prevents me to participate in the laboratory sessions, I understand that I will not receive any credit if I decide not to participate in the experiences.

I am aware that I may ask questions regarding the program's activities at any time and if I have additional questions about my participation in the laboratory sessions and clinical practices, I may contact the Program Director, the Clinical Practice Coordinator, or the Dean of the School of Health. I receive copy of this consent as part of the process of initial orientation and it is also included in the Handbook of Laboratory Policies and Procedures.

Injury or lesion:

I understand that if I suffer an injury or lesion during educational activities, I will receive orientation to seek appropriate medical care and the institution will cover the medical expenses if I have paid the student medical insurance.

Statement:

I state and certify that I suffer from the following medical condition that places me at high risk when practicing and receiving different intervention techniques performed during educational experiences: _____.

I have discussed the information included in this document with _____, who has answered my questions and cleared my doubts.

Clinical Practice Coordinator/Program Director

Date

I understand my responsibilities and potential risks and accept to participate in the learning experiences of the program as described previously. I understand that by signing this consent I am not renouncing my legal rights.

Health information:

_____ I consent to share my health information with the practice center.

_____ I do not consent to share my health information with the practice center.

Name in print: _____ Signature: _____ Date: _____

Laboratory Incident Report Sheet

Name of the student: _____

Student number: _____ Date/Time: _____

Professor in charge of the laboratory at the time of the incident: _____

Incident report: _____

Action taken: _____

Signature of the professor: _____

Signature of the student: _____

Date of the incident: _____

Consent for the Use of Photography or Video

Date: _____ Name of the student/subject: _____

For educational purposes, including the promotion of the Occupational Therapy Assistant Associate Degree Program and/or the institution, photographs or videos of the program's activities may be taken. These may include laboratory, field, or community activities. The material may be included in brochures, loose sheets, or bulletin boards, among others.

By signing this I _____ authorize _____ do not authorize Huertas College to use my photography or image for educational purposes that may include, among others, the activities mentioned above, including the promotion of the program.

Signature: _____

**Certification of Reading and Orientation Regarding the
Handbook of Occupational Therapy Laboratories**

I certify that I read and received orientation regarding the Handbook of Laboratory Policies and Procedures.

I understand that it is my responsibility to seek orientation from the Program Director if I have doubts or questions regarding the policies and procedures of the laboratories. I am also responsible for reviewing the pertinent sections of the handbook in case I face any specific situation and to contact the Program Director to determine the appropriate resolution. I am also aware that I am subject to other procedures and policies of Huertas College.

I am aware that if I fail to comply with the required rules or if I infringe any of the established policies I could be expelled from the program.

Name in print: _____ Signature: _____ Date: _____

DECLARATION OF UNDERSTANDING CLASSROOM LABORATORY (COVID-19)

I _____ (student's name) _____ (student number) understand that Covid-19 is a highly contagious virus and that it can develop upon exposure without adequate protection measures with other people. I acknowledge that there are risks associated with retaking the _____ Program laboratories in times of Covid-19.

The purpose of participating in the laboratories is to broaden my knowledge and facilitate the teaching process of the academic curriculum. If I do not freely accept participation in the laboratories, secondary to the emergency of the pandemic, I must be available for other teaching processes that the teacher in charge will determine.

In full knowledge of these implications:

_____ I freely agree to participate in the laboratories.

_____ I do not agree to participate in the laboratories freely.

The laboratory will provide:

- Clean, ventilated and disinfected areas.
- Periodic teacher evaluation to maintain a distance of approximately six feet between students.
- Disinfectant material in the salon and / or nearby areas for periodic hand disinfection.
- No more than 10 students for each lab experience.
- Periodic time for students to wash their hands.

STUDENT RESPONSIBILITIES

The student must:

- Arrive at the institution with the mask well placed on the mouth and nose
- Carry out hand washing, for a minimum period of twenty seconds or rub hands with disinfectant, before, during and after all contact, as necessary.
- Line up in front of the room maintaining the required spacing of approximately six feet.
- Be punctual at all times.
- Attend with comfortable clothing and closed shoes
- Hair preferably collected in ladies
- The beard and mustache should be covered with the mask where a good fit is observed.
- **Not** Bulks or large purses will be accepted, nor will garments with the exception of watches and small screens for women.
- **Not** food may be ingested within the laboratory room. Food consumption will be done outside the room, keeping a distance of 6 feet between people.
- You must adhere to social distancing rules at all times (breaks, bathroom breaks, and dismissal time).
- Gatherings between students are prohibited during the laboratory. At the end of the stipulated schedule, the student must leave the laboratory with their personal mask and gatherings will not be allowed on the grounds of Huertas College and its facilities.
- If as a student you begin to feel some symptoms of illness or general discomfort, you should immediately notify the professor in charge of the laboratory by institutional email or by telephone. No sick student will be accepted into the laboratories as a preventive measure.

- If during the current period, the student has been in contact with a family member or acquaintance who has tested positive for Covid-19, he must immediately notify the professor in charge of the laboratory and assume the management of performing the diagnostic test where he will assume the cost and stay in isolation for approximately 14 days, according to the guidelines of the Center for Disease Control (CDC, for its acronym in English).

SUMMARY OF THE AMENDMENT

- As a student I have been oriented and have had the opportunity to ask and / or clarify any doubts regarding the laboratory room protocol
- I acknowledge that I may or may not freely accept participation in the program laboratories during this public health emergency, Covid-19.
- Huertas College will implement all the necessary measures according to the needs of each laboratory and will maintain the cleaning control to maintain an adequate environment in each laboratory room.

•
I relieve Huertas College in Caguas Puerto Rico and its employees from all responsibility for exposure to Covid-19 and the development of associated symptoms.

Student's Name Date

Student signature Student number

Addendum of Hand washing procedure recommended by the Center for Disease Control and Prevention (CDC)

Lavado de manos en casa, en donde jugamos y cuando salimos



¡Los microbios están en todas partes! Pueden llegar a sus manos y a los objetos que toca a lo largo de todo el día. Lavarse las manos con agua y jabón en momentos clave es una de las medidas más importantes que puede tomar para librarse de los microbios y evitar transmitirlos a quienes lo rodean.

¿Cómo es que lavarse las manos lo mantiene sano?

Los microbios pueden entrar al cuerpo a través de los ojos, la nariz y la boca, y enfermarnos. Lavarse las manos con jabón elimina los microbios que estén en ellas y ayuda a prevenir las enfermedades. Los estudios han mostrado que lavarse las manos puede prevenir 1 de cada 3 enfermedades diarreicas y 1 de cada 5 infecciones respiratorias, como el resfriado o la influenza (gripe).

Lavarse las manos ayuda a prevenir infecciones por estas razones:



Con frecuencia, las personas se tocan los ojos, la nariz y la boca sin darse cuenta, y de ese modo introducen microbios en el cuerpo.



Los microbios de las manos que no se lavaron pueden llegar a los alimentos y a las bebidas cuando las personas los preparan o los consumen. Los microbios pueden multiplicarse en algunos tipos de alimentos o bebidas y causarles enfermedades a las personas.



Los microbios de las manos sin lavar pueden transferirse a otros objetos, como las manijas de las puertas, las mesas o los juguetes y, luego, transferirse a las manos de otra persona.

¿Cuál es la forma correcta de lavarse las manos?

1. Mójese las manos con agua corriente limpia (tibia o fría) y enjabónelas.
2. Frótese las manos con jabón, formando espuma.
3. Frote todas las superficies, incluidos los dedos, entre los dedos, debajo de las uñas, las palmas y el dorso de las manos. Siga frotándose las manos por al menos 20 segundos. ¿Necesita un reloj? Tararee dos veces la canción "Cumpleaños feliz".
4. Enjuáguese las manos con agua corriente limpia.
5. Séquese las manos con una toalla limpia o al aire.



Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

¿Cuándo debe lavarse las manos?

Lavarse las manos en cualquier momento del día puede ayudar a librarse de los microbios, pero hay momentos clave cuando es más importante hacerlo.

- Antes, durante y después de preparar alimentos
- Antes de comer
- Antes y después de atender a alguien que esté enfermo
- Antes y después de tratar heridas o cortaduras
- Después de ir al baño, cambiar pañales o limpiar a un niño que haya ido al baño
- Después de sonarse la nariz, toser o estornudar
- Después de tocar un animal, comida o bocado para animales, jaulas o heces de animales (caca)
- Después de tocar la basura
- Si tiene las manos visiblemente sucias o engrasadas



¿Qué tipo de jabón debe usar?

Puede usar jabón en barra o líquido para lavarse las manos. Muchos lugares públicos proveen jabón líquido porque es más fácil y más limpio compartirlo con los demás. Los estudios no han encontrado ningún beneficio adicional para la salud cuando se usan jabones antibacterianos en comparación con el jabón común. Ambos son igualmente eficaces para librarse de los microbios. Si no hay agua y jabón disponibles, use un desinfectante de manos a base de alcohol que contenga como mínimo un 60 % de alcohol.

¿Cómo es que lavarse las manos ayuda a combatir la resistencia a los antibióticos?

La resistencia a los antibióticos ocurre cuando las bacterias resisten los efectos de un antibiótico; es decir, los gérmenes no mueren y continúan creciendo. Las enfermedades causadas por bacterias resistentes a los antibióticos pueden ser más difíciles de tratar. El tan solo usar antibióticos crea resistencia; por ese motivo, evitar las infecciones en primer lugar disminuye la cantidad de antibióticos que se tengan que usar y reduce las probabilidades de que la resistencia tenga lugar durante el tratamiento. Lavarse las manos ayuda a prevenir muchas enfermedades, y esto significa un menor uso de antibióticos.

Los estudios han
mostrado que
lavarse las manos
puede prevenir

1 de cada 3

enfermedades
diarreicas y

1 de cada 5

infecciones
respiratorias,
como el resfriado
o la influenza
(gripe).

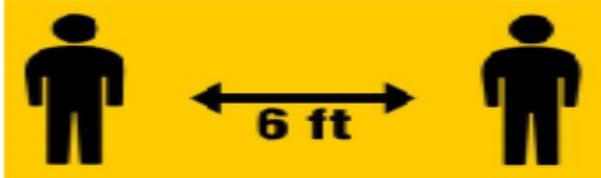
Para obtener más información y ver una demostración en video sobre cómo lavarse las manos, visite el sitio en la web de los CDC sobre el lavado de manos:

<https://www.cdc.gov/handwashing/esp/index.html>

Addendum of COVID19 Protection Protocol


HUERTAS COLLEGE
INSTITUCIÓN EDUCATIVA FORMANDO LÍDERES

Protocolo Uso y Desinfección

 <p>Utilizar Mascarilla en todo momento, guantes según sea requerido.</p>	 <p>Mantener Distanciamiento Social</p>
 <p>Lavar tus manos frecuentemente con agua y jabón o utilizar sanitizador.</p>	<p>No tocarse la cara, sobretodo ojos, nariz y la boca.</p> 
<p>Si tienes síntomas sospechosos al Covid-19, por ti y tus compañeros, quédate en casa.</p>	<p>Limpia y desinfecta objetos y superficies de uso común al finalizar el laboratorio, utilizando los materiales provistos</p> 
<p>Deposita el material desechable utilizado, en los zafacones identificados.</p>	<p>Sigue las instrucciones de tu profesor en todo momento.</p>
<p>Nos corresponde a todos, detener el contagio</p>	