



Western University
OF HEALTH SCIENCES

COMP & CPM Offsite Hands-On Instruction

PROJECT PROPOSAL

COLLEGE OF OSTEOPATHIC MEDICINE OF THE PACIFIC (COMP)
& COLLEGE OF PODIATRIC MEDICINE (CPM)

OCTOBER 21, 2020

PROJECT LEADS

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Introduction

IN THE MIDST OF A PANDEMIC, WESTERNU CONTINUES TO DELIVER HIGH QUALITY CURRICULUM AND INSTRUCTION TO STUDENTS WHILE MAINTAINING THE HIGHEST LEVEL OF SAFETY STANDARDS.



GOALS & OBJECTIVES



Allow for in person skills based training that cannot be accomplished in a virtual setting. These skills are required of our students to meet the necessary milestones to stay on track and graduate on time.



Protect student health by providing a facility conducive to social distancing and implementation of all processes and procedures as recommended by the CDC



Protect the WesternU campus from risk of closure. With COMP/CPM combined class size of 300 students and those students classes and faculty being spread across four buildings on campus it could lead to delaying the on-time graduation of the COMP/CPM students and the other colleges sharing the same space on campus.



THE PROBLEM

With the challenge of delivering curriculum for the hands-on activities, including clinical skills, while also attempting to meet COVID-19 related social distancing guidelines using limited on-campus facilities, COMP and CPM would be required to break the cohorts of students into very small groups.

Another complicating factor is the concern about the current regulations whereby if three or more individuals at a site are positive for COVID infections within the 14-day period could result in closure of the facilities. By adding roughly 700 more individuals comprised of COMP and CPM students, faculty, and staff to those from all the other WesternU colleges, the probability of reaching that threshold increases and could result in the entire campus being shut down and all colleges negatively impacted.

Without this essential skill-based training needed to propel our students forward, we leave our students at risk of not graduating on time.



THE SOLUTION

We propose to move the COMP and CPM skills-based instruction off-campus for the first- and second-year students to a site that would accommodate the students, staff and faculty of COMP and CPM at any given time to fit an adjusted curriculum.

In doing so, we can deliver this curriculum with the faculty/staff/teaching assistants we currently have and also able to provide 6 feet or more space amongst the student pairs. This would also reduce the risk of having three positive COVID cases being identified in any given week throughout the time we have students in their hands-on activities.

Key Logistics

MAIN OBJECTIVES TO FULFILL FOR THIS PROJECT, INCLUDING DATES OF RENTAL, VENUE, PARKING, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)



The dates of rental are January 11, 2021 through April 10, 2021.

THE NEED

01 — Option 1: Half Class (with 75 student pairs)
180 total people = 33,600 sq. ft

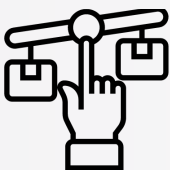
150 students, and
30 faculty, staff and teaching assistants



Will be the most frequently used solution

02 — Option 2: Full Class (with 150 student pairs)
362 total people = 33,600 sq. ft

300 students, and
62 faculty, staff and teaching assistants



The first and second year students will occupy the space at separate times based on curricular needs.

THE VENUE: FAIRPLEX BUILDING 8



Creating a learning environment that limits contact of individuals, thus reducing chance of COVID exposure while participating in hands-on instruction, this project requires a large square footage of at least 30,000 square feet and a space with high ceilings and appropriate air flow. The Pomona Fairplex can provide an exposition hall of 33,600 sq. ft. (Building 8) and can accommodate our needs. Photo of Fairplex Building 8 taken at walkthrough, Oct. 7, 2020.

Additional venue details also include:



The fairplex has the facilities to accommodate parking and security needs of the students and faculty.



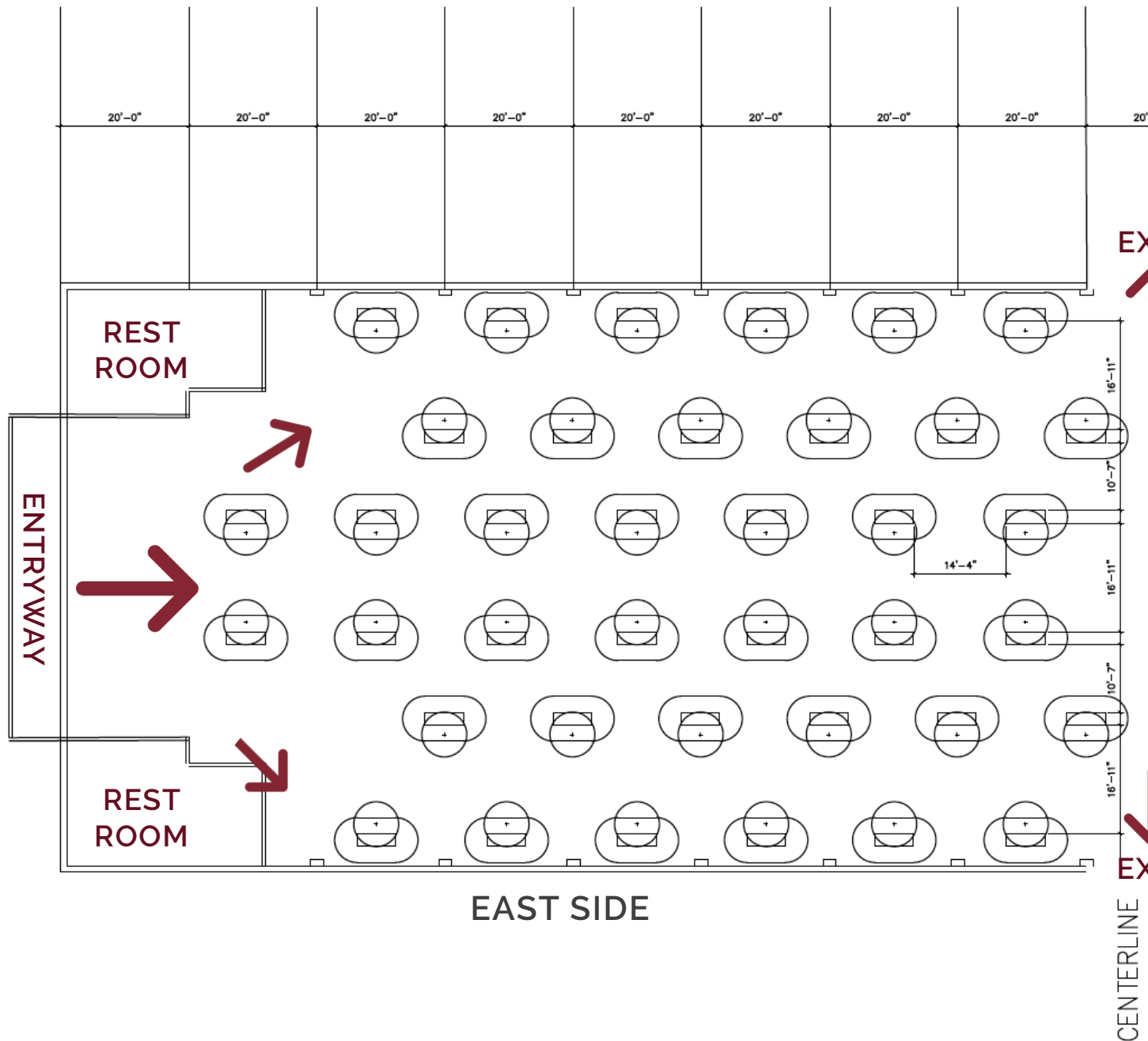
Students will learn clinical hands-on skills during their time in the Fairplex facility. From the onset, students will be provided with PPE (gloves, mask, and face shield) and will be taught the safe manner in which to don the PPE, mimicking the procedures they will use when working with future patients.

Additional efforts to keep students safe will be to pair them up with a partner throughout all scheduled hands-on activities while in the Fairplex. Each pair of students will be socially distant from another pair of students and we will also group sets of students together within the facility forming a "pod" of students.

Where appropriate, each pod of students will have an assigned OMM fellow, teaching assistant, and/or faculty in efforts to limit close contact between students and their instructional staff.

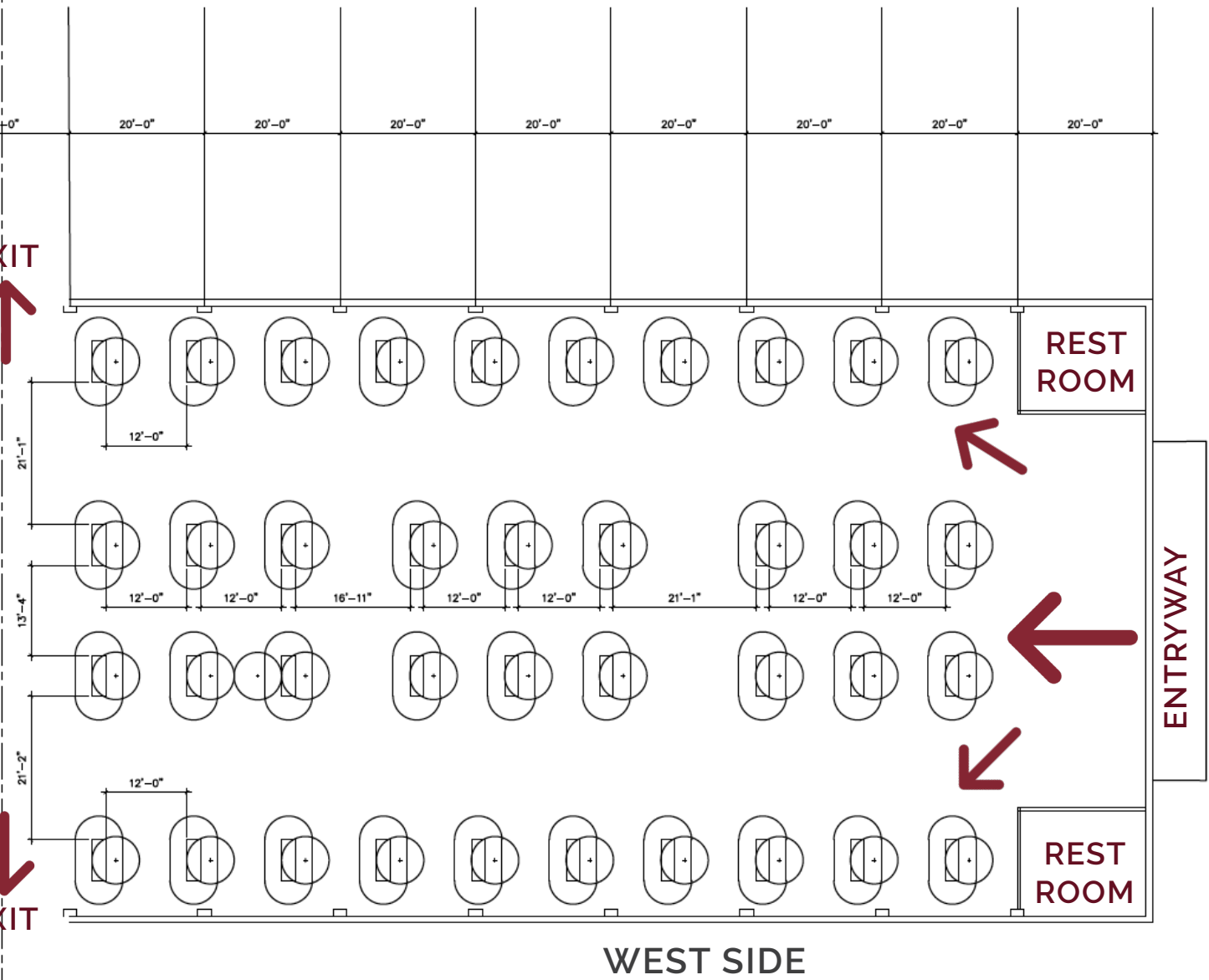
Floorplan #1

THE VENUE LAYOUT: OPTION 1, 76 TABLES



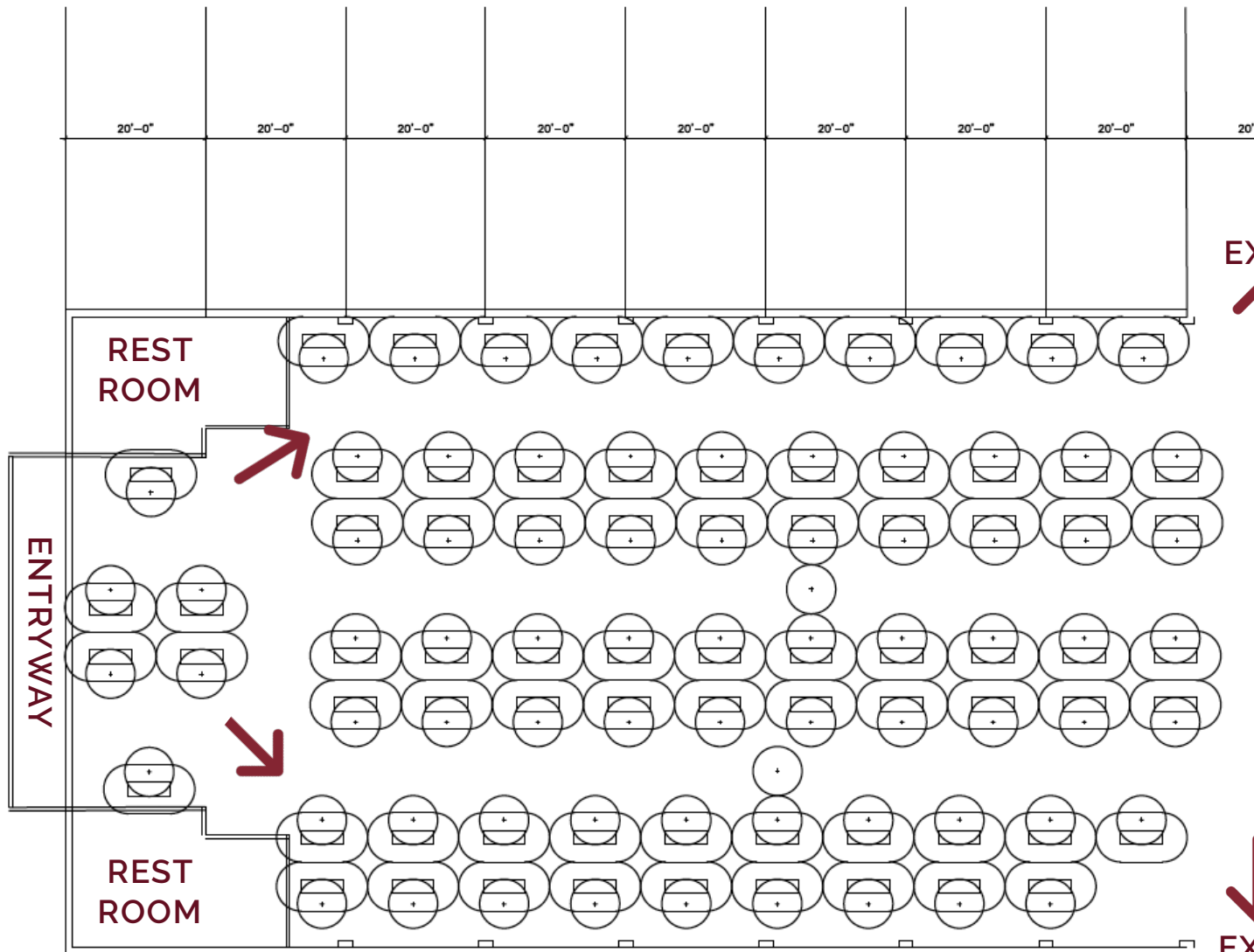
This floor plan is a mock-up with a total of 76 tables in the room; split into 38 tables on each side.

This layout would accommodate a total of **150 students (75 student pairs)**.



Floorplan #2

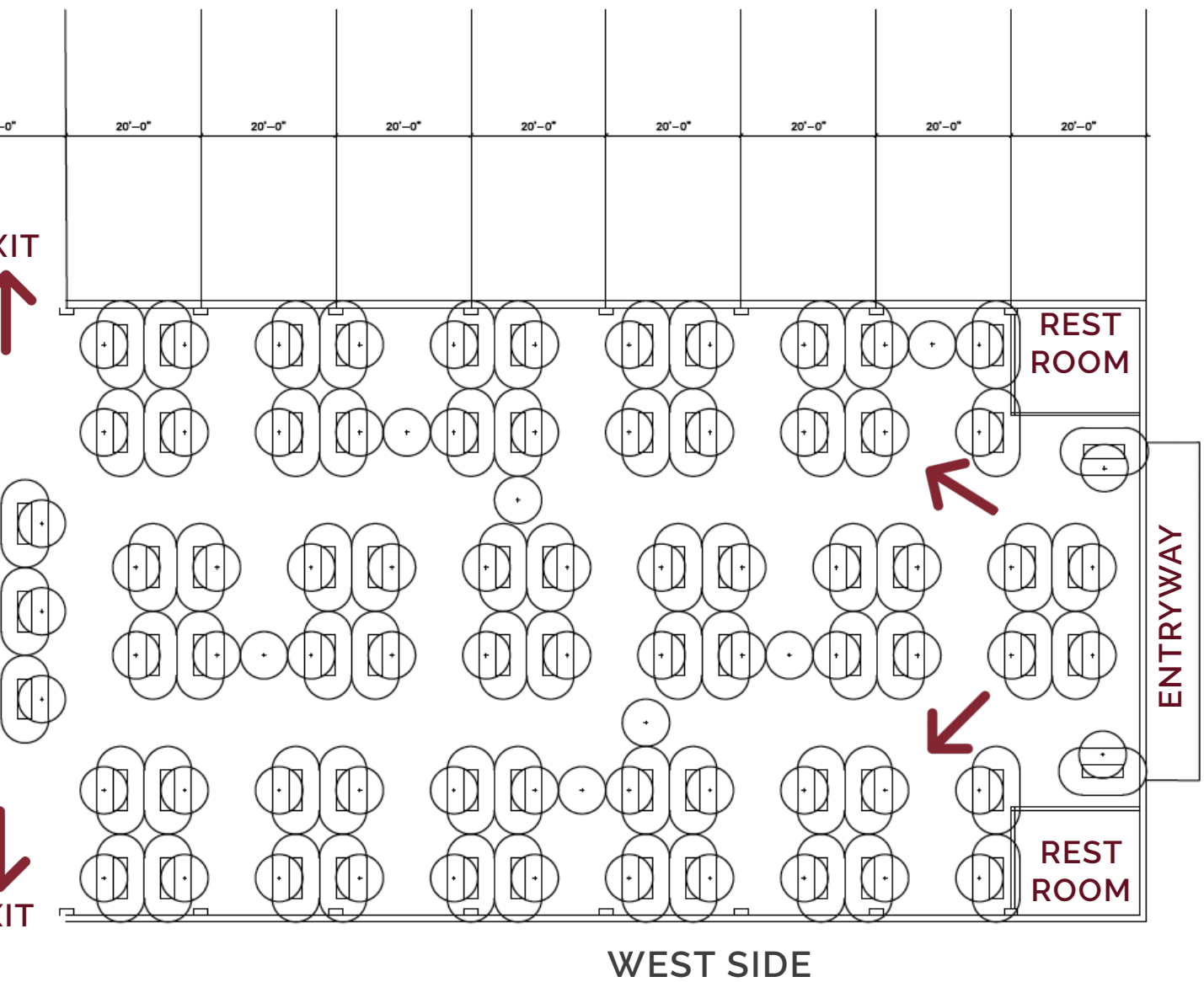
THE VENUE LAYOUT: OPTION 2, 148 TABLES



EAST SIDE

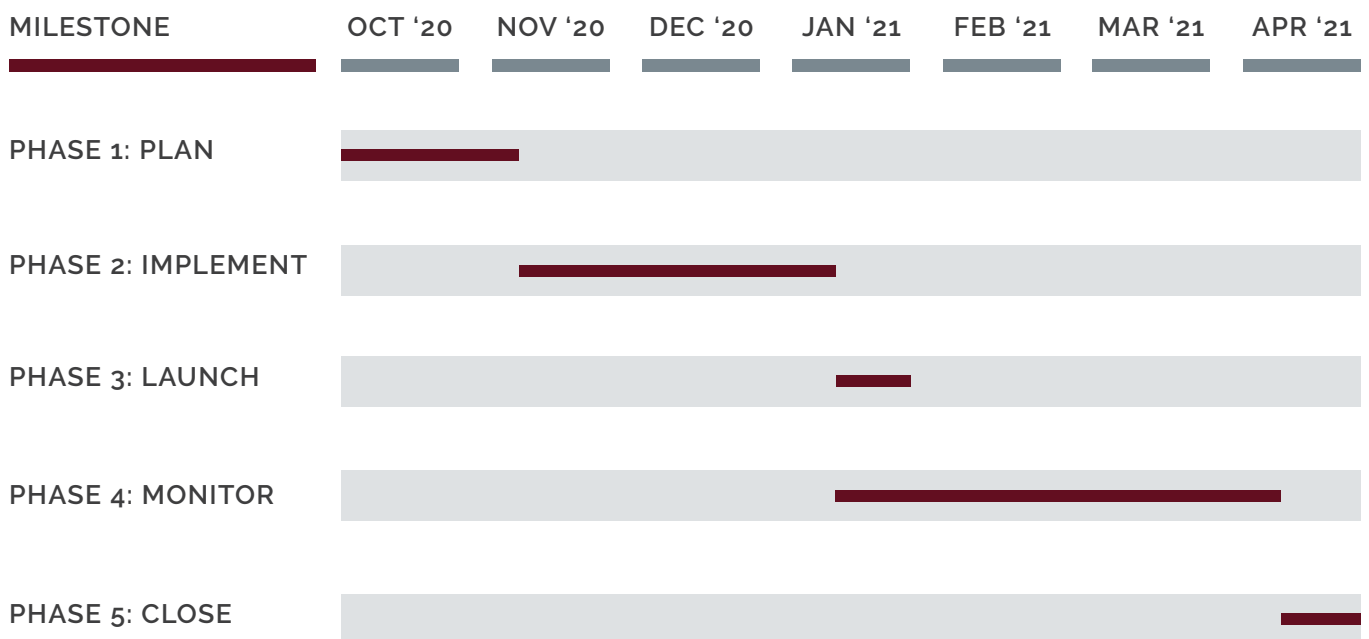
CENTERLINE

This floor plan is a mock-up with a total of 148 tables in the room. The east side fits 75 tables with 2 students each. The west side is getting 73 tables with plenty of egress room.



Project Timeline

ONCE APPROVED, THIS PROJECT WILL ENTER DETAILED PLANNING, IMPLEMENTING THE PROJECT TASKS, MONITORING AND ENSURING SMOOTH OPERATIONS UNTIL THE CLOSING PHASE.



Phase 1: Plan. The team will obtain all documentation, proposal estimates, measurements, and details in order to execute the tasks.

Phase 2: Implement. Based on the plan, the team will execute all tasks accordingly and on time.

Phase 3: Launch. The launch date of this project is slated for January 18, 2021. All tasks must be completed by the launch date.

Phase 4: Monitor. As the project launches, the team will closely monitor and control the project for any errors and be ready to mitigate any risks that occur.

Phase 5: Close. The project is estimated to be completed by April 10, 2021. When completed, the project will review all lessons learned and close-out all open and pending tasks.

ASSUMPTIONS AND CONSTRAINTS

Assumption: 33,600 sq ft Space

We assume that a 33,600 sq ft “warehouse” type space is sufficient to host pairs of students (up to 150 pairs/300 students) with a divider in the middle of the room.

Assumption: Network Availability

We assume that the Fairplex has enough bandwidth to host the network connectivity needs of lectures, all student iPads, live cameras, etc.

Assumption: PPE Safety

All students, faculty and people in the vicinity will adhere to proper PPE policies and procedures to reduce the risk of infections.

Assumption: Contact Tracing

If there is an infection, we will follow the Colleges' submitted protocols for contact tracing, cleaning procedures, and closure/reopening timeline.

Constraint: Sound Quality

The divider in the middle of the room may not cover the sounds from each section and may echo and overlap.

Constraint: Network Connectivity

As with all technology, providing sufficient wireless bandwidth may be difficult to ensure a strong connection.

Assumption: Safety Procedures

All students, faculty and people in the vicinity will adhere to rules for breaks, temperature checks, assigned seating, eating, outside social distancing to avoid gathering and infections, etc.

Assumption: Cleaning Routine

We assume that teaching assistants and each student is responsible for cleaning, wiping down equipment at the end of each day. (Also microphones, electronic equipment, etc.)

Assumption: Routine Vicinity Cleaning

We assume that the Fairplex will be cleaning the general facility (sweeping, trash, cleaning the restrooms, etc.).

RISKS AND RISK RESPONSES

RISK LEVEL	RISK DESCRIPTION	RISK RESPONSE (ACCEPT, MITIGATE, TRANSFER)
High	COVID-19 Infections: There is a risk of spreading COVID-19 due to the large amount of people.	Mitigate: Ensure sufficient PPE, incorporate social distancing when possible, provide hand washing/sanitizing stations, provide testing, provide twice daily cleaning, policy and procedure training or reminders on accurate PPE usage.
High	Insufficient Space: There is a risk that the space will not be large enough to accommodate the sq ft need.	Mitigate: Plan for a minimum of 75 pairs (total 150 students), but investigate a space adjustments that could accommodate up to 150 pairs (total 300 students).
High	Network Wireless Addition: There is a risk that the Fairplex will not allow us to add wireless capability to their network. The limitation is the 100mb provided by the Fairplex.	Mitigate: Fairplex will allow WesternU to bring our own network equipment (wires, switches, Edu-Roam, etc.)
Medium	Network Connectivity Strength: There is a risk of low or bad audio/visual quality.	Mitigate: Should any connectivity issues occur, WesternU Network team will handle and repair as they occur. Train the on-site leaders to stay calm and utilize a standard protocol.
Medium	Audio and Visual Quality: There is a risk of low or bad audio/visual quality.	Accept: Should any audio or visual issues occur, WesternU A/V team will handle and repair as they occur.

RISKS AND RISK RESPONSES

RISK LEVEL	RISK DESCRIPTION	RISK RESPONSE (ACCEPT, MITIGATE, TRANSFER)
Low	Security On-Site Patrol: There is a risk of break-ins, burglaries into cars or the vicinity.	Transfer: It is important to ensure the safety of faculty and students – Fairplex provides security/patrol at their vicinity. WesternU will transfer this risk to Fairplex and ensure Fairplex is liable and provides insurance. (Students may need custom parking passes)
Low	Rainy Weather: There is a risk of rainy weather from January to April, which will hinder outdoor breaks or eating lunch outside.	Accept: The Fairplex has mentioned that the hotel opening in February 2020 - indoor hotel and dining will be open for shelter (with enforced safety guidelines*). Students will be scheduled in the room in the morning or afternoon and therefore, having space to eat lunch while at the Fairplex is limited to only select faculty and teaching staff (OMM fellows).
Low	Electricity/Power: There is a risk of a power outage.	Accept: There is a low risk of a power outage, but should it occur, we will have to accept.
Low	Sponsor Rejection: There is a risk the project sponsors reject the proposal.	Mitigate: Should Project Sponsor(s) reject the proposal, revise, correct, and tailor any details and resubmit.

PROJECT BUDGET

The cost of renting the venue for a consecutive period of 90 days is proposed for a total of \$248,062.50, including sales tax and service fees.

Below is the budget breakdown of the entire rental of the Fairplex space we toured last week (specifically Building 8, off the Conference Center). It is understood that WesternU will provide its own custom tables/chairs/tablecloths/etc. for 150 two-partner stations.

This amount includes staff's protocol cleaning service, trash removal, vacuuming, and rest-rooms. It also covers Fairplex campus security. It does NOT include required COVID-19 protocol sanitation for the table stations that will be our responsibility to arrange and execute, as discussed.

	Amount	Rate	Total
Daily Rental	90	\$2,000.00	\$180,000.00
Service Charge	1	\$45,000.00	\$45,000.00
Tax	1	\$23,062.50	\$23,062.50
Total			\$248,062.50








Additional costs may be accounted for elsewhere, which include:

- Drinking Water Stations - TBD
- OMM Tables (purchased through COMP) - \$74,360
- PPE - Covered through CRT process
- Screening Equipment - Covered through CRT process
- IT - AV Equipment, \$ 10,500
- Custodial Services - \$4,800 per month (total \$14,400)
- Set-Up Costs - \$25,000



Next Steps

Upon acceptance and approval of this project proposal for delivering an on-hands offsite curriculum to our students, the team will further develop a detailed plan to follow.

-  **1**  **VENUE WALKTHROUGH** 10/07/20
Project team to conduct walkthrough at Pomona Fairplex
-  **2**  **BUDGET APPROVAL** 10/30/20
Project Sponsors to approve the budget for the project to launch
- 3**  **CONTRACT REVIEW & SIGNATURES** 11/15/20
Obtain Legal department review and approval of all contracts
- 4**  **PROJECT SET UP** 01/11/21
Ensure full set up and preparations a week prior to launch
- 5**  **PROJECT LAUNCH** 01/18/21
Follow detailed project plan to deliver hands-on instruction



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