



Salus Health Clinics
Protocols for Limited Access and Operations during
Pennsylvania Department of Health COVID-19 Restrictions
(effective May __, 2020)

I. Definitions

- a. Essential Personnel – Identified Security and Facilities staff, identified TLS staff, identified researchers and President’s Council.
- b. Facilities – Members of the Facilities Department
- c. Guest – an individual that has been invited to a Salus Facility by a Worker
- d. Pandemic Safety Officer – the Chief of Staff
- e. Patient – an individual that has an appointment or is present due to an emergency at a Salus Clinic
- f. Patient Escort – limited to one individual from whom a Patient requires assistance
- g. PSR – a patient service representative
- h. Salus Clinics
 - i. Pennsylvania Ear Institute
 - ii. Speech Language Institute
 - iii. The Eye Institute – Chestnut Hill
 - iv. The Eye Institute - Falls Center
 - v. The Eye Institute – Oak Lane
- i. Security – Members of the Department of Safety and Security
- j. Student - a student who has been issued a Salus ID card
- k. Worker – a staff member, a faculty member, resident or contractor who has been issued a Salus ID card

II. Hours of Operation

- i. Operations shall be by appointment or emergency only. Appointments shall be limited to 50% of full capacity.
- ii. Pennsylvania Ear Institute
- iii. Speech Language Institute
- iv. The Eye Institute – Chestnut Hill
- v. The Eye Institute - Falls Center
- vi. The Eye Institute – Oak Lane

III. Access

- a. Invitation Only (Invitees)

- i. Workers are deemed invited, during operating hours, to the Salus Clinic where they perform their work functions; provided, that Essential Personnel are also deemed invited after operating hours to perform their essential functions.
 - ii. [Students are deemed invited, during their scheduled instruction, to the Salus Clinic where their instruction is scheduled.]
 - iii. Guests may be invited by a Worker to a Salus Clinic only if their presence is essential for the Worker to perform their work function. The name of all Guests must be submitted to the Security in advance.
 - iv. Patients and one Patient Escort are deemed invited to a Salus Clinic for their scheduled appointment or an emergency.
- b. Screening
 - i. Screening tents will be set up outside the main entrance to all open Salus Clinics. The screening tents will be staffed by PSRs and Security. Screeners will wear medical masks and gloves and be provided with no-touch forehead thermometers. Screeners will receive training on their proper usage.
 - ii. To gain admittance to a Salus Facility, all Invitees shall:
 - 1. Provide identification.
 - 2. Demonstrate a body temperature below 100.4 degrees F.
 - 3. Wear a facemask that covers their nose and mouth. If an Invitee does not have their own facemask, one will be provided for them.
 - 4. In addition, Guests must be listed on Security's guest list and Patients must be listed on the appointment list.
 - iii. Security shall record all Invitees' entrance and departures.

IV. Social Distancing

- a. All Invitees are to maintain a social distance of at least six feet while in the Salus Facilities. All Invitees are to limit their time at the Salus Facilities to that which is necessary to perform their work function. All Invitees are only to utilize those portions of the Salus Facilities that are necessary to perform their work function. Specifically, Invitees shall limit their time spent in common areas.
- b. Waiting lines for the screening tents will be marked in six foot segments.
- c. Every other Patient check-in lane will be utilized and outfitted with a transparent partition. PSRs will wear medical masks and gloves.
- d. The waiting area will be arranged in rows of forward seating only using every third seat.
- e. Meetings are strongly encouraged to be held virtually. Meetings of ten people or less may be held in a conference room; provided, the conference room has enough space to have two empty seats between each participant. Large meetings of 25 or less may be held, upon the approval of the

Pandemic Safety Officer, in the Toland Classroom with participants seated in every third seat.

- f. The Café seating area will be arranged in rows of forward seating only using every third seat.

V. Patient Encounters

- a. Each Salus Clinic will establish and follow its own individualized protocols for patient visits in accordance with guidelines established by the Centers for Disease Control and Prevention (CDC).
- b. Administration will provide all required personal protective equipment.

VI. Cleaning

- a. In addition to maintaining pre-existing cleaning protocols, Facilities will clean and disinfect high-touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention.
- b. Hand sanitizer will be placed throughout the Salus Clinics.

VII. Exposure Protocols

- a. Upon discovery that an individual with a probable or confirmed case of COVID-19 (an Infected Individual) has been present in a Salus Facility, an Invitee is to notify the Vice President of Clinical Operations and their Salus Clinic director.
- b. Administration will research the Infected Individual's Direct Contact on the day(s) they were at Salus Clinic. Direct Contact is deemed to have occurred with an individual who was within six feet of the Infected Individual for ten or more minutes from the period 48 hours before the Infected Individual's symptom onset until isolation.
- c. Administration will notify individuals with Direct Contact, and send any such individual who is then present in a Salus Clinic home, with recommendations to self-isolate for 14 days from date of Direct Contact and to contact their primary care physician if they become symptomatic.
- d. Administration will notify the appropriate county Health Department of the Direct Contact.
- e. Facilities will close off areas visited by the Infected Individual and increase outdoor circulation to such areas. After a minimum of 24 hours, or as long as practical, Facilities will thoroughly clean and disinfect all such areas.
- f. If the entire Salus Clinic is to be closed, the following is to occur:
 - i. Complete current exams
 - ii. Reschedule any Patients currently in the Salus Clinic
 - iii. Reschedule any future impacted Patients
 - iv. Implement door signage and website notice

VIII. Travel

All Salus sponsored travel is prohibited.

IX. Communication

- a. These protocols will be communicated to all Invitees via email and on salushealth.com.
- b. Related public service announcements (hand washing, distancing, etc.) will be posted throughout the Salus Clinics.



Elkins Park Campus
Protocols for Limited Access and Operations during
Pennsylvania Department of Health COVID-19 Restrictions
(effective May __, 2020)

I. Definitions

- a. Essential Personnel – Identified Security and Facilities staff, identified TLS staff, identified researchers and President’s Council.
- b. Facilities – Members of the Facilities Department
- c. Guest – an individual that has been invited to a Salus Facility by a Worker
- d. Pandemic Safety Officer – the Chief of Staff
- e. Salus Facility – 8360 West/South Building, 8380 4th Floor Suite, Hafter Center
- f. Security – Members of the Department of Safety and Security
- g. Student – a student who has been issued a Salus ID card
- h. Worker – a staff member, a faculty member, resident or contractor who has been issued a Salus ID card

II. Hours of Operation

- a. 8360 West/South Building – Monday to Friday, 7:30AM to 4:30PM. All lecture hall and the Learning Resource Center are closed.
- b. 8380 4th Floor Suite – Monday to Friday, 7:30AM to 4:30PM
- c. Hafter Center – Closed

III. Access

- a. Invitation Only (Invitees)
 - i. Workers are encouraged to continue to work remotely from home, as approved by their supervisor. If Workers are required to be on campus, they are deemed invited, during operating hours, to the Salus Facility(s) where they perform their work functions; provided, that Essential Personnel are also deemed invited after operating hours to perform their essential functions.
 - ii. [Students are deemed invited, during their scheduled instruction, to the Salus Facility(s) where their instruction is scheduled.]
 - iii. Guests may be invited by a Worker to a Salus Facility only if their presence is essential for the Worker to perform their work function. The name of all Guests must be submitted to the Security in advance.
- b. Screening

- i. Screening tents will be set up outside the main entrance, on the parking lot side, to all open Salus Facilities. The screening tents will be staffed by Security. Security will wear medical masks and gloves and be provided with no-touch forehead thermometers. Security shall be trained in their usage.
- ii. To gain admittance to a Salus Facility, all Invitees shall:
 1. Provide identification.
 2. Demonstrate a body temperature below 100.4 degrees F.
 3. Wear a facemask that covers their nose and mouth. If an Invitee does not have their own facemask, one will be provided for them.
 4. In addition, Guests must be listed on Security's guest list.
- iii. Security shall record the time of all Invitees' entrance and departures.

IV. Social Distancing

- a. All Invitees are to maintain a social distance of at least six feet while in the Salus Facilities. All Invitees are to limit their time at the Salus Facilities to that which is necessary to perform their work function. All Invitees are only to utilize those portions of the Salus Facilities that are necessary to perform their work function. Specifically, Invitees shall limit their time spent in common areas.
- b. Waiting lines for the screening tents will be marked in six foot segments.
- c. Meetings are strongly encouraged to be held virtually. Meetings of ten people or less may be held in a conference room; provided, the conference room has enough space to have two empty seats between each participant. Large meetings of 25 or less may be held, upon the approval of the Pandemic Safety Officer, in a 100-seat capacity or greater lecture hall with participants seated in every third seat.
- d. Laboratory areas may be used by Workers and Students as scheduled; provided that no more than 10 individuals are scheduled at a time and there is at least six feet between individual lab sections.
- e. The Café seating area will be arranged in rows of forward seating only using every third seat.

V. Cleaning

- a. In addition to maintaining pre-existing cleaning protocols, Facilities will clean and disinfect high-touch areas routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention.
- b. Hand sanitizer will be placed throughout the Salus Facilities.

VI. Exposure Protocols

- a. Upon discovery that an individual with a probable or confirmed case of COVID-19 (an Infected Individual) has been present in a Salus Facility, an

Invitee is to notify the Chief of Staff and their respective department/academic head.

- b. Administration will research the Infected Individual's Direct Contact on the day(s) they were at Salus Facility. Direct Contact is deemed to have occurred with an individual who was within six feet of the Infected Individual for ten or more minutes from the period 48 hours before the Infected Individual's symptom onset until isolation.
- c. Administration will notify individuals with Direct Contact, and send any such individual who is then present in a Salus Facility home, with recommendations to self-isolate for 14 days from date of Direct Contact and to contact their primary care physician if they become symptomatic.
- d. Administration will notify the Montgomery County Health Department of the Direct Contact.
- e. Facilities will close off areas visited by the Infected Individual and increase outdoor circulation to such areas. After a minimum of 24 hours, or as long as practical, Facilities will thoroughly clean and disinfect all such areas.

VII. Travel

All Salus sponsored travel is prohibited.

VIII. Communication

- a. These protocols will be communicated to all Invitees via email and on salus.edu.
- b. Related public service announcements (hand washing, distancing, etc.) will be posted throughout the Salus Facilities.