



Salus Safety

Strategy for Operations during the COVID-19 Pandemic (effective October 22, 2020)

I. Definitions

- a. Pandemic Safety Officer – the Chief of Staff
- b. Salus Facility – 8360 West/South Building, 8380 4th Floor Suite, Hafter Student Community Center (HSCC), Salus Health Clinics
- c. Security – Members of the Department of Safety and Security
- d. Student – a student who has been issued a Salus ID card
- e. Worker – a staff member, a faculty member, resident or contractor who has been issued a Salus ID card

II. Hours of Operation

Monday to Friday – 7:00AM to 9:00

PM Saturday and Sunday – 10:00AM
to 4:00PM

III. Access

- a. **Individual Responsibility.** Salus University's protocols are designed to reduce the risk of exposure, but the contagious nature of COVID-19 means we cannot eliminate all risk of infection. Each individual in our community must also do their part and follow the Centers for Disease Control and Prevention (CDC) guidance to stop the [spread of germs](#).
- b. **Staying Home.** Anyone that has [COVID-19 symptoms](#) shall stay home and follow the [steps](#) recommended by the CDC (including not returning to a Salus Facility until the CDC [criteria](#) to discontinue home isolation are met) in consultation with their health care provider and state and local health departments. Workers staying home due to symptoms shall notify their supervisor. Students staying home due to symptoms shall notify their program.
- c. **Worker Attendance.** Your supervisor will be in touch to discuss

if your presence at the Salus Facilities is an essential part of your job function or if you can work remotely. If due to health reasons, you are concerned about returning to our campus or our clinics, your supervisor and Human Resources will work with you to determine if an accommodation can be made or if a leave of absence (sick days, vacation, FMLA) is appropriate.

- d. **Student Attendance.** Each academic program will adopt a liberal excused absence policy for COVID-19 related illness. If such an illness unduly interferes with a student's ability to complete their required instruction, they will be able to take a leave of absence.
- e. **Testing.** If you are experiencing [COVID-19 symptoms](#) and would like to speak to a health care provider, we have arranged for you to be able to do so through [Jefferson Health's JeffConnect](#). You can either download the app from the App Store (Apple) or on Google Play (android) or access it from your web browser at JeffConnect. After you register, you can schedule a telehealth consultation. If warranted, the Jefferson provider will arrange for you to be tested at one of Jefferson's mobile test sites located at Abington Hospital, Jefferson Health - Northeast Philadelphia/Bensalem, Jefferson University Hospital - Center City, Jefferson Navy Yard or Jefferson Health - New Jersey/Cherry Hill Stratford or Washington Township Hospital. Subject to applicable co-pays, the health insurance coverage (students, faculty and staff) offered by Salus University covers the telehealth visit and any ordered testing. If you maintain other health insurance coverage, please check with your carrier.
- f. **Screening**
 - i. Screening tents are set up outside the main entrance to all Salus Facilities. The screening tents are staffed by Security who wear medical masks and gloves and who have been trained to use no-touch forehead thermometers.
 - ii. To gain admittance to a Salus Facility, each individual shall:
 - 1. Provide identification.
 - 2. Demonstrate a body temperature below 100.4 degrees F and provide a negative response to the Salus [screening questionnaire](#). Students, faculty and staff are encouraged to complete the [Salus Sign On](#) to expedite the screening process. Anyone who has a temperature above 100.4 degrees or provides a

positive response to the Salus screening questionnaire will be advised to follow the [steps](#) recommended by the CDC in consultation with their health care provider and state and local health departments.

3. Wear a facemask that covers their nose and mouth when in the Salus Facilities, except when eating, drinking, washing their face or when alone in a private space. If an individual does not have their own facemask, one will be provided for them.

iii. Security shall record the time of all individual's entrance and departures.

IV. Physical Distancing

- a. Where possible, all individuals are encouraged to maintain a physical distance of at least six feet while at the Salus Facilities. All individuals are to limit their time at the Salus Facilities and to only to utilize those portions of the Salus Facilities, as is necessary. Specifically, individuals are encouraged to limit their time spent in common areas.
- b. Waiting lines for the screening tents are marked in six foot segments.
- c. Stairwells are designated for up or down only.
- d. Elevators are limited to two people at a time.
- e. Hallway flow is in a single forward direction on the right side.
- f. Meetings are encouraged to be held virtually. Meetings of six people or less may be held in a conference room.
- g. Laboratory areas and classrooms may be used as scheduled. Where possible, these areas have been de-densified to 50% or less capacity.
- h. The Café service area has been split into hot and cold service lines (each has their own beverage selection with queuing lines. Payment is cashless, using credit cards or preloaded debit cards at the kiosks. Seating is set up with one per table. Additional outdoor and designated classroom seating is available.
- i. The Learning Resource Center has been de-densified to 50% capacity. Designated classrooms and the second floor of the HSCC are available for use as additional study areas.
- j. HSCC Fitness. The fitness center spaces have been de-densified and may be used by appointment only - 15 appointments per hour – initially Monday to Friday, 6:30am to 7:30pm. Three (men's) and three (women's) shower/locker appointments per

hour will also be available.

- k. Salus Health Clinics have been modified, where possible, to provide for physical distancing. Each clinic has adopted individualized patient care procedures.

V. Instruction

Each program shall submit course details (course name and number, enrollment, days to be offered, duration of offering, preferred time of day for offering, technology room requirements and preferred modality) for each of course to be offered in the fall 2020 semester. Academic Affairs will then assign the course to a classroom/laboratory and a scheduled time utilizing these parameters.

a. Modality. Classes may be delivered in single, multiple or blended formats as follows:

- i. All face-to-face.
- ii. All remote.
- iii. Both face-to-face and remote, with the student selecting their modality.
- iv. Both face-to-face and remote, with the student assigned to an alternating modality schedule. For example, MWF – in person; TH – remote.
- v. Remote instruction can be synchronous or asynchronous and can be accessed either on or off campus. For example, a face-to-face lecture can be offered to a portion of the class in a classroom where the instructor is present and to the other portion of the class synchronously in another classroom.

b. Classroom Considerations

- i. Utilization at up to 50% of normal capacity.
- ii. Class size limited to 150 students (HSCC gym set up).
- iii. Every other seat utilized (unused seats shall either be removed or taped off).
- iv. Seating staggered by rows.
- v. Assigned seating.
- vi. Faculty podium separated by six feet; optional plexiglass barrier.
- vii. Single direction in and out.

c. Laboratory Considerations

- i. Stations arranged to accomplish physical distancing via:
 - 1. physical barriers;
 - 2. six foot spacing;
 - 3. reductions in capacity; and/or
 - 4. dividing participation amongst multiple laboratory space simultaneously.
 - ii. It is acknowledged and acceptable that physical distancing between all laboratory participants will not be possible due to the nature of the clinical instruction or research.
 - iii. Personal protective equipment (PPE) shall be provided to, and required to be worn by, students and faculty.
 - d. Block Scheduling
 - i. All classrooms and laboratories shall be assigned to one of three schedules
 - 1. Schedule 1 – 8:00am – 6:00pm
 - 2. Schedule 2 – 8:30am – 6:30pm
 - 3. Schedule 3 – 9:15am – 7:15pm
 - ii. Each schedule shall be divided into eight 75-minute blocks. Each block shall include 60 minutes of instruction time followed by 15 minutes of cleaning time. For classes scheduled for multiple blocks, instruction time will be aggregated at the beginning of the class with cleaning time aggregated at the end. Classes may be scheduled for multiple blocks. Classes scheduled for an odd number of blocks may commence at the start of any block. For example, in Schedule 1 at 8:00am, 9:15am, 10:30am, etc. Classes scheduled for an even number of blocks must commence on the first block or those commencing in two and a half hour multiples from the first block.
For example, in Schedule 1 at 8:00am, 10:30am, 1:00pm or 3:00pm.
 - e. Clinical Instruction. Each program has developed individualized plans for delivering clinical instruction at the Salus Clinics and externship sites.

VI. Events

- a. Academic and social events of up to 25 persons may be held indoors on campus; provided that they are held in a space that can accommodate twice the number scheduled attendees.

Academic and social events of up to 250 persons may be held outdoors on campus.

- b. Masks must be worn at all times during the events and, accordingly, no food or beverages may be served.
- c. All events must continue to be scheduled through facilities in accordance with customary university procedures.

VII. Travel

All Salus sponsored travel is prohibited until further notice.

VIII. Cleaning and Disinfecting

- a. In addition to maintaining pre-existing cleaning protocols, Facilities will clean and disinfect routinely as per the Salus University [Pandemic Cleaning and Disinfecting Procedures](#) developed in accordance with the guidelines issued by the CDC.
- b. Cleaned and disinfected spaces will be identified by green hangtags.
- c. Self-disinfecting solution and paper towels and hand sanitizer have also been placed throughout the Salus Facilities.

IX. 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 individual is to notify the Pandemic Safety Officer and their respective department/academic head. Infected Individuals may return to work in accordance with the CDC's [criteria](#).
- b. Administration will research the Infected Individual's Close Contact on the day(s) they were at Salus Facility. Close Contact is deemed to have occurred with an individual who within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection).
- c. Administration will notify individuals with Close 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 Close Contact and to contact their primary care physician if they become symptomatic.
- d. 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.

X. 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.