



Salus Health Clinics
Protocols for Limited Access and Operations for emergency patients/clients and
during the Yellow Phase of the
Pennsylvania Department of Health COVID-19 Restrictions
(effective May 11, 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/Client – an individual that has an appointment or is present due to an emergency at a Salus Clinic
- f. Escort – limited to one individual from whom a Patient/Client requires assistance
- g. PSR/CSR – a patient service/client 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
- l. Yellow Phase – as defined in the [Process to Reopen Pennsylvania](#).

II. Hours of Operation

- a. Prior to the Yellow Phase, emergency Patients/Clients will be seen by appointment at:
 - i. Pennsylvania Ear Institute – Monday and Wednesday; 9:00 am – 12:00 noon
 - ii. The Eye Institute – Oak Lane – Monday – Friday, 9:00am – 12:00 noon
- b. During the Yellow Phase, Patients/Clients will be seen for walk-in

emergencies and by appointments limited to 50% of full capacity at:

- 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

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/Clients and one Escort are deemed invited to a Salus Clinic for their scheduled appointment or an emergency.
- v. Anyone that has Covid-19 symptoms (i.e., fever, cough, or shortness of breath), should stay home and follow steps recommended by the Centers for Disease Control and Prevention (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 should notify their supervisor. Students staying home due to symptoms should notify their program.

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 and provide a negative response to the Salus screening questionnaire. 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. 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/Clients 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. Patient/Client check-in stations will be utilized and outfitted with a transparent partition. At TEI –Oak Lane every other check in lane will be utilized. PSRs/CSRs will wear medical masks and gloves.
- d. The waiting area will be arranged in rows of forward seating only using every third seat.
- e. Stairwells will be designated for ascent or descent only.
- f. Meetings are strongly encouraged to be held virtually. Meetings of 10 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.
- g. The Café seating area will be arranged in rows of forward seating only using every third seat.

V. Patient/Client Encounters

- a. Each Salus Clinic will establish and follow its own individualized protocols for Patient/Clients visits in accordance with guidelines established by the CDC.
- b. Administration will provide all required personal protective equipment.

VI. 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. 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/Clients currently in the Salus Clinic
 - iii. Reschedule any future impacted Patients/Clients
 - 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.