



Elkins Park Campus  
Protocols for Limited Access and Operations  
during the Summer in accordance with the  
[Process to Reopen Pennsylvania](#)  
(effective June 25, 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 4<sup>th</sup> 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, 8:00AM to 5:00PM. The Learning Resource Center is closed, except for printing on the second floor. Only scheduled classrooms and labs are open. The Café is grab-and-go and cashierless.
- b. 8380 4th Floor Suite – Monday to Friday, 8:00AM to 5:00PM
- 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 before and 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.

- iv. Anyone that has Covid-19 symptoms (i.e., fever, cough, or shortness of breath), should stay home and follow the steps recommended by 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, 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 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.
- iii. Security shall record the time of all Invitees' entrance and departures.

IV. Physical Distancing

- a. All Invitees are to maintain a physical 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. Stairwells will be designated for ascent or descent only.
- d. Elevators will be limited to two people at a time.

- e. Hallway flow will be single forward direction on the right side.
  - f. Meetings are strongly encouraged to be held virtually. Meetings of six people or less may be held in a conference room.
  - g. Scheduled laboratory areas and classrooms may be used by Workers and Students as scheduled; provided that no more than 25 Students are scheduled and physical distancing is practiced. For clinical instruction, personal protective equipment shall be worn.
  - h. The Café is grab-and-go and cashierless.
- V. 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 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.