



Columbia Regional Audiology Safety Plan

Publication Date: May 18, 2020

PURPOSE: To prevent and or reduce the possible spread of COVID-19 while safely re-opening the audiology department July 6, 2020- July 30, 2020 to provide essential services to our DHH students and their families. We are limiting our appointments to only emergency related appointments.

SCOPE: These procedures apply to all audiologists, staff, children, and family members entering the Wilcox building for essential audiology services and appointments.

RESPONSIBILITY: All persons entering the building are expected to follow guidelines set forth in this document at all times.

- Staff: Review rules and guidelines for appointments upon entry.
- Visitors: Comply with rules and guidelines

OPERATIONAL TIMELINE, NUMBER OF STAFF RETURNING TO WORK:

Not more than 4-8 staff members will be in the building at a time, with the majority of time spent separated by rooms. Audiologists will use masks at all times throughout the day, as well as maintain distance from one another. Staff will include:

- 1-2 audiologists
- 1 audiology secretary (if needed)
- 1 custodian
- 1 Administrator

Operations: July 6-July 30, 2020

2-3 days per week depending on level of need

Audiologist Hours- 8:30-2:30

Clinic Hours - 9:00-2:00

Appointment types and priorities

- Appointments will involve shorter contact time, but longer periods between patients to allow for thorough cleaning and dry-times of disinfectants
- Parking lot appointments (for drop off of repairs that do not require in-person clinic appointment)
 - Identified box for equipment - family puts hearing aid/earmolds in box
 - Fix hearing aid, sanitize, and put box back outside
 - Sanitize box after the family leaves
- HA repairs:
 - Drop offs/Loaner Pickups



- Re-tubing earmolds
- Office appts
 - 1 or 2 hour appointments
 - 1 appointment at a time with one child and one parent. Interpreters may be needed.

What qualifies as a necessary appointment

- Serious concerns or changes in hearing
 - Sudden change
- Non-functional hearing equipment
- Loaner hearing aids needed (new fitting birth-5 newly identified hearing loss)
- Earmold impressions as needed due to feedback problems
- *NO routine evaluation or monitoring appointments unless concerns for SUDDEN change in hearing exist*
- *NO hearing aid upgrades*
- *NO new hearing aid fittings*

INSTRUCTIONS:

GENERAL USE AND PROCEDURE

Building will be opened with limited staff, limited hours, limited appointment types, specified use of personal protective equipment, and distancing as much as possible.

Audiologist Entry

- Audiologists will check each other's temperature before beginning the day.

Pre-visit/scheduling by phone

- Asking family if they or their child has experienced fever, cough, or shortness of breath or they have travelled internationally in the last 14 days.
- Asking family to bring their own mask if they can (otherwise masks will be available).
- One adult and one child only (no siblings or other adults to be present during appointment)
- Recommend using restroom before coming to appointment

Entry

- Entry through back door (ring doorbell)
- Call reception if no answer to bell
- Sign in table (also consent to release information to Oregon Department of Health and Human Services).
 - Temperature check - fever reschedule



- *Asking family if they or their child has experienced fever, cough, or shortness of breath or they have travelled internationally in the last 14 days.*
- Sign in Log done by audiologist or secretary (must keep these indefinitely)
 - Name and phone number of each person entering
 - Time of entry
 - Time of exit
- Masks for patient (if older than 5 years) and family
- Remind families of expectations and physical contact limitations
 - Written protocol read aloud to families (copy in audiology room)
 - One accompanying adult with one child allowed. All others will not be allowed in the building (except interpreter).
 - Wear masks at all times
 - Maintain 6' physical distance when possible
 - Limit contact with surfaces and doorknobs as much as possible
 - Sanitize hands upon entering and exiting building
 - If an interpreter is present, go through the above expectations with the interpreter.
- Interpreters
 - Physically present
 - PPE and physical distancing when possible
 - Over phone
 - Conference phone device
 - Over video call
 - Laptop to carry around

Visit

- Audiologist responsibilities
 - Face shield and mask when 6' distancing not possible
 - Wearing gloves at all times when patients are present and during cleaning
 - Change gloves between appointments
 - Gowns or scrubs used over clothing
 - Patient's personal equipment will be sanitized before returning it to patient
- 2 weeks supply of PPE on hand at all times
- Audiologists will keep appointment times as short as possible and limit time in small rooms

Exit

- Audiologist
 - Open doors for leaving family
 - Sign out family
 - Note time exiting



- Families
 - Sanitize hands before exiting
 - Single Stall Bathroom, audiology sink, or hand sanitizer

Cleanup

- All contact surfaces wiped down
 - Anything touched by family or provider:
 - Meeting Table/Chair in main area
 - Table/Chair in sound booth
 - Any equipment used
 - Toys in the booth
 - Tymp machine and table/chair
 - Bathroom sink and towel dispenser or audiology sink
 - Allow appropriate drying time

MONITORING:

1. Sign in sheet will be available to verify daily access to the building by users other than custodial staff. Custodial staff will be notified of rooms and areas occupied during each day.
2. Routinely clean and sanitize properly. This will be dictated by access and use of your facility.
3. Take corrective action as necessary.
4. Follow-up as needed.
5. Check and stock essential supplies as needed.
6. Report any known cases to Oregon Department of Health for contact tracing

CORRECTIVE ACTION:

1. Report any known breach in protocol as soon as possible to supervisor(s).
2. Retrain any employee found not following the procedures in this Safety Plan.
3. Assess fellow employees for signs of illness and report immediately to the Facilities Manager.

QUESTIONS AND CONCERNS [this section remains - if the plan is for a group not maintained by PPS, this section should be updated to the appropriate individuals for questions/concerns.] Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.