



## **Organization Wide Emergency Plan**

Presbyterian Ear Institute values the staff, clients and families we serve in our efforts to mitigate the lifelong effects that hearing loss has on individuals. We strive to provide best practices in Early Intervention, Listening and Spoken Language Education, Audiology and Speech Pathology. However, we recognize that certain world-wide or local events can preclude the normal delivery of our services. In order to provide predictability and structure for our students, families, clients and staff, PEI has designed procedures and protocols to guide service delivery under various circumstances.

There are four designated Levels of Emergency. These levels are activated in order to achieve the things we hold dear:

- 1) The health and safety of our clients, students, and their families, as well as our staff and their families
- 2) The progress of our students in pursuing Listening and Spoken Language, healthy development, and pre-academic/academic skills
- 3) Continuity of services, including the ability to continue business practices, within the stated restrictions of our state and local communities

It is the responsibility of the Executive Director to designate the Level of Emergency necessary to meet the needs of the organization, and to move between them as appropriate. Start dates for each level should be clearly stated, along with projected end dates. End dates can be altered by the Executive Director as necessary relative to the state and city guidelines. A change in levels could be initiated by a natural disaster, location specific physical emergency (e.g. a gas leak, water main break, fire), a localized health concern (e.g. restrictions from the NM Department of Health), or for internal reasons (e.g. staff or student with a significant health concern, local flu outbreak). With all levels, the Executive Director reserves the right to make modifications based on the type of emergency.

Level 1: Sanitation

Level 2: Protection/Separation

Level 3: Distance Service

Level 4: Closure



### **Level 1: Sanitation**

The following guidelines are for all staff members:

- Have additional anti-bacterial (bleach) wipes and sprays available in each room (classroom, play spaces, and therapy room). Offices may share wipes, if needed. Wipe down of common surfaces designated two to four times a day in class areas and between each client in therapy/ audiological visit.
- Additional hand sanitizer available in each instructional space, with hand washing or hand sanitizer to be used frequently and between each client.
- Toys stored in plastic containers if possible, removed when mouthed or otherwise contaminated, sanitized weekly.
- Students and staff closely monitored for early symptoms, isolated immediately
- Common spaces wiped down at least twice a day

\*\*For those in Early Intervention (parent coaching), contact with the family should be made prior to the visit to pre-check symptomatic families; reschedule or cancel sessions as necessary.

### **Level 2: Protection/Separation:**

This Level includes all of the restrictions in Level 1 and the following:

- Students and staff will be screened re body temperature on arrival. Those with a body temperature above 100.4 degrees will not be admitted. Students should be screened for temperature (without any medications) before entering the building, as if they do not pass temperature screening they will have to return home.
- Family members dropping off / picking up their child for school must wait outside and a staff member will walk the child inside/ outside.
- Prior to Speech Therapy/ Audiology appointments, families will be notified by their therapist or Front Desk that no more than two adults can attend an appointment with a child
- Symptomatic children and staff required to have doctor's clearance to return
- School schedule may be altered by Principal or Executive Director, including drop-off and pick-up procedures
- Additional spacing between students during group activities, increase small group instruction
- Stagger or split recess groups, restricted by class (alternate schedules)
- Distance children during lunch, or eat in classrooms



- Adults wear masks and gloves and students/ clients (over age 3) wear masks during therapy/ audiology visit (This provision can be suspended situationally by mutual decision between staff and Director)
- All toys sanitized between use, stored in plastic bins
- Common spaces cleaned between use
- Some spaces may be closed or restricted by Executive Director
- Events and enrichment involving outside support may be postponed or cancelled
- Visitors and volunteers must be cleared by Executive Director.

**\*\*For Early Intervention (Parent Coaching)**

- 1) Therapist may request sessions to be conducted at PEI or remotely as an alternative with Director's approval. If provided on site, Therapist must follow all restrictions as written above.
- 2) Therapist may request only one family member participate in the session.
- 3) Therapist must wear mask and gloves (This provision can be suspended by mutual decision between staff and Director)

**Level 3: Distance**

This Level pertains to all employees:

- Students are restricted from entering the building for any service provision
- Staff are allowed to enter the building to obtain materials, access services, or participate in required meetings in order to promote their job functions. Social distancing should be followed as stipulated by the NM Department of Health.
- Common spaces and equipment cleaned after every use.
- All services provided via distance provision as stipulated below from either staff home or PEI.
  - a. Speech-Language Pathology: The number of minutes specified in the IFSP, delivered live via HIPAA compliant platform, one-to-one in a coaching model with parents or immediate caregivers.
  - b. Teachers: Provide materials to each of our families at least weekly via mail or pick-up at PEI, recommend home activities, and on-line resources. It may also include recorded classroom activities (reading books, conducting "circle time", specific directions for snacks and other language activities) that are accessible for families to use during the most appropriate times that are functional for them. Teachers will attempt at least two direct contacts per week with each family to support them in carrying over the listening and spoken language techniques needed to be effective. This may include large or



small group sessions or individual sessions. In cases where families cannot access that technology, contact Principal or Executive Director for support.

- c. Audiology support to troubleshoot amplification equipment as needed.
- d. SLPs and teachers may co-treat when needed to provide coordinated explanations and family support.
- All services provided must be documented according to specifications from Executive Director and Billing.

#### **Level 4: Closure**

Under certain circumstances it may be necessary to close the building, keep the building open but close school services, or close specific programming (ie. preschool but not early intervention). Program closures will be announced via pre-arranged channels with email, GroupMe, Brightwheel or text as necessary.



## Addendum to Emergency Plan

### COVID-19 Staff Requirements as of 5/11/2020

Because COVID-19 is highly contagious, additional requirements to the Emergency Plan will be implemented. Guidelines from the CDC and the State of NM were used to create our plan with three major goals: reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment. While the Occupational Safety and Health Administration (OSHA) states that “most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment,” PEI will err on the side of caution and implement the following mitigation strategies as a way to meet the goals stated above. These requirements of the staff may be amended by the Executive Director as more information is made available.

- Staff will take their temperature prior to arriving at PEI. If temperature is greater than 99.5, then stay home. Staff will be required to use sick leave/PTO. Be aware of other signs and symptoms including shortness of breath, cough, and loss of sense of smell or taste.
- Staff will need to wear a mask in any common area (i.e. hallways, workroom, multipurpose room, etc). A face shield or mask should be used when working with a client.
- It is recommended that staff that engages with clients wear gloves. Gloves should be changed between each client.
- One-way traffic flow will be instituted, with the south stairwell going upstairs and the north stairwell going downstairs. Staff should use the stairs whenever possible and allow for clients to use the elevator.
- Social distancing for clients will be designated in the waiting room with an “X” marked at a distance of 6ft. Other requirements for clients are listed in the document titled “COVID-19 Patient Precautions,” including temperature screens and masking.
- No more than 2 people may be in the workroom/lunchroom, including during lunch at which time staff members will need to be seated 6ft apart.
- Sanitization: Scheduling of clients will include 15 minutes between the end of one appointment and the beginning of another to allow for disinfecting of work spaces as outlined in the Emergency Plan. In addition to the requirements set in the Emergency Plan, each employee will take turns every hour wiping down the bathroom faucet handles, toilet handle and door knobs.
- Speech therapy clients will be given the choice of tele-therapy or in-person therapy. Therapy plans must be adhered to and progress towards goals must be demonstrated and documented. Billing sheets must be submitted by EOB everyday without exception. Audiology appointments will be face-to-face appointments as tele-work is not a viable option at this time.

As always, please be sure to wash your hands for at least 20 seconds, cover your coughs and sneezes, and stay home if you are sick.



## CDC Recommendations for Coping with Stress

**Older people** and **people of any age who have serious underlying health conditions** are at higher risk for severe illness from COVID-19. These conditions and situations may result in increased stress during this pandemic. Fear and anxiety can be overwhelming and cause strong emotions.

Things you can do to support yourself:

- **Take breaks from watching, reading, or listening to news** stories and social media. Hearing about the pandemic repeatedly can be upsetting.
- **Take care of your body.** Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- **Make time to unwind.** Try to do some other activities you enjoy.
- **Connect with others.** Talk with people you trust about your concerns and how you are feeling.
- **Call your healthcare provider if stress gets in the way** of your daily activities for several days in a row.
- **If you, or someone you care about, are feeling overwhelmed** with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others call
  - 911
  - Substance Abuse and Mental Health Services Administration's (SAMHSA's) Disaster Distress Helpline: 1-800-985-5990 or text TalkWithUs to 66746. (TTY 1-800-846-8517)

# PEI 1st FLOOR PLAN with FLOW OF TRAFFIC ARROWS



DATE	5/5/2020	SCALE	1:48
DRAWN BY	SEEMA LA GREE	PEI – FIRST FLOOR DATA PLAN	
DESCRIPTION			

X	117' 0" x 147' 0" in.
Y	117' 0" x 147' 0" in.
UNIT	117' 0" x 147' 0" in.
AREA	117' 0" x 147' 0" in.
PERIMETER	117' 0" x 147' 0" in.
SIZE & POSITION	117' 0" x 147' 0" in.

DATE	5/5/2020	SCALE	1:48
DRAWN BY	SEEMA LA GREE	PEI - SECOND FLOOR DATA PLAN	
DESCRIPTION			

PEI 2nd FLOOR PLAN with FLOW OF TRAFFIC ARROWS

