**Norma and William Grosjean Clinic COVID-19 Policies and Procedures**

**In an effort to maintain the safety of all students, clients, guests, faculty, and staff the following policies and procedures will be instituted within the Grosjean Clinic throughout the time necessary to manage the COVID-19 pandemic. We appreciate everyone’s cooperation and understanding in keeping us all safe and healthy.**

**Please note that policies and procedures may change in accordance with current state requirements and guidelines.**

**The policy will be shared with student clinicians in written and video/face to face format prior to their return to the clinic space.**

**A written copy of the procedures will be posted in the clinic waiting area and a copy provided to clients who will be scheduled for services.**

**The policy will be posted on clinic blackboard sites and the Grosjean website.**

**Clinic Clients:**

* **Client arrival and departure**:

**One** parent/guardian/caregiver may enter the building with a client receiving services. The caregiver may stay in the waiting area at non peak times in the clinic. After 3:00 at busy times the caregiver may be asked to wait in their vehicle. This will allow us to limit individuals in the clinic and maintain proper social distancing.

If the caregiver does not wish to enter the building, they may call the clinic upon arrival and the clinician will come out and get the client.

At departure one caregiver may come in to pick up their child or the clinician will bring the child to the car.

* **Waiting room social distancing and safety**:

The furniture in the clinic waiting area has been configured to allow social distancing for a limited number of individuals.

The magazines and toys have been removed from the waiting area.

After clients/family have left the clinic the contacted furniture will be disinfected by the clinic receptionist.

* **Screenings**:

Clients and caregivers will be asked basic screening questions upon entering the clinic each day. These questions will also be asked of clients when calling to set up a therapy session.

* + Have you or anyone in your immediate household had a fever of 100 degrees or greater in the past 72 hours?
	+ Have you or anyone in your household had a cough, shortness of breath, chills, sore throat, diarrhea, nausea, or new loss of taste/smell in the past 72 hours?
	+ Has anyone in your household tested positive for COVID-19 or were knowingly exposed within the last 2 weeks?
	+ Do you have a COVID-19 test pending?
	+ *An individual answering “yes” to any of these questions will not be allowed to advance further into the clinic or receive services face to face until the situation is resolved. Follow-up with the appropriate clinic coordinator will occur.*

**Temperature Tracking**:

* + All clients as they arrive will at the clinic will have their temperature taken by the clinic receptionist using a touch less digital thermometer. A reading of 100 degrees or higher they will not be permitted to remain in the clinic or return until the fever subsides.
* **Masks:**

All clients, client family members, and other visitors will be required to wear a mask or face shield while in the clinic. Masks for children age 2 to 4 are optional, age 5 and up mandatory. Clients are encouraged to bring their own face mask or face shield to the clinic. We have a few masks for those that don’t bring their own but will charge a $1.00 fee for repeated requests.

Masks may be removed during therapy sessions if the individuals are seated at least 6 feet apart; the clinician and/or the client wears a face shield; or both parties are sitting on either side of a Plexiglas barrier. (The latter two instances relate to the speech pathology students as certain therapy requires visualization of the oral articulators.) The face shields and barriers are provided are provided to the CD student clinicians. Face shields are not provided to clients.

* **Observations**:

***No parents or outside clinical staff will be allowed in the observation halls. Only supervisors or students allowed as proper social distancing is not possible.***

**Clinic Students, Staff, and Supervisors:**

* **Masks**:

At this time ***all*** individuals entering the clinic should wear a face mask/shield. Individuals need to have their own mask. The clinic will provide a disposable mask if an individual forgets their own but only on a limited basis. Masks may be removed during therapy sessions if the individuals are seated at least 6 feet apart; if the clinician wears a face shield; or is sitting behind a Plexiglas barrier. (The latter two instances relate to the speech pathology students as certain therapy requires visualization of the oral articulators.) The face shields and barriers are provided to CD students.

* **Temperature and Symptom check**:

All students, supervisors, staff will complete the daily ISU COVID-19 survey before leaving home for campus. If the individual is cleared with a green check they may come to campus and enter the clinic area. If they are not cleared, they are directed to contact the clinic area coordinator before coming to the clinic.

Rowe Center Clinicians will be required to upload their “cleared” email to their clinic blackboard course for proof of completion.

* **Gloves**:

Gloves are available in the clinic kitchen and in the therapy room closets. Gloves should be worn when anticipating contact with a client’s mucous membranes, assisting with cleaning a child’s face, and when cleaning contaminated items.

Further information regarding gloves and handwashing can be found in the Clinic Universal Precautions Document which is available on the Grosjean Blackboard site.

* **Therapy room cleaning**:

Student clinicians will wipe down the table, chairs, light/camera/audio switches, dry erase markers, cabinet, and door handles when exiting the therapy room after each session. Spray disinfectant/wipes and paper towels are kept in the therapy room closets.

Each room is also equipped with hand sanitizer.

Students will wash their hands before and after each session.

 Proper handwashing procedures are posted in the clinic bathrooms.

Clinic sessions may be shortened to 45 minutes to allow taking client to car (if needed) and for additional cleaning. Check with your clinic coordinator for specific session length instructions.

* **Therapy Materials and Toys**:

All therapy materials must be cleaned and disinfected before returning them to the materials and toy rooms. Items that cannot be easily disinfected (such as stuffed animals) should be avoided at this time.

* **Computer Lab/ Phones:**

Students and supervisors will clean any phones, computer keyboards, mouse, or other equipment that they use while in the clinic.

* **Materials room:**

In order to minimize possible contamination, students (with the exception of clinic graduate assistants) should not get or return files or test kits from the drawers or cabinets. The materials room worker should retrieve materials for the students and wipe off files and tests kits before returning them to the drawers and cabinets.

* **Common Areas:**

Kitchen, mailbox room, conference rooms, and classroom: Individuals using these spaces need to wipe down any surfaces touched before exiting the area.

Students and supervisors will also be asked to space themselves appropriately when sitting in common areas doing their work or in meetings. A mask or face shield is required.

* **Clinic Access:**

Clinical students will be asked to do their necessary work within the clinic spaces and then leave the clinic rather than using the clinic as a hang out. This will limit the number of individuals within the clinic.

**Clinic Student/Staff/Supervisor Illness**:

 If you are experiencing any of the following please do not come to the clinic:

 New cough

 Shortness of breath or breathing difficulty

 Fever of 100 plus degrees

 Chills

 Muscle pain

 Sore Throat

 New loss of taste or smell

 Gastrointestinal issues- nausea, emesis, diarrhea

* Students contact your clinic coordinator immediately for further direction

**Custodial Support:**

Overnight we will need custodial support to clean and disinfect the following clinic areas:

* 3 bathrooms (this is already done by custodians)
* Waiting area (this is already done by custodians)

**ISU Contact for reporting exposure/illness**

Faculty and staff will contact the department chair Chris MacDonald (812) 237-2832 | Chris.MacDonald@indstate.edu and Human Resources (812) 237-4114

ISU-HumanResources@mail.indstate.edu

Students will contact Student Affairs <https://cm.maxient.com/reportingform.php?IndianaStateUniv&layout_id=23>.  They may also call:  **812-237-3829**.

**Cleaning Supplies:**

 The clinic will supply:

* Hand sanitizer
* Gloves
* Disinfectant wipes
* Cleaning spray
* Paper towels
* Soap and water in the restrooms
* Basic first aid supplies
* Plexiglas barriers for the 8 rooms used by the RCCD
* Face shields for the CD students

Individuals are strongly encouraged to bring their own hand sanitizer and disinfecting wipes so it is always available.