**Comprehensive Dentistry COVID-19 Protocols**

The following updates to our Standard Precautions will be used during time of heightened regulations to best protect our team from and prevent the spread of COVID-19 and all other pathogens while providing dental services.

The following best practices are based on the most recent information available from the CDC, ADA, MDA, ADHA, medical and scientific leaders and other governing bodies.

Guidelines are likely to change as new information is available. **We will remain on the cutting edge of dental safety.**

Just as we strive to ***go the extra mile*** in all that we do at Comprehensive Dentistry, **these guidelines exceed the current requirements** so that our team and patients can be confident in their safety in our office.

1. **Updated Safety Supplies, PPE and engineering controls added to office**
   1. Certified kN95 masks
   2. Disposable gowns and/or office supplied gowns to be laundered or autoclaved.

Laundry will be done daily in order to ensure we always have what is needed. Team members will write their name on the tag of their clothing being laundered at work (i.e. pants and undershirts). Shoes must remain at work.

* 1. Face Shields
  2. Extra-oral Suction Systems- Can’t get them, will get permanent solution ASAP
  3. Enhanced Air filtration:
     1. Full office Air purification using 2 separate 5 stage systems including HEPA filtration and UVC light were promised mid-May and we are still waiting for Benco to deliver.
     2. Operatories: individual Air purifiers with multi-stage HEPA filtration with enough strength to filter rooms more than twice the size of each Op.
     3. Central air: Additional filtration and UVC Light disinfectant will be added ASAP.
  4. We have obtained a new cleaning solution that is certified by OSHA to kill COVID-19 and all pathogens
  5. Large stock of hand sanitizer
  6. Acrylic protective barriers at the front desk and check out (with supplies to make more if needed)

1. **Team member health**
   1. Our team members health is our number one concern
   2. Any team member with symptoms of illness including cough and fever will be expected to stay home until they are symptom free (off of anti-pyretics) for >24 hours.
   3. Team members with any family members who test positive for COVID-19 are able to work as long as they are symptom free and their family member is able to self-isolate.

**CDC Protocol If someone gets sick** - Anyone who has spent a considerable amount of time (greater than 30 mins within 6 feet in the past 48 hrs. of person confirmed to have COVID-19) may still come work as long as they do not have symptoms (Temp >100.4 or cough).

1. **Personal Care and hygiene by team members**
   1. Hand washing or hand sanitizing upon entering new area and when entering or leaving an operatory.
   2. No loose hair: Hair to be held back and out of face
   3. All male team members who wear (K)N-95 respirators must be clean shaven in order to obtain a seal on respirators.  No beards, goatees, mustaches or any type of facial hair.
   4. Minimal face makeup for clinical staff (to prevent soiling of kN95 masks)
   5. Practice as much social distancing as possible
   6. Team members will change into work clothes (scrubs or suit) in 5401 in designated changing areas if desired (Recommended).

Employee check in will be in 5401. Team members will be required to be at work 15 minutes prior to scheduled huddle in order to have their temperature taken, get changed into scrubs or suit, clock in, prepare for their day of patients and gear up in PPE. If volume of patients necessitates, the huddle station can be moved down to 5401 to make additional waiting area in 5417. Employees should take any breaks in 5401 or their car to ensure they are 100% backstage and able to have social distance.

* 1. Upon arrival, team members must change into a different pair of shoes that must remain at work.

1. **Facilities cleaning and disinfection (in addition to usual cleaning protocols)**
   1. Front desk and common areas to be wiped down and logged hourly
   2. Regularly wipe down surfaces, keyboards, phones, etc. (Beginning and end of shift and as needed)
   3. Operatories: Wipe and wait per current protocols
      1. All exposed surfaces and any surface touched (sink, soap, etc.)
   4. Full office cleaning 2x per day (shift change and end of day)
   5. Every morning, Operatory air purifiers are to be turned on and remain on all day
2. **Entering the office**

\*Only team members, patients, guardians or translators will be allowed into the office\*

* 1. Team
     1. All team members will enter 5401 with minimal personal belongings.
     2. Temperature Checks and questionnaires will be done for every team member, every shift and logs will be kept.
     3. Hand sanitizer inside door is to be used
     4. Personal belongings including cell phones to be placed in lockers
        1. Cell phones cannot be on your person at any time outside of designated break times
        2. Thoroughly wash hands after putting personal belongings away

In lockers

* 1. Patients
     1. Patient to stay in car and text/call front desk upon arrival, temperature taken and health screening done while patient is in vehicle with mask on.
     2. When confirmed that operatory is ready, front desk patient liaison reply to patient to approach front door and open for them (mask on)
     3. Hand sanitizer and mask offered to patient if not already on
     4. Liaison escorts patient to their assigned operatory and hand off to clinical staff
  2. Deliveries
     1. All large box deliveries placed on the floor in sterilization and unboxed ASAP while wearing gloves
  3. No sales reps or other individuals are allowed into the office without prior authorization by Bill, Kelsey, or Paige.
     1. Temperature taken
     2. Hand sanitizer and masks offered
     3. The front door will remain locked at all times until we know how things go so that front desk team member will not be overwhelmed.

1. **Requirements while in the building**
   1. Masks for all team members
   2. Masks for individuals not being treated (ex: parent of child pt; delivery driver)
   3. All individuals entering building will have Temperature taken
      1. Anyone with temp 100.4 degrees or higher will be asked to leave and not return until >24 hours symptom free
   4. Patient’s personal belongings must remain in their car or on the chair in the operatory
2. **PPE Usage Protocols**
   1. What
      1. Clinical
         1. Clinical staff to wear clean scrubs and green gown (white for doctors)
            1. Gowns may not leave the premises
            2. One pair of shoes for work must remain at the office in the designated area.
         2. Office provided green/white or disposable gowns one per team member per day unless soiled
         3. Head covers, provided by office, to be worn over all hair (if you would like to bring a fabric head covering, it must be approved by Bill
         4. One kN95 mask will be issued per team member
            1. It is your responsibility to keep it clean and in good condition.
            2. Handle with clean hands on external edges
            3. Write initials on inside
            4. To be worn during aerosolizing procedures
         5. A disposable surgical mask (level 1) will be worn over kN95 to protect it
            1. Dispose of outer mask after any aerosolizing procedure
         6. Face shields or goggles with side shields to be worn in addition during aerosolizing procedures
         7. Each clinical team member will have a face shield and surgical mask when not using KN95
         8. Earpiece to be worn under gown with sentinel button able to be pressed under the gown
      2. Administrative
         1. One cloth face mask (or level 1 mask) provided to remain at work.
   2. Face protection during aerosolizing procedures: either of the following (i or ii)
      1. kN95 mask covered by outer disposable mask and face shield (or goggles with side shields)
      2. Level 2 or 3 mask with level one mask over and face shield or goggles
   3. For non-aerosolizing appointments/procedures
      1. Surgical mask is appropriate (adjusted for better fit)
      2. Encouraged to utilize rubber band custom frame seal (see sources)
      3. Wear 2nd disposable mask over to protect a level 3 mask
   4. How worn and stored
      1. Order of putting on clinical PPE
         1. Clean scrubs
         2. Headsets with button attached on scrubs
         3. Head/hair cover
         4. Gown
         5. Eyewear or Loupes
         6. kN95 mask
         7. Disposable mask
         8. Face shield (if being worn)
         9. Gloves
      2. Headset to be kept on during all working hours
         1. If removed at lunch or end of day wipe down exposed pieces
      3. Head covers to be kept on during all working hours
      4. Gowns: to be worn in operatories and clinical area only.
         1. Remove if going to clean area
         2. Staff to wear gowns when sterilizing
         3. Dispose or place in laundry
            1. When visibly soiled
            2. At end of day
      5. Loupes and eye wear on straps
         1. Spray with disinfectant or alcohol spray between patients if needed
         2. Store in clean bag in personal locker
      6. N95 or kN95 masks
         1. It is the team member’s responsibility to keep masks clean, and in good repair ***they are extremely difficult to obtain***.
         2. No makeup under mask
         3. Put on with clean hands; do not touch with dirty gloves
         4. Keep on during all aerosolizing procedures
         5. If taken off, hang with gown
         6. End of day: use UVC light to clean and leave in your designated spot.
         7. If it becomes soiled or no longer able to get a seal, you must contact Paige, Bill, Alexa or Kelsey to obtain a new mask.
3. **Patient Protocols for appointments**
   1. Arrival:
      1. Wait in car and call upon arrival
      2. Front desk liaison will reply to patient to wait in car and temperature taken and questionnaire done in car (If >100.4F, patient must be rescheduled).
      3. When confirmed that operatory is ready, front desk patient liaison reply to patient to come to front door and open it for them.
      4. Hand sanitizer given, and mask given if patient has none at front desk
      5. Complete any patient paperwork on Ipad
      6. Liaison escorts patient to their assigned operatory and hand off to clinical staff
   2. In Op:
      1. When ready to begin aerosolizing procedure then need kN95 and/or face shield
      2. Appointments as normal
   3. Dismissal:
      1. Complete as much as possible in op: Financials, collecting money, scheduling next appt, any referrals, etc.
      2. Radio and get approval to bring patient to front office
      3. Clinical staff wash hands in op
      4. Check out, if needed, at front desk
      5. Patients can come and go through alternate doors. We will continually evaluate the volume of patients and when necessary, we will determine how to use alternate entrances to keep social distancing.

**Resources**

American Dental Association (ADA) Return to Work Toolkit <https://success.ada.org/~/media/CPS/Files/Open%20Files/ADA_Return_to_Work_Toolkit.pdf>

American Dental Hygienists’ Association (ADHA) Interim Guidance on Returning to Work

<https://www.adha.org/resources-docs/ADHA_TaskForceReport.pdf>

Centers for Disease Control and Prevention (CDC) Coronavirus Disease 2019 (Dental Settings)

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/dental-settings.html>

Custom Rubber Band Surgical Mask Fitting (similar protection to N95 when done with Level 3)

<https://youtu.be/CVjGCPfRwUo>

**Going the Extra Mile for Your Safety!!**

Homedics Medium Room Air Purifier

<https://www.homedics.com/air-quality/air-cleaners/true-hepa-medium-room-air-purifier-1.html>

Custom mask frames (still working on sourcing the 3D scanning work)

<https://bellus3d.com/solutions/facemask.html>