



# COVID PREPAREDNESS PLAN

(Land of Lakes Endodontics)

## OBJECTIVE

The purpose of this document is to demonstrate the additional precautionary measures in place within our practice to assist in the safety of the both the dental team and patients to mitigate the spread of SARS-COVID-19.

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# COVID Preparedness Plan

## 1. Overview and importance

The purpose of this document is to demonstrate the additional precautionary measure in place within our practice to assist in the safety of both the dental team and patients to mitigate the spread of Covid-19. All protocols implemented comply with standards as outlined by Minnesota State Board of Dentistry.

## 2. Baseline OSHA/Infection control

- a. We are staying up-to-date on ever changing policies and procedures as mandated by the American Dental Association (ADA), Minnesota Dental Association (MDA), Minnesota Board of Dentistry, the U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) and MN OSHA.
- b. Compliant with OSHA/Infection state and federal guidelines.
- c. Continue to collaborate with staff effective means of communicating important COVID-19 protocols and actions being taken to prevent CoVID-19 exposure through routine meetings, postings, and start-day-of reminders. Including COVID-19 Illness symptoms, methods of transmission, proper hand hygiene, respiratory etiquette and other safeguards to prevent exposure.
- d. Post a copy of COVID-19 Preparedness Plan

## 3. Pre-appointment screening process

- a. COVID screening process - during confirmation of appointment (day before).
  - i. Document attempts to pre-screen in chart – if unsuccessful screen in office.
  - ii. Treatment will be based on clinical judgements and evaluating:
    - Patients Medical History
    - Risk Factors
    - Geographic incidence of COVID-19 in area
    - Availability of PPE including N95, gowns, face shields, gloves (nitrile).
    - Overall health and risk to patient if treatment is delayed any further.
- b. Office policies related to COVID-19 and additional screening of
  - i. Delivery
    1. Electronic – have patient complete paperwork online and bring in to office at time of appointment.
    2. Require patients and visitors to arrive wearing masks. If they arrive without masks, we will provide them.
  - ii. New office policies
    1. Ask patient to take picture of front and back of insurance card and send into office prior to their appointment
    2. Limit # of companions unless necessary
    3. Temperature will be taken at the office
    4. Goal is to get patient back in operatory right away. If not possible, notify patients to maintain social distancing while in the waiting area.

#### 4. Front Office/Waiting room

- a. Access of hand sanitizer as patients enter or require hand washing prior to entry.
- b. Check-in with temperature
  - i. Temperature over 100.4°F, wait 30 seconds take again
  - ii. If temperature is still high, patient will be asked to reschedule and see medical doctor.
  - iii. COVID -19 Disclosure Form-patient sign and date. If patient answers yes to any questions, may ask patient to reschedule appointment.
  - iv. COVID-19 Acknowledgement of Risk Form-document and sign.
- c. Entry way/waiting room
  - i. De-clutter: All toys, reading material, and communal objects removed.
  - ii. Seating 6 feet apart for social distancing; wiped down with disinfectant between patients.
  - iii. Doors propped open.
  - iv. Tissues available with trash cans.
  - v. Hepa filtration utilized
- d. Hardware:
  - i. Headset available to replace phones (limit touch)
  - ii. CC terminal for patient use – skip signature
- e. Handles and touchable surfaces sanitized on a regular schedule with an approved surface cleaner that meets EPA's criteria for use against SARS-CoV.
- f. Pens at front : disinfected after each use. Container provided for disinfected/clean pens and a container for used/dirty pens.
- g. Placement of plexiglass between the front office and check out desk.
- h. Front desk staff provided level 3 masks and nitrile gloves during patient interactions.

#### 5. Chairside – clinical plan

- a. Start of appointment
  - i. Informed consent
  - ii. Review med history and ensure that pre-screening questions were asked
- b. Operatory
  - i. Paperwork kept to minimum within the operatory.
  - ii. Keyboard covered with disposable plastic wrap or disinfected between patients.
  - iii. HEPA filtration in every operatory.
- c. Providers and patients
  - i. Limit operatory access to the patient only. Supply a mask and shield to individuals who accompany the patient.
  - ii. No hand-shaking or physical contact with patient.
  - iii. Keep staff level in operatory to a minimum.
- d. PPE pre-entry into the op
  - i. PPE protocol
    1. \*N95 with level 3 mask over OR level 3 with face shield
    2. Disposable gown worn at all times in operatory and discarded after each patient.
    3. Boot covers – only if shoes are cloth or cannot be disinfected
    4. Gloves (nitrile)
    5. Proper donning and doffing will be practiced
    6. Eye protection (goggles or face shield)-Disinfect between patients
  - ii. Wash hands and glove in operatory

- e. Aerosol reduction plan for Doctor op
    - i. Rubber dam, HVE
    - ii. Patients rinse with a solution of 1-1.5% hydrogen peroxide for 1 minute prior to exam and treatment
    - iii. Air purifiers with HEPA - high efficiency particulate air filtration in each operator
  - f. Use of nitrous oxide: use disposable nasal hood; tubing should either be disposable or reusable and sterilized per manufactures instructions.
  - g. Maintain waterline shock schedule: tablets per manufacturer's instructions
  - h. Clinical float
    - i. Availability
    - ii. Job responsibilities
  - i. Post op instructions as usual plus: ask patient to report any symptoms or positive tests of COVID-19 within the next 14 days directly to the office
6. Implement Basic and Universal Infection Prevention Measures
- a. Basic hand hygiene- Clean hands thoroughly (see handwashing handout)
    - i. Upon entrance into the workplace
    - ii. Before and after any contact with patients
    - iii. After contact with contaminated surfaces or equipment
    - iv. After removing PPE
  - b. Encourage staff to stay home if they are sick
  - c. Follow existing OSHA Bloodborne Pathogens Standards
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7. Housekeeping
- a. Fully clean and disinfect work area equipment and common areas using EPA registered disinfectants to sanitize surfaces.
  - b. Increase frequency of cleaning
  - c. Follow CDC guidance on cleaning and disinfecting dental office, see [www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html).
8. Recommendations for our dental team/Employee Screening
- a. Before coming to work
    - i. Take temperature and call the office if you or a household member are experiencing symptoms; cough, sore throat or fever. Stay home.
    - ii. Remove watch, jewelry, scarves, headbands or any clothing accessories that are not necessary for use at work
    - iii. Isolate phone in zip lock bag to discard at the end of the day
    - iv. Bring lunch in disposable packaging if possible
  - b. At work
    - i. Take temperature and conduct health screening of all staff to assess for signs and symptoms of CoVid-19. Enter in log sheet (attached).
    - ii. Staff will not work while sick. If during the workday they develop signs or symptoms of illness they should leave the office.
    - iii. Change into scrubs and work shoes preferably plastic with ability to disinfect
    - iv. Use PPE as outlined above and applicable to position.
    - v. Keep cell phone in personal locker area and direct any emergency calls to the office
  - c. Training for N95/KN95 use
    - i. Ensure training and masks properly fitted, staff will watch training provided in videos from 3M related to N95.

See <https://www.osha.gov/memos/2020-04-08/expanded-temporary-enforcement-guidancerespiratory-protection-fit-testing-n95>.

Land of Lakes Endodontics will use N95 or KN95 masks for aerosol generating procedures and employ MDH and CDC PPE preservation methods whenever possible. Non-aerosol generating procedures can utilize a face shield and surgical mask.

- d. After work
  - i. Remove scrubs and shoes
    1. Disinfect shoes – leave at work
    2. Leave and launder scrubs OR take home in washable sealed bag