**Team Considerations**

1. ANY EMPLOYEES THAT TESTS POSITIVE:
   1. If the employee is in the office when we receive a positive result- we will swab them again and then send home until we receive results. .
      1. If the 2nd test contradicts the first test result: then employee will come in the next morning for a 3rd test. The employee will remain in their vehicle and the doctor will come out to the car to retest.
   2. If employee is out of the office when we receive their positive results and they cannot be retested we will need to follow the mandatory quarantine guidelines. The employee does have the option to seek a send test on their own from their own physician.
   3. QUARANTINE GUIDELINES –A MINIMUM OF 14 DAYS OR UNTIL THEY ARE ASYMPTOMATIC FOR AT LEAST 3 DAYS WITHOUT MEDICATION- WHICHEVER IS GREATER.
2. HR will retrieve the results from the portal and upload the results into the employees confidential file.
3. HR will immediately inform the employee directly and will issue the COVID Acknowledgement form. Once we receive the signed form, HR will notify affected team members and the immediate supervisor of the COVID positive employee.
4. The office manager will compile a list of patients affected using the Patient Notification Log.
5. The manager will contact each affected patient to make the notification using our notification script. *Please note a minimum of 3 attempts using all disclosed phone numbers must be made within 24hours.*
6. All attempts and notifications must be documented in the patients office journal in Dentrix.
7. After all documentation has been made and contact attempts have been made, the managers will send the completed Patient Notification Log to HR for confidential storage.
   1. HR will store the completed Patient Notification Logs in Central HR.
8. Clean and disinfect environmental surfaces in the dental facility according to the guidance outlined in the CDC’s Interim Infection Prevention and Control Guidance for Dental Settings During the COVID-19 Response.

**For 14 days from the collection date of the positive test result:**

1. The unaffected / asymptomatic team members will participate in SEMIWEEKLY testing (MON/THURSDAY) at TDCC or CDM and keep the Manager informed of any symptoms. \*\*This will be extended if any team member tests positive.

This instance- Use code Z20.828 on lab form.

1. Temperatures of team members will be monitored and documented hourly throughout each work day.
2. All team members will wear a level 3 mask at all times while at work. It will only be removed for screening, eating or drinking.
3. Strict social distancing among team members should be followed whenever feasible.

**Required Notifications**

1. Management will contact patients who may have had close contact\* with the COVID-19 positive individual to determine whether they’re symptomatic and recommend that they self-quarantine for 14 days and notify their physician if symptoms develop. Once notifications are complete, Managers will document the notification in the patient’s chart. \* According to the CDC and OSHA guidelines, close contact is defined as: within 6 feet for more than 15 minutes or longer without proper PPE

*\*TDCC cannot offer any additional recommendations and should advise the patient to contact the Health Department directly with additional questions.*

1. Contact your local public health authority for questions not addressed in this protocol.