

COVID-19 Office Protocols

Based on the guidelines laid out by the BC Government as of 11 May 2020.

Drawn from 'KEY STEPS TO SAFELY OPERATING YOUR BUSINESS OR ORGANIZATION AND REDUCING COVID-19 TRANSMISSION'

'Using the assessment and potential modifications or controls to further reduce risk of transmission, you are being asked to develop an explicit plan for the measures you will implement and maintain over the coming 12-18 months thinking through three areas that will become the "new normal" in terms of formal and required actions that are the basis for workplaces and commercial businesses being in operation until the PHO lifts the public emergency requirements.'

[a] Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting.

[b] Engineering controls – physical barriers (plexiglass for example)

[c] Administrative controls – rules and guidelines to help employees, students, customers reduce the risk of transmission.

TEAM MEMBERS: GENERAL MEASURES TO REDUCE TRANSMISSION

- Take the day off if having the symptoms of a cold, flu, or COVID-19, including a cough, sneezing, runny nose, sore throat, or fatigue and do not return until symptoms have completely disappeared. Text or call Dr. Tatra as soon as you feel symptoms to arrange the day off.
- No handshaking or physical contact between team members.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers)
- Maintain reasonable physical distancing, 2 metres is current standard
- Medical masks or a fitted Respirator will always be worn while in the building with two exceptions:
 - [a] Mask/Respirator can be removed if you are ALONE in Dr Tatra's Office or ALONE in the Staff Room AND have the door closed AND the Aeramax filter running. However, mask/respirator must be worn before leaving the room.
 - [b] Reception area has acrylic barriers placed to separate team members from patients. If an Aeramax filter is running AND no patients are present, use of a mask/respirator is up to the team member's personal choice. If patients are in the reception area, mask/respirator must be worn.
- Patients will be allowed into the building individually, with no waiting time in reception area whenever possible.
- Waiting room, ramp, handrails, patient washroom and any other high-touch areas will be wiped down at least twice a day.
- Higher risk staff including those 60+ and those with underlying medical conditions will always be advised to wear a mask/respirator, and to discuss options with Dr. Tatra if they are not comfortable with our protocols.
- Herbie will work from home office to reduce her exposure and allow her to do childcare.

Sources: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-recovery/gdx/go_forward_strategy_checklist_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION

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OPERATORY AND TEAM MEASURES TO REDUCE TRANSMISSION.

Note: ALL normal sterilization and disinfection standards will be met or exceeded per our usual practice in addition to the following:

- Team Members will wear a Respirator, Face Shield, Gloves, and either Coveralls with the hood up or a Medical Gown and Hair Bonnet.
- Gloves and overalls/gown-bonnet will be changed after every patient is dismissed and the room is cleaned. Respirator and face shield will be disinfected.
- ALL normal sterilization and disinfection standards will be met or exceeded to clean each operatory, the barrier walls and instruments.

PATIENT APPOINTMENT MEASURES TO REDUCE TRANSMISSION:

- Patients will be advised to not come in if they have the symptoms of a cold, flu, or COVID-19, including a cough, sneezing, runny nose, sore throat, or fatigue.
- Patients will be instructed to use hand sterilizer upon arrival, and their temperature will be taken. They will do a mouthwash and put on a mask before coming through the building.
- Patients will read and sign a COVID-19 Pandemic Emergency Dental Treatment Consent Form which includes their acknowledging the risks and confirming that they do not have symptoms of illness.
- Patients will be brought in to the building one at a time whenever possible.
- Higher risk patients including those 60+ and those with underlying medical conditions will be advised to delay treatment if they are not comfortable with our protocols.

Sources: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-recovery/gdx/go_forward_strategy_checklist_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION