

# CORONAVIRUS COVID-19

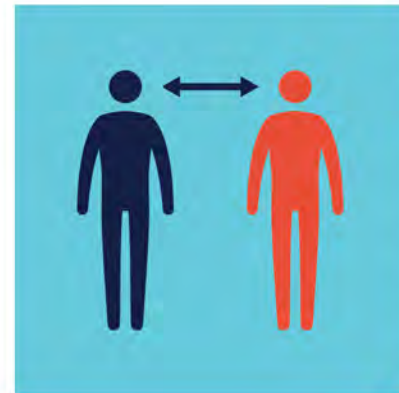
# SAFETY

## PROCEDURES & PROTOCOLS

### PATIENT PROCEDURES & PROTOCOLS



You will be asked to complete a screening questionnaire on COVID-19 symptoms and exposure prior to your appointment.



Social distancing of at least 6 feet will be required when there is more than one person in the waiting area.



No visitors may accompany you to the office unless deemed medically necessary.



The total number of patients allowed in the office at one time is limited to 2.



Upon arrival, you will now check in for your appointment via telephone from your car.



You will be given a mouthwash rinse before every treatment.



Your temperature will be checked using a contactless device.



All documents and signatures will be minimized or administered electronically.



You will be required to wear a face cover when you enter the office and while you are in the waiting area.



You must inform the office immediately if you develop any symptoms within 2 weeks following your appointment.

### ALL EMPLOYEES ARE REQUIRED TO:

- Change into and out of their work clothes (scrubs, lab coats, etc.) in the office.
- Have their temperatures taken before starting each day and then additionally periodically throughout the day.
- Wash their hands and use a liquid or foam sanitizer at the start of the day and at regular intervals.
- Wear masks, gloves, and gowns and replace them between patients.

### IN ADDITION:

In order to allow a 6-foot distance between workstations, the number of administrative staff scheduled to work each day will be limited to 1 front desk and 1 dental assistant and 1 doctor.

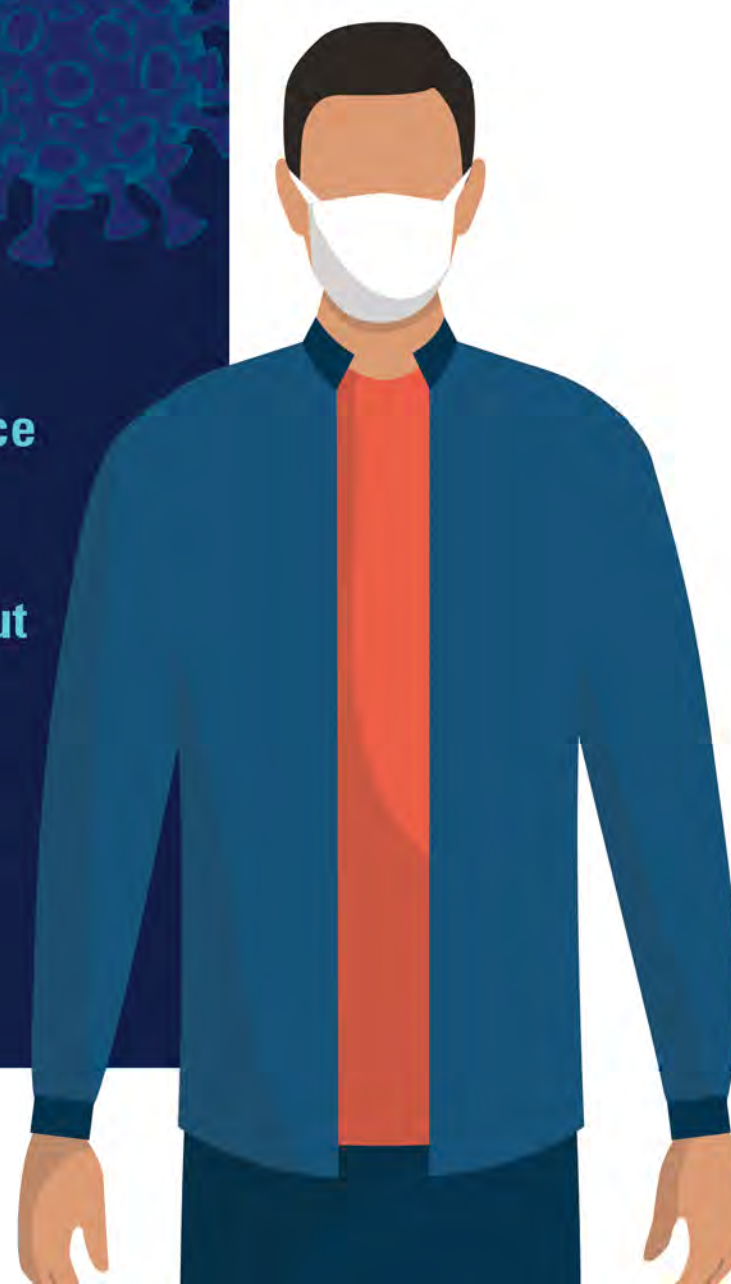
Except when necessary for patient privacy, doors should be left open to reduce the spread of germs on doorknobs and doorplates.

A log will be maintained to document periodic employee temperature checks throughout the day.

Employees are not allowed to bring visitors to the office.

### ADDITIONAL NOTES:

- Plexiglass shields are in the reception area.
- HEPA air purifiers are running at all times throughout the office to maintain clean air.
- Stringent cleaning and disinfectant procedures are carried out between each patient.
- No magazines or other reading materials will be kept in the waiting room area.



### NEW SELF-REPORTING REQUIREMENTS:

Employees should immediately report any virus symptoms they or a household/family member experience to the office manager.

#### Symptoms include:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste
- New loss of smell

Additionally, employees should immediately report if they have close contact with someone who is then confirmed to have COVID-19. All personal health information will be kept confidential, except that confirmed cases must be reported to our local health department.