

# Covid-19 Daily Team Member Guidelines

- **Before Arrival:**
  - Any team member experiencing influenza-like-illness (ILI) (fever with either cough or sore throat, muscle aches) should not report to work. All team members are encouraged to take their temperature at home before coming into the office. If below 100.4 deg, fine. If above 100.4 deg, we request that you call your primary care physician.
  - All team members are asked to perform any necessary hygiene procedures at home prior to arrival at the office (Brush teeth, make-up, hair, etc.).
  - Everyday please bring a change of clothes to wear home and a washable laundry bag or pillowcase to place scrubs into for your return home.
  - All team members will be required to wear a face mask upon entering the office.
- **Arrival:**
  - Each team member will have their temperature checked and asked to fill out a Daily Health Assessment Log and Consent Form. \*Note: Team members should self-monitor by remaining alert to any respiratory symptoms (e.g., cough, shortness of breath, sore throat) throughout the day.
- **Preparing for Patients:**
  - Team members should implement Transmission-Based Precautions, including N-95 or KN-95 masks for anyone who will be within 6 feet of any and all procedures likely to involve aerosols.
  - Clinical team members are to don PPE needed for patient care in the following order: 1) N-95 or KN-95 mask followed by at least a level 1 mask over to protect our PPE; 2) Lab coat; 3) Goggles and/or face shield; 4) Gloves.
  - Make sure all units and counters are cleared of all unnecessary items.
  - Make sure all barriers are in place such as headrest covers, tray covers, etc.
- **Treating Patients:**
  - Team members should adhere to Standard Precautions and change/disinfect PPE as it becomes visibly soiled or damaged.
  - It is recommended to reduce aerosol production and compressed air use as much as possible. Low-speed handpieces will be used primarily for dental polishing and compressed air use from the 3-in-1 syringe will be used only when necessary during bonding protocols.
- **Preparing for Lunch**
  - Review and Complete Daily Cleaning Schedule for the afternoon
  - Remove PPE in the reverse order of donning: 1) Gloves; 2) Goggles and/or face shield; 3) Lab coat; 4) Masks.
  - Discard disposable gloves and mask coverings, Disinfect goggles and/or face shield, Hang-up Lab coat inside-out in the designated area, and store undamaged N-95 or KN-95 masks in the designated area.
  - Thoroughly wash hands.

- **After Lunch:**
  - Each team member will have their temperature checked a second time which will be logged on the Daily Health Assessment Log and Consent Form.
  - Clinical team members are to don PPE needed for patient care.
- **Before Leaving/End of the Day:**
  - Review and Complete Daily Cleaning Schedule for the evening
  - Remove and disinfect goggles and/or face shield, but leave your masks on while changing clothes.
  - Removing lab coats inside-out and place in the designated laundry area.
  - Remove shoes and spray top and bottom with disinfectant. You may elect to leave them at the office if you choose.
  - Remove scrubs inside-out and place in your laundry bag/pillowcase to take home to launder.
  - Remove masks and discard overlay mask. Store undamaged N-95 or KN-95 masks in the designated area.
  - Thoroughly wash hands.
- **When arriving home:**
  - Remove shoes and leave outside the home if possible.
  - With your bags of clothing, head toward your home laundry area to place them straight into the washer along with the clothes you wore home (and separate from clothes of other family members).
  - Go directly to the bathroom and shower the day away
  - **NOW YOU CAN HUG YOUR FAMILY AND ENJOY YOUR EVENING!!!**

#### **REMINDERS:**

- Wash hands thoroughly when needed or use hand sanitizer before and after EVERY patient.
- Consider keeping an extra set of Scrubs/Clothing in your car if yours should become soiled
- Consider bringing extra Lab Coats with you daily if you'd like to change to a new one for afternoon patients (Morning Lab Coat would need to go to the take home bag provided after lunch)
- Keep mask and protective eyewear on when in the sterilization area (Splashing does happen as I'm sure all of you have experienced)

#### **WHAT IF'S:**

- If you need a patient to brush, provide them with an opened toothbrush that you have placed toothpaste on at your unit. Make sure to disinfect the brushing area after the patient.
- If a parent absolutely MUST go back with their child and they did not wear a mask as requested, please provide them a level 1 facemask.