

	<b>COVID-19 Safety Protocol for staff &amp; visitors of the Dental Clinic</b>	
	Document number based on ISO 45001:2018 : <b>HSE.3.PP.2/G13</b> Updated: 24/09/2021	

### **General information about the Clinical appointments:**

1. All clinical appointments will be scheduled in advance through by phone or email.
2. Every visitor has to complete a screening questionnaire before scheduling the clinical appointment.
3. A log of all visitors and staff present will be kept by the Clinic staff on a daily basis. The log is destroyed after 15 days.
4. Personal data will be protected by the Clinic staff as required by law and regulations.

### **A. Access to the premises:**

1. All visitors must consult the «**EUC. 12. Entry Screening Safety Protocol**».
2. All visitors are kindly requested to arrive at the Clinic not earlier than 15' prior to their appointment and should bring a mask with them.
3. Visitors who have clinical appointments should not be accompanied, if possible, unless they are 15 years old or younger.
4. The security personnel will be guiding the visitors and will be providing appropriate information.

### **B. While being at the premises:**

1. Visitors should again complete the screening questionnaire when arriving at the reception desk, as a required measure for ensuring optimal safety. In case of any positive answer, the clinical appointment will be cancelled and rescheduled.
2. Taking the stairs is safer than using the elevator. Maximum elevator capacity should not exceed two (2) persons at any time.
3. The corridors and the whole area of the Clinic are naturally ventilated (exchange rate of 2 air changes/hour) unless the air-conditioning units are operating with slightly open windows (10 cm width maximum for refreshing the air). There is no recirculation of the air.
4. The number of visitors in the waiting area will be reduced as much as possible to avoid crowding.
5. Distance between available seats in the waiting area should be at least 2m.
6. Hand hygiene is strongly recommended upon arrival, after touching any hard copies and/or documents and before leaving the premises.

	<h2 style="color: purple;">COVID-19 Safety Protocol for staff &amp; visitors of the Dental Clinic</h2>	
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7. Sharing of objects and utensils between visitors and staff is strictly forbidden. No journals, periodicals, brochures will be available in the waiting area.
8. Use of masks is mandatory in all closed spaces for all persons aged 12 or older.
9. All visitors and staff of the Clinic should maintain the 2m distancing measure in common areas at all times without exception.
- 10. Visitors are strongly encouraged to avoid pointless moving around the premises.**

### C. During the clinical appointment:

1. All Clinic staff and students are trained on correct and safe using of their personal protective equipment (PPE).
2. Non-healthcare staff of the clinic should always wear surgical mask or cloth mask. Gloves are not recommended. Transparent barriers are placed at all reception areas to facilitate physical distancing between visitors and staff.
3. Clinical work and training take place according to EUC protocols for safe teaching and training.
4. All healthcare staff and students wear their scrubs after they arrive at EUC premises and remove them before leaving. Scrubs are washed at temperatures  $\geq 60^{\circ}\text{C}$ .
5. All healthcare staff and students always apply appropriate PPE and measures during their clinical work, including (depending on procedure and wherever appropriate):
  - a. single-use surgical mask always,
  - b. single-use gloves,
  - c. single-use gowns,
  - d. goggles/eye protection,
  - e. cap,
  - f. other types of facemasks,
  - g. frequent hand hygiene.
6. Hand hygiene should be performed: before patient encounter, after patient encounter, before using PPE, after removing PPE, after touching high-touch surfaces, after touching potentially contaminated equipment or surfaces.
7. For routine dental work, a face shield is used in combination with single-use surgical mask and a single-use gown. All are disposed appropriately after each patient encounter, followed by hand hygiene. If face shields are reusable, they should be carefully stored and disinfected after use and according to manufacturer's instructions.
8. Appropriate measures during aerosol-generating procedures (AGP) are described in section E.

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#### **D. Use of clinical equipment:**

1. After each patient encounter, all equipment is cleaned, disinfected, and/or sterilized appropriately. All areas (including surfaces around the patient and high-touch surfaces) are also cleaned and disinfected.
2. All patient-related consumables that were applied to or used by the patient are treated as contaminated.
3. During aerosol-generating procedures (AGP), the following should be followed:
  - a. Perform in a closed room (preferably with negative pressure and HEPA filters) that has no contact with other common or patient areas.
  - b. Use of an isolator.
  - c. Limit number of persons present to only necessary.
  - d. Staff apply high-filtration masks (eg.FFP2, FFP3, N95) in combination with eye goggles and single-use gowns.
  - e. Apply the “4-hands approach” where 2 persons work together, in order to minimize aerosol production and duration of exposure.
  - f. Masks and gowns are single-use and appropriately disposed-off after each patient encounter; hand hygiene is applied before wearing and after removal of the mask.
  - g. Goggles are either disposable or reusable; reusable goggles should be carefully stored and disinfected after use and according to manufacturer’s instructions.
  - h. Disinfect all areas and surfaces of the room before using for another patient.

#### **E. Use of toilets:**

1. An adequate number of available toilets are marked and cleaned/disinfected several times per day. They are equipped with the appropriate consumables (water, soap, antiseptics).
2. Visitors are kindly requested to use the toilet only when necessary.
3. Before using the toilet, perform hand hygiene with hand antiseptic.
4. Hand washing with water & soap for at least 20 seconds is mandatory right before and after use of the toilet.
5. The maximum number of persons in toilet premises should not be exceeded.
6. For hand drying, single-use paper towels are available.
7. The lid should be closed when flushing for avoiding spread of droplets.
8. Toilets at the Clinic are adequately ventilated.

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### **F. Leaving the premises:**

1. A closed bin with pedal is placed outside the exit door of the building for safe disposal of the used protective equipment (masks, gloves, etc.).
2. Perform hand hygiene after disposal.
3. The health professionals from First Aid and Medical Station will be available periodically at all the entrance/exit points for demonstration and guidance on how to remove personal protective equipment safely.
4. **Visitors should inform the Clinic in case they have presented any COVID19-related symptom within 14 days after the clinical appointment.**

### **G. Emergency:**

1. In case of a suspicious or a positive case, the emergency action plan will be applied by the nursing staff of the First Aid and Medical office.
2. If a person has COVID-related symptoms when arriving at any of the defined entrance/exit points of the premises, the nursing staff of the First Aid and Medical office is properly prepared and adequately equipped to act accordingly in close communication with HSE & Security office.

### **Notes:**

- ✓ The cleaning staff disinfects all surfaces frequently, especially the study spaces, the reception desk, and the toilets, to maintain public health and safety.
- ✓ The nursing staff and the security personnel will be on duty for ensuring compliance with the measures required by the current safety protocol.
- ✓ The TV screens operating in the premises display important information regarding COVID – 19 such as symptoms, protective measures, and correct method of washing hands.
- ✓ There are guidelines for proper handwashing in the toilets and at the defined entrance/exit points of the buildings.