

EMERALD LAKE DENTAL

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Implemented June 1, 2020

Daniel Leske, D.D.S., P.C. and Kevin N. Schierlinger, D.D.S., P.C. (Emerald Lake Dental) takes the health and safety of our patients and employees seriously. Emerald Lake Dental aims to protect its workforce by instituting this COVID-19 Preparedness and Response Plan and enacting all appropriate prevention efforts. Our Plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA), American Dental Association (ADA) and Michigan Dental Association (MDA) in accordance with Executive Order 2020-59. Emerald Lake Dental is continually monitoring guidance from local, state, and federal health officials and may implement workplace and Plan modifications based on changing requirements and the needs of our business.

COVID-19 WORKPLACE COORDINATORS

Emerald Lake Dental has designated the following staff as its COVID-19 Workplace Coordinators:

Dayna Thomas, Office Manager – dayna@emeraldlakedental.com 248-828-4183 x5, 586-419-0577

Kathy Dimoff, Clinical Coordinator – kathydimoff@sbcglobal.net 248-828-4183 x 6, 248-496-2747

The coordinators are responsible for staying up to date on federal, state and local guidance; incorporating those recommendations into our workplace; training our workforce on control practices, proper use of personal protective equipment, steps employees must take to notify our business of COVID-19 symptoms or suspected cases or of any breach in our policies and procedures.

Employees with questions or concerns are encouraged to contact one of the coordinators via the contact information provided.

EMPLOYEE RESPONSIBILITIES

We are asking each of our employees to help with our prevention efforts. Emerald Lake Dental understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices for them to be effective. This includes specific cleaning efforts, social distancing, proper use of PPE and abiding by all procedures/policies outlined in the Plan. Employees are also required to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19 or if they have been exposed to anyone who has.

Beyond these best practices, we request employees to maintain safety outside of work. The risk for exposure to COVID-19 is significantly greater outside of our facility in the community than in the workplace where proper PPE and other safety measures are in place. When you are in the community or interacting with family and friends, please follow all local, state, and federal guidelines and requirements put in place to reduce the spread of COVID-19. This includes but is not limited to maintaining social distancing by putting at least 6 feet between yourself and others, avoiding people who are sick, wearing a mask, washing hands frequently and monitoring your health daily. Employees should be familiar with signs and symptoms of COVID-19 which includes:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Loss of smell or taste
- Chills
- Body aches
- Fatigue
- Gastrointestinal problems including nausea, diarrhea or vomiting

DEFINITIONS

COVID-19: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death.

Known Cases of COVID-19: a person who has been confirmed through diagnostic testing to have COVID-19

Suspected Cases of COVID-19: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing, or a person who has had close contact with a person who has been confirmed through diagnostic testing.

High Risk Exposure:

1. An unmasked person having close contact (< 6 ft for more than 15 minutes) with an unmasked confirmed COVID-19 person.
2. An unmasked person present for an aerosol generating procedure.
3. A person not wearing eye protection while present for an aerosol generating procedure.

Low Risk Exposure:

1. Prolonged close contact with a confirmed COVID-19 positive person while wearing appropriate PPE.

Aerosol Generating Procedures: procedures that may generate particles of respirable size <10 micrometers which can remain airborne for extended periods of time and can be inhaled. Dental equipment known to create aerosols and airborne contamination include high speed dental handpiece, ultrasonic scaler, air/water syringe, air polishing, and air abrasion.

WORKER EXPOSURE CLASSIFICATION

The spread of COVID-19 can come from several sources including co-workers, patients, guests, vendors, family members and the general public. Our employees fall into one or more of the following exposure risk categories as defined by OSHA:

Lower Exposure Risk:

- Tasks do not require contact with people known or suspected of being infected with COVID-19
- Tasks do not have frequent close contact with patients.
- Workers have minimal occupational contact with coworkers & the public

*Workers in the category may include Receptionists, Insurance Coordinators, Managers and Administrative personnel when working in private offices away from staff and patients.

Medium Exposure Risk:

- Tasks require frequent OR close contact with people who may be infected with COVID-19, but who are NOT a known/suspected COVID-19 case.
- Workers who may have contact with the general public

*Workers in this category generally include Receptionists, Insurance Coordinators, Managers, Doctors, Assistants, Hygienists, Screeners and Sterilization Techs when greeting patients and visitors or dismissing and checking out patients

High Exposure Risk:

- Tasks with high potential for exposure to known or suspected sources of COVID-19

*Workers in this category include Dentists, Assistants, Hygienists, Screeners & Sterilization Techs when treating patients.

Very High Exposure Risk:

- Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific dental procedures.

*Workers in this category include Dentists, Assistants, and Hygienists performing aerosol-generating procedures.

*As workers' job duties change or they perform different tasks in the course of their duties, they may move from one exposure risk level to another. Emerald Lake Dental will provide and implement administrative, engineering and workpractice controls to minimize any risk of exposure to our employees.

PREVENTION EFFORTS AND WORKPLACE CONTROLS

General Disinfection and Prevention Guidelines:

Frequently wash your hands with soap and water for at least 20 seconds. Hands must be washed after blowing nose, sneezing, coughing, before and after preparing food, using the restroom, handling garbage, before and after breaks and after touching objects handled by patients. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Hand sanitizer is provided throughout the office.

Avoid touching your eyes, nose or mouth with unwashed hands.

Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

Avoid the use of other employees' phones, desks, offices, or other work tools and equipment. If it cannot be avoided, disinfect all equipment and work area before and after use.

Disinfect workstations at least twice daily. Disinfect High touch surfaces several times throughout the day.

EPA approved disinfectants expected to be effective against SARS-CoV-2 is provided and to be used in accordance with manufacturers instructions.

Employees are required to maintain physical distance of at least 6 feet whenever possible at work. Signs are posted to limit the number of people in specific areas.

Maintain distance in high traffic areas such as the front entrance, step back and allow others to pass before proceeding.

Lunch schedules are staggered to limit the number of people in the breakroom.

Large gatherings are postponed, staff meetings are minimized or held remotely.

The number of employees present on-site is limited to only those necessary to operate. Remote work is encouraged if possible.

Signs are placed throughout the office encouraging staying away from the workplace when sick, proper cough and sneeze etiquette, proper hand hygiene practices, number of people permitted in specific areas, and knowing the symptoms of Covid-19.

Engineering Controls:

- UVC and HEPA air purification systems have been installed to sanitize the air in our office
- Dental operatories have been reorganized so that only the supplies and instruments needed for the procedure are readily accessible. All other supplies and instruments are in covered storage and away from potential exposure.
- Barriers have been installed at both front desk areas

- Additional high-volume aerosol evacuation systems are used to further contain aerosol produced by certain procedures
- Overhead fans will NOT be used during patient treatment

Personal Protective Equipment:

Emerald Lake Dental will provide employees with N-95, KN-95, surgical masks, face shields, goggles and gowns.

- N-95 or KN-95 respirators, goggles, a face shield and gown must be worn during very high-risk aerosol generating procedures.
- N-95, KN-95 OR Surgical masks and a face shield must be worn by all staff when they are working with patients.
- Surgical masks must be worn when working/talking etc. closer than 6 feet with co-workers.
- Doctors and staff working in a private office DO NOT need to wear a mask as long as they are alone without visitors
- Physical barriers and face masks are provided for front office receptionists.
- Enclosed shoe boxes are provided. Staff are encouraged to change shoes upon entering and leaving the facility.
- Staff who chose to change in/out of scrubs while in the office may have the scrubs laundered here.
- Hair coverings are suggested but not required or provided

Employees are required to watch a supplied video on proper donning and doffing of protective equipment. In addition, signs are posted throughout the office demonstrating proper use. Please refer to our Standard Operating Procedures regarding proper reuse and rotation of N-95 and KN-95 respirators due to limited supply.

Daily Screenings:

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Emerald Lake Dental will screen all employees on a daily basis.

Employees are asked to complete a screening questionnaire upon arrival to the worksite which includes the following questions:

1. Are you currently suffering from any of the following symptoms- fever, cough, shortness of breath, sore throat, new loss of smell or taste, chills, body aches fatigue and/or gastrointestinal problems including nausea, diarrhea or vomiting?
2. Are you taking any fever reducing medications?
3. Have you been exposed to any confirmed COVID-19 person or anyone having symptoms?

Employees will have their temperature taken and documented. Anyone with a temperature $\geq 100^\circ$ or answering yes to any of the above questions will be asked to leave the facility and advised to self-quarantine at home until employee is permitted to return to work as defined below.

Employee Self-Monitoring:

Employees should continually monitor themselves for symptoms and NOT report to work and must also notify management immediately if any symptoms develop during the day. Employees must also notify management immediately if they have had any exposure to a confirmed or suspected COVID-19 person.

Upon Notification of Employee's COVID-19 Symptoms, COVID-19 Diagnosis, or Exposure to a Confirmed COVID-19 person, Emerald Lake Dental will:

- Immediately remove the diagnosed/symptomatic/or high risk exposed employee from the worksite and advise them to stay at home until all return to work requirements have been met.

- Conduct a thorough cleaning and disinfection of the employees work area, and any areas likely visited by the employee.
- Keep confidential the identity of a diagnosed/symptomatic employee as required by the Americans with Disabilities Act.
- Inform employees with whom and near the diagnosed/symptomatic employee worked of a potential exposure and advise to self-monitor for symptoms.
- Determine if any other employees had a high-risk exposure to the diagnosed/symptomatic employee, and if so, remove those employees from the worksite for 14 days and suggest they consult with a healthcare provider.
- Identify if a confirmed case of COVID-19 was contracted inside the workplace and if so, notify the Workers' Compensation Carrier
- Record the infection in the employers OSHA 300 log

In response to a confirmed COVID-19 patient who was treated in our office up to 48 hours before the start of symptoms or positive test, Emerald Lake Dental will:

- Notify employees who came into close contact with the diagnosed/symptomatic patient of a potential exposure
- Determine if the exposure was high or low risk and follow the office protocol accordingly as defined below.

Return to Work Requirements:

Employees experiencing symptoms of COVID-19, but do not have a known exposure, are advised to seek medical attention by a healthcare provider. Employees who have a COVID-19 infection ruled out, either with at least one negative test result or a clinical decision that COVID-19 is not suspected and testing is not indicated, may return to work after symptoms have improved.

Employees who are diagnosed with COVID-19, had mild to moderate illness and are not severely immunocompromised may return to work when:

- At least 10 days have passed since symptoms first appeared whichever was first, **and**
- At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved

Employees who are not severely immunocompromised and were asymptomatic throughout their infection may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test. However, if symptoms develop during the 10-day period, they will need to restart the 10 day period from the onset of symptoms and follow the symptomatic return to work criteria.

Employees with severe to critical illness or who are severely immunocompromised may wait up to 20 days since symptoms first appeared and should consider consultation with infection control experts before returning to work.

An employee who had a high-risk exposure as defined above should self-isolate/quarantine for 14 days from the exposure. They may return to work after 14 days if no symptoms develop. If symptoms develop during the quarantine period, they will need to restart the self-isolation period and follow the symptomatic return to work criteria. CDC has advised that asymptomatic healthcare workers with a high-risk exposure MAY keep working provided they can be closely monitored as well as a general public 7-10 day alternative quarantine period. This will only be considered in the event of severe staffing shortages.

There is no work restriction for a low-risk exposure as defined above. Employees are asked to closely monitor their symptoms with temperature checks at least 8 hours apart twice daily for 14 days. Employees with a low-risk exposure must wear, at minimum, a surgical mask for source control at all times while in the office. Employees are advised not to eat lunch where other employees are present and to avoid people at higher risk for severe illness for 14 days.

Workplace flexibilities and Potential Benefits for Employees Affected by COVID-19:

Emerald Lake Dental is temporarily suspending the attendance policy during the pandemic and advising any employee with symptoms to stay at home. Employees may be eligible for paid or unpaid leaves of absence. Employees who are unable to report to work for reasons related to COVID-19 should speak to the Office Manager, Dayna Thomas, regarding benefits available under the Families First Coronavirus Response Act, using PTO or possible Unemployment Compensation Benefits under the Federal CARES Act.

Patient Scheduling:

Starting times are staggered, additional time is being scheduled between hygiene appointments, and doctors' patients are single booked to allow for social distancing and additional disinfection procedures. As the staff become efficient at performing all the additional requirements, scheduling may return to normal to meet patient and office needs provided that social distancing and proper disinfection procedures can be maintained.

Patient Screenings:

All patients are pre-screened for COVID-19 symptoms or risks prior to arrival at our office. A screening form is either completed by the patient electronically, or verbally with a receptionist. The receptionist is responsible to ensure the COVID-19 prescreening is completed no later than one day prior to the scheduled appointment. Patients experiencing signs/symptoms consistent with COVID-19 without any other explanation/diagnosis for the symptoms, or patients who have had a high-risk exposure to a confirmed COVID-19 positive person will be rescheduled to a later date.

Our office follows CDC Guidelines as far as when to reschedule or allow a previously exposed or positive COVID-19 patient to resume dental treatment. Current guidelines state that a person exposed to COVID-19 may resume normal activity after a 14-day quarantine and no signs/symptoms (revised alternative of 7-10 days in some cases). Persons who tested positive with mild-moderate symptoms remain infectious NO LONGER THAN 10 days after symptom onset and therefore, may resume normal activity after 10 days of self-isolation from the positive test or onset of symptoms. Person with more severe to critical illness (hospitalized/ventilator), or severely immunocompromised should wait at least 20 days. In either case the patient may resume dental treatment after the isolation period is over AND they have had no fever for at least 24 hours without the use of fever reducing medications AND their symptoms are improved.

Patients are asked to call or text upon arrival to the office. Office waiting room is closed. Patients are called/texted to come in when we are ready to see them. Only the patient is permitted into the office unless a parent, guardian or caregiver is necessary. Patients must wear a mask to enter the facility. Upon entry, patients will have their temperature taken and recorded. If they are wearing gloves they must be removed and all patients will be given a spray of hand sanitizer. The prescreening questionnaire will be reviewed with the patient and checked for any changes or new symptoms. Patients with a temperature above 100°, or with current symptoms or recent exposure will be asked to leave and we will contact them to reschedule their appointment. Patients who do not have a fever or any changes since the pre-screening may proceed to the operatory.

Patients going to and from SW, DL blue and DL orange operatories will use the north hallway for seating and dismissing and patients going to and from MJH, KNS yellow and KNS pink operatories will use the south hallway for both seating and dismissing.

Patient Treatment:

The patient may remove their mask once they are seated in the operatory and ready to have treatment started.

The patient will be given hydrogen peroxide and instructed to swish for one full minute to reduce the potential concentration of Covid-19 in the oral cavity.

Patient treatment has been arranged so that the provider and assistant will not need to leave the operatory from the start of treatment until it is complete. Hygiene exams will be done before the doctor begins treating his or her patient. The number of staff present during a procedure is limited to only those essential for patient treatment.

Communication with the receptionist should be done through the Messenger application.

Patient charts are kept outside of the operatory at all times. Any paperwork from the patients chart that needs to be in the operatory will be placed in a sleeve or transferred to a disposable note.

Patient hygiene treatment has been rearranged to allow aerosol generating polishing procedures to be completed at the beginning of the appointment. High speed suction is used during ultrasonic scaling.

When treatment is complete, the patient is again given hand sanitizer. They are advised to notify the office if they develop any symptoms within the next 14 days. They are to replace their mask and are directed to the front desk on their own so the provider or assistant can disinfect the operatory while they are still wearing all their PPE. The provider or assistant should not leave the operatory while wearing contaminated PPE.

Please refer to our Standard Operating Procedures (SOP) for detailed steps on patient treatment.

Additional Work Practice Controls and Disinfection Procedures:

Aside from standard routine environmental cleaning and disinfection procedures which are performed consistently and correctly after each patient, the following additional procedures will be implemented:

- When patient treatment is complete, the instruments will be wiped and bagged in the operatory by the hygienist or assistant who was treating the patient.
- The tray and all contaminated items to be sterilized are to be placed in covered biohazard bins outside of the operatory.
- The operatory will not be disinfected until 15 minutes after the last aerosol producing procedure was completed.
- Instruments will be sterilized prior to putting them in the ultrasonic scaler. After the initial sterilization, they will be ran through the ultrasonic, scrubbed and autoclaved again.
- A zip lock bag will be used to run cleaner through handpieces.
- Patient's dentures, partials and bite guards will be placed in a double zip lock back for cleaning.

Training:

Emerald Lake Dental has provided training to employees covering:

- COVID-19
- Workplace infection control practices
- Proper use of PPE
- Steps the employee must take to notify the business of any symptoms of COVID-19, or suspected or confirmed diagnosis
- How to report unsafe working conditions

Emerald Lake Dental will provide further training if there are changes to this Plan or if new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

Emerald Lake Dental will maintain a record of all COVID-19 training and screening logs for 1 year from the time of generation.