Dental Office Protocol

All Dental Staff will enter the building through the front door then follow the arrows into a designated room for screening. Employees will sign in and have their temperature taken. If there is no one in the designated room at the start of your shift, your temperature will be taken in the dental area.

Hygienists, Doctors and Assistants will wear street clothes into the office and change into their scrubs and clinic shoes prior to clocking in and change back into their street clothes after they have clocked out.

When clocking in and out, make sure you are sanitizing the keyboard before and after.

Dirty clothes will placed in a laundry basket in the sterilization room and will be washed at the end of the day. The assistant that is here until closing will be responsible to put the laundry into the washing machine. The next morning first person in dental we will put the clothes from the washer in the dryer. Lab coats will be washed ½ way through each day by an assigned staff member.

All dental staff will be required to wear masks at all times in the building.

Front office dental staff need to minimize leaving the front desk area.

You are to work the hours you are scheduled for, any changes to your schedule must be approved by your immediate supervisor 24 hours prior unless you have an emergency.

Dental staff will stay in their designated department. Three staff will be allowed upstairs in the kitchen to eat lunch at a time. (must practice social distancing)

Lunch shifts will be staggered

Staff will take turns cleaning and sanitizing the office areas/bathroom, lobby, ETC. (see COVID-19 cleaning protocol)

Clinical dental staff are to remove all PPE prior to leaving their treatment rooms.

All dental staff must practice handwashing throughout the day.

If a staff member is not feeling well, we ask that you do not come in to the office.

Should a staff member have a fever upon arrival to work or develop a fever during the day you will be sent home.

Cell phone will NOT be allowed in the clinic area/front desk area. This protects you from any germs getting on them. There is a cell phone holder in the project room on the back of the door, please feel free to leave your phone there.

These protocols are subject to change.

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Employee Signature Date