**BDC Employee Information and Training**

Deadline: December 21 2020

Format: Group Safety Meeting

Employee information and training regarding COVID-19 will address the following:

1. Physical distancing requirements as they apply to the employee’s workplace and job function

*BDC will adhere to physical distancing protocol as much as is feasible.*

*Administrative personnel will remain 6 feet apart from one another as much as is functionally possible. The reception area has seating spaced 6 feet apart and 6 feet away from the receptionist’s desk. As determined by the day’s schedule, a patient or patients may be asked to remain in their vehicle or outside versus occupying the reception area until time of treatment. Package deliveries, such as packages from UPS, FedEx and Amazon, have been requested to be delivered outside the reception area door, minimizing contact.*

*Clinical personnel are encouraged to practice economy of motion, limiting unnecessary movement between operatories and sterilization areas. The clinic is limited to clinical personnel and patients with exception to an individual such as an equipment repair person.*

1. Masks, face coverings, face shield requirements as they apply to the employee’s workplace and job function

*In accordance with OHA’s statewide mask, face covering, face shield guidance BDC requires all administrative personnel to wear a mask, face covering and/or face shield. An administrative employee may choose to wear gloves; those gloves will be provided at no cost to the employee.*

*In accordance with OHA’s statewide mask, face covering, face shield guidance BDC requires all clinical personnel to wear a mask, face covering and/or face shield. In addition, clinical personnel must adhere to universal precautions, infection control and sterilization processes. They must also don appropriate PPE such as uniforms/scrubs, filtering facepiece respirators (N95) when applicable and use respirators that remove contaminants from ambient air.*

1. COVID-19 Sanitation requirements as they apply to the employee’s workplace and job function

*The clinical team adheres to universal precautions, infection control and sterilization processes. The clinical team also dons appropriate PPE and utilizes air filtration systems to minimize COVID-19 risks when performing aerosol-generating procedures. Prior to any treatment, patients rinse with ozone solution to minimize COVID-19 transmission risks.*

*Per Governor Kate Brown, the CDC and OHA’s guidance, front office sanitation measures were created May 1 2020 for administrative personnel. Measures include proper hand hygiene, cleaning and disinfection of common areas, high touch surfaces and shared equipment with hospital grade disinfectants. Air filtration units are also utilized in the reception area.*

1. COVID-19 signs and symptom reporting procedures that apply to the employee’s workplace

*An employee is to report to Jennifer Blackburn if they have experienced the following symptoms in the previous 48 hours:*

*Fever or chills*

*Cough*

*Shortness of breath or difficulty breathing*

*Fatigue*

*Muscle or body aches*

*Headache*

*New loss of taste or smell*

*Sore Throat*

*Congestion or runny nose*

*Nausea or vomiting*

*Diarrhea*

1. COVID-19 infection notification process

*BDC will notify exposed employees, those within 6 feet of a lab-confirmed COVID-19 individual for a cumulative total of 15+ minutes, that they had work-related contact with an individual testing positive for COVID-19. They will be informed within 24 hours of notification.*

1. Characteristics and methods of transmission of COVID-19/SARS-CoV-2

*The principal mode by which people are infected with COVID-19 is through exposure to respiratory droplets carrying infectious virus. Respiratory viruses are transmitted in multiple ways. Infections with respiratory viruses are principally transmitted through three modes:*

***Contact transmission****- infection is spread through direct contact with an infectious person (touch during a handshake) or with an article or surface that has become contaminated.*

***Droplet transmission*** *– infection spread through exposure to virus-containing respiratory droplets exhaled by an infectious person. Transmission is most likely to occur when someone is close to the infectious person, generally within 6 feet.*

***Airborne transmission*** *– infection is spread through exposure to those virus-containing respiratory droplets and particles that can remain suspended in the air over long distances (usually greater than 6 feet) and time (typically hours).*

https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-how-is-covid-19-transmitted?gclid=CjwKCAiA17P9BRB2EiwAMvwNyF3hygcmTGFksS6rffuFpc7zJKTVakakN7Q0L8dnifHJc\_6Xy-03JBoCbKcQAvD\_BwE

1. The symptoms of the COVID-19 disease

*Symptoms include but are not limited to: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste, loss of smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea.*

1. The ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus

*Pre-symptomatic refers to infected people who have not yet developed symptoms but go on the develop symptoms later. Asymptomatic refers to people who are infected but never develop any symptoms.*

*Infected people, whether or not they have symptoms, can be contagious and the virus can spread from them to other people. Laboratory data suggests that infected people appear to be most infectious just before they develop symptoms (namely 2 days before they develop symptoms) and early in their illness. People who develop severe disease can be infectious for longer. While someone who never develops symptoms can pass the virus to others, it is still not clear how frequently this occurs and more research is needed in this area.*

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-how-is-covid->19-transmitted?gclid=CjwKCAiA17P9BRB2EiwAMvwNyF3hygcmTGFksS6rffuFpc7zJKTVakakN7Q0L8dnifHJc\_6Xy-03JBoCbKcQAvD\_BwE

1. Safe and healthy work practices and control measures, including but not limited to, physical distancing, sanitation and disinfection practices

*The clinical team adheres to universal precautions, infection control and sterilization processes. The clinical team also dons appropriate PPE and utilizes air filtration systems to minimize COVID-19 risks when performing aerosol-generating procedures. Prior to any treatment, patients rinse with ozone solution to minimize COVID-19 transmission risks.*

*Per Governor Kate Brown, the CDC and OHA’s guidance front office sanitation measures were created May 1 2020. Measures include proper hand hygiene, cleaning and disinfection of common areas, high touch surfaces and shared equipment with hospital grade disinfectants. Air filtration units are also utilized in the reception area.*

*All air filtration systems are maintained and replaced as necessary to ensure the proper function of the ventilation system. BDC has in total 11 air filtration systems. There are 3 surgically clean air filtration systems, 3 IQ air filtration systems, 4 ADS extraoral dental suction air filtration systems and 1 DAX air unit Model 1. All intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. Advantage Heating and Cooling Maintenance manages our HVAC unit. The last performed maintenance was November 6 2020.*

*Additional work practices and control measures that have been implemented include the following:*

*Physical distancing guidelines*- *The reception area has seating spaced 6 feet apart; when applicable, patients are asked to remain in their car or outside until their treatment room is available; when applicable patients have their payment information collected prior to their appointment; one administrative team member works mostly in Suite B of the building to provide the other three front office team members 6+ feet of distance from one another; the clinic is limited to patients and practitioners with exception to an individual such as an equipment repair persons.*

*Mask requirement - In accordance with OHA’s statewide mask, face covering and face shield guidance, BDC requires all individuals on premises to wear a mask, face cover and/or face shield. Posted by the reception door is sign indicating masks are required for entrance. In the event an individual does not have a mask, a mask is provided.*

*As of the release of Oregon OSHA’s Temporary Rule Addressing COVID-19 Workplace Risks, employees have been informed that when transported in a vehicle for work purposes, all occupants must wear a mask*

*Cleaning and sanitization guidelines -* *BDC provides, at no cost to employees, all necessary supplies to clean or sanitize all common areas, shared equipment and high-touch surfaces and materials needed for proper hand hygiene. BDC also provides reasonable time to perform these tasks.*

*Common areas, such as the reception area and high touch surfaces, such as countertops, touch screen devices, and credit card terminals are cleaned and sanitized at a minimum of twice daily. Clinical team members follow universal precautions, infection control and sterilization practices as set forth by the CDC.*