COVID-19 Policy & Procedures

Click or tap here to enter text. is committed to maintaining a sanitary environment for our employees, patients, and doctors. As such, we will adhere to policies and recommendations made by the Click or tap here to enter text. Dept of Health, CDC, OSHA, and HHS as they become available.

Currently, best practices are to continue our standard procedures of infection control, which were developed over years of use for other bacterial and viral contagions, which are collectively known as [Universal Precautions by OSHA](https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html).

Starting immediately, we must ask patients or employees who show symptoms of upper respiratory infections to stay away from the office until that individual is medically cleared of coronavirus. We will defer testing to appropriate physicians and health facilities and will not attempt to differentiate between coronavirus, influenza, or other upper respiratory infections ourselves. Suspicious symptoms include those as listed by [the CDC](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html), including:

* Persistent coughing not associated with allergies or environmental irritants
* Nasal and respiratory congestion not associated with allergies or environmental irritants
* Lymphadenopathy (swollen glands)
* Fever
* Fatigue
* Shortness of breath

Employees who are eligible for benefits and who call in sick based on this new, lower threshold can be compensated based on vacation days. If vacation days must be exceeded, discuss your situation with the doctor, as they will consider exceptions or granting additional paid time off based on individual circumstances.

We reserve the right to

* challenge any employee or patient who we believe may have an upper respiratory infection or may have been exposed to the coronavirus and may refuse to allow the employee to work or the patient to be seated
* to take oral temperature of any patient or employee. An employee or patient’s refusal will result in them being forced to leave the office.
* to send an employee suspected of having an upper respiratory or coronavirus infection to a qualified healthcare individual or facility for appropriate testing

Patients who have upper respiratory conditions and also have emergency dental conditions, or those who are experiencing complications from treatment, should be screened by phone by one of the doctors or DPS before being given an appointment.

We cannot supply personal protection equipment (e.g., masks, gloves, gowns, hats, etc.) to patients. We will permit employees to take home masks for immediate family members, but not to extended family members. Employees are prohibited from taking sterilization wipes or other cleaning or sterilization supplies from the office for personal use.

Every employee must do their part to keep the practice environment safe:

* Wash your hands frequently
* Clean your workspace frequently
* Wipe down the phone, computer keyboard, mouse, and desk surfaces with antiseptic wipes daily
* Frequently use antiseptic wipes to sanitize areas that patients touch (e.g., pens, clipboards, countertops, coffee machines, water dispensers, doorknobs, etc.)
* Immediately notify team members or doctors if you suspect a problem
* Share our sanitation efforts and affirmative actions with patients or other employees at other offices
* Implement a “fist bump” or elbow touch as a greeting—do not shake hands or hug.
* Ask all patients to use the hand sanitizer installed at the check in. If they don’t want to, ask them to wash their hands in the restroom.

If the practice must close its doors due to the Coronavirus, employees may not enter the office or instruct patients to go to or enter the office. Additionally, employees cannot take information or items from the office in anticipation of closure. During the office closure employees can be compensated based on vacation days, otherwise the time will be unpaid. If the office closure is prolonged beyond Click or tap here to enter text., the doctor will consider paying employees Click or tap here to enter text.% of the normal pay to employees who return to work after reopening.

The recommendations and policies associated with coronavirus are likely to change. Therefore, all information in this memorandum is subject to be updated as new information becomes available. Notification of office closure will be provided as soon as possible and will enact these policies on an immediate basis.

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