***COVID-19 Preparedness Plan for [INSERT Office name]***

**The Dental Practice is committed to providing a safe and healthy workplace for all our team members. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and team members are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces which requires full cooperation among team members and management. Only through this cooperative effort can we establish and maintain the safety and health of our team members and workplaces.**

**Management and team members are responsible for implementing and complying with all aspects of this Preparedness Plan. The Dental Practice’s managers and supervisors have our full support in enforcing the provisions of this policy.**

**Our team members are our most important assets. We are serious about safety and health and keeping our employees working at the Dental Practice. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our team members in this process by providing periodic We Care emails. We have established a Covid-19 Resource Website at** [**http://smilebrands.com/covid-19**](http://smilebrands.com/covid-19)**. We have created a Safe Smile Space (S3) with listening sessions and toolkit webinar series. All employees have been encouraged to help develop this plan.**

**Our Preparedness Plan follows Cal OSHA, California Department of Public Health (CDPH), Centers for Disease Control and Prevention (CDC), other local guidelines, and federal OSHA standards related to COVID-19 and addresses:**

* **Hygiene and respiratory etiquette;**
* **Engineering and administrative controls for social distancing;**
* **Housekeeping-cleaning, disinfecting and decontamination;**
* **Prompt identification and isolation of sick persons;**
* **Communications and training that will be provided to managers and team members;**
* **Management and supervision necessary to ensure effective implementation of the plan.**

***Screening and policies for employees exhibiting signs and symptoms of COVID-19***

**Employees have been informed of and required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures have been implemented to assess team members’ health status prior to entering the workplace and for team members to report when they are sick or experiencing symptoms. All employees are required to wear Personal Protective Equipment (PPE), and patients are required to wear masks. Any team members that are sick or are experiencing symptoms will not be allowed to return until they have met the guidelines set forth by the CDPH. The Dental Practice’s Office Manager is to coordinate with their HR Business Partner concerning the latest CDPH and Cal OSHA guidance.**

**Leave of absence policies have been implemented that promote team members staying home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Sick leave is provided in accordance with state laws to employees who have worked for 30 or more days within a year from the date of hire. Sick leave is accrued at the rate of one hour per every 30 hours worked, up to 24 hours per year. Family Medical Leave Act of 1993 (FMLA) is provided with benefits consistent with the act. At all times, the company will follow applicable state law to the extent state law provides benefits more generous than those of FMLA. FMLA is available to certain absences due needing to care for family or the employees own serious health condition. FMLA also covers leave for childbirth and any other family issues. Employees must meet eligibility requirements. Further details can be found in the Employee Handbook. Accommodations are made subject to the agreement of employee and supervisor.If a team member requires an accommodation for their underlying medical condition, they will need to contact their supervisor and HR Business partner.**

**The Dental Practice Office Managerinforms its employees if the employees have been exposed to a person with COVID-19 at their workplace and requires them to quarantine for the CDPH’s recommended timeframe. The Dental Practice management will comply with current CDPH guidance applicable to dental healthcare team members for a safe return. In the case of any COVID-19 positive employee, if required by regulation, the company will perform contact tracing and implement quarantine protocols.**

***Handwashing***

**Basic infection prevention measures are always being implemented at our workplaces. Team members are instructed to wash their hands for at least 20 seconds with soap and water or an alcohol based hand sanitizer frequently throughout the day, but especially at the beginning and end of their shift, prior to mealtimes and after using the bathroom. Some workplaces may have hand-sanitizer dispensers (that use sanitizers comprised of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.**

***Respiratory etiquette: Cover your cough or sneeze***

**Team members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterwards. Respiratory etiquette will be supported by making tissues and trash receptacles available to all team members and visitors.**

***Social Distancing***

**When not seeing patients and whenever possible, all team members are to maintain the recommended social distance from each other. Patients enter and exit treatment rooms one at a time to maintain this distance. All protective supplies are provided and required, and maintained in the office. The Office Manager is contacted with any concerns. Employees and visitors are prohibited from gathering in groups and combined areas, including elevators and from using other team members’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal tools and equipment.**

***Housekeeping***

**Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunch rooms and meeting rooms. Cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Cleaning is conducted minimally at the end of the day by front and back office staff with products that kill Covid-19.**

***Communications and training***

**The Preparedness Plan was communicated to all team members on \_\_\_\_\_\_, 2022and necessary training /protocols (identified on the** [**http://smilebrands.com/covid-19**](http://smilebrands.com/covid-19) **) was provided when the Dental Practice was re-opened, or when a team member returned back to work. Additional communication and training will be ongoing and provided to all team members as they return to the Dental Practice or start employment at the Dental Practice. Managers and supervisors are to monitor how effective the program has been implemented. This Preparedness Plan has been certified by the DentalPractice’smanagement and was posted throughoutthe workplace on \_\_\_\_\_\_\_\_\_\_\_\_.**

**It will be updated as necessary.**

**Certified by:**

**[*Signature]***

***Office Manager***

**Revised March 1, 2022**