



Toronto College[™]
of Dental Hygiene and Auxiliaries^{Inc.}

COVID-19 SAFETY PLAN

Created November 16th, 2020



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RATIONALE FOR THESE GUIDELINES

The Toronto College of Dental Hygiene and Auxiliaries Inc. (TCDHA) is committed to the safety and wellbeing of our students, staff, faculty, clients and guests. TCDHA will contact the appropriate authorities and notify them of all relevant information in the case of an outbreak. TCDHA will work within both provincial and local health guidelines in regards to the reopening plans in Ontario and will remain updated on all changing policies and procedures.

Any students, staff, faculty, clients and/or guests experiencing potential COVID-19 related symptoms cannot enter the building. For more information on COVID-19, please review the following options:

- Visit Telehealth Ontario: <https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>
- Visit a physical assessment site close to you
- Virtual visit with a physician or nurse
- Take the Ministry of Ontario Covid-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>



PROTOCOLS AND GUIDELINES DURING COVID-19

TCDHA has designed and implemented guidelines that are in place to protect students, staff, faculty, clients and guests upon arrival to the college.

Guest Entry:

- a. All guests will have their temperatures taken by the designated staff working the check-in desk (located at the entrance of the college). The staff member will note their temperature, write their name, date/time of arrival and ask pre-screening questions to ensure they are negative. Examples of guests include: delivery drivers, postal services etc. Guest must sanitize their hands upon entry.

Client Entry:

- a. Students will ask their client pre-screening questions the night before the clients appointment. If a client says 'Yes' to any of the screening questions the student explains they cannot enter the college for their appointment and recommends they speak with their physician. If the client says 'No' to all of the questions they will be allowed to enter the college.
- b. Once inside they will go straight to the check-in desk, sanitize their hands and have their temperatures taken by a staff member. TCDHA has implemented a spreadsheet dedicated strictly for client entry where the check-in desk staff will enter the client's temperature. They will also note that they have arrived, and confirm that the student has completed the questionnaire with their client.
- c. TCDHA has implemented Scattered entry for clients, ensuring that they do not all enter the clinic at the same time. The upstairs clinic starts 30 minutes after the downstairs clinic to ensure waiting areas following social distancing guidelines.
- d. Clients are also provided with a chair number to ensure they are brought directly to their correct chair. The monitor assisting with the clinic will come out and call their number to bring them inside.



Student Entry:

- a. Prior to entering the building students must complete the 'COVID-19 Prescreening Questionnaire'. The purpose of this assessment is to track any individuals who are experiencing symptoms of COVID-19 and ensure they do not enter the building. Students must sanitize their hands upon entry (located at the check-in desk) and provide verbal confirmation to the front desk staff that they completed their form. This is verified by their instructors.
 - i. Students temperatures are taken upon arrival to the college using touch less forehead thermometers
 - ii. TCDHA has also created a COVID-19 instructional video to further educate students on the policies and procedures at the college during the COVID-19 pandemic (available on the portal)

Staff and Faculty:

- a. Prior to entering the building Staff and Faculty must also complete the 'COVID-19 Prescreening Questionnaire'. Staff and Faculty will proceed immediately to the "Staff and Faculty Check-in Desk" to sanitize, take their temperature using the touchless forehead thermometer and write down all their entry details (date/time of arrival, name, temperature, COVID-19 screening completion and negative result).
- b. Staff and Faculty have access to all PPE guidelines and are reminded on the mandatory PPE during COVID-19.

Students, Staff, Faculty, Clients and Guests

Additional to the above steps, all students, staff, faculty and guests must:

- a. Wear a mask upon entry to the building and while on the premises. A minimum of a 3-layered mask or face covering with a filter is required.
- b. Practice proper hand washing; techniques are posted on the washroom doors and hand sanitizer bottles are placed throughout the college. TCDHA has implemented a 'COVID-19 Response Hand Hygiene Protocol' manual explaining hand hygiene protocols along with *How to Wash Hands* and *How to Use Hand Rub* . This manual



- states that anyone entering the building must conduct proper ABHR (Alcohol Based Hand Rub; Hand Sanitizer).
- c. Practice successful Physical distancing of at least 6 feet at all times. TCDHA has placed markers on the floor to assist with staying apart. These markers are placed throughout the college to help direct traffic (the main lobby/entrance and up and down the staircase, along with marking all table seating- 1 person only). There are signs on all change rooms and washrooms marking the maximum capacity in each area.

COVID-19 POLICIES AND PROCEDURES

TCDHA has implemented COVID-19 manuals with protocols for entering and exiting the building, rules for remaining on the premises and screening for COVID-19 symptoms including self-monitoring and isolating for 14-days.

All COVID-19 manuals have been posted to the portal for students, staff and faculty to view under *TCDHA Resources*. These COVID-19 manuals include Clinical Practice Guidelines, Hand Hygiene Pandemic Protocol, Student/Faculty Pandemic Protocol and Pandemic Student PPE Guidelines. Faculty, staff and students also have access to Manual and Policy documents including Infection Control.

Clients are screened for symptoms of COVID-19 by the *student* before they arrive to the college. The Check-in desk confirms that this has been completed. TCDHA also has signage at the front of the school reminding *everyone* who arrives to the college that masks are required before entering the building. A STOP sign accompanied with possible COVID-19 symptoms is also posted beside the check-in desk.

ENVIRONMENTAL CLEANING

TCDHA has implemented several cleaning procedures meeting the criteria noted in the *Public Health Ontario's Cleaning and Disinfection for Public Settings guidance document*. This document requests that surfaces frequently touched are sanitized twice per day, at TCDHA staff assist with these duties and complete routine sanitization around 3-4 times per day. TCDHA uses a combination of sanitization wipes and sprays to ensure all high touched areas



(knobs, elevator buttons, desks and chairs) are cleaned regularly. If there is an increase in students in a designated area (ex. during final exams), surfaces (desk and chair) are wiped as soon as the student leaves the room. Saran wrap has also been provided in the computer labs to cover the key board/mouse and sanitizer is placed around the school. Additionally, glass barriers have placed around the front desk and within the clinic to keep everyone separated and protected.

TRAVEL OUTSIDE THE COUNTRY AND QUARANTINE REQUIREMENTS

International students, staff, faculty, clients and/or guests travelling from outside of the country must understand arrival and quarantine requirements:

- a. You cannot travel while sick or experiencing symptoms of COVID-19
- b. To expect the following when entering Canada:
 - i. To be asked whether they have COVID-19 symptoms.
 - ii. Understand that quarantine is mandatory for 14 days, if COVID-19 symptoms are present, an additional 14 day isolation is mandatory.
 - iii. Have a plan for accommodations for the 14-day quarantine.
 - iv. Provide contact information through the ArriveCAN app or website.

OUTBREAK PREVENTION AND MANAGEMENT PLAN

TCDHA has implemented a *Contact Tracing Process* whereby each Student, Staff, Faculty, Client and Guest must complete the COVID-19 Prescreening Questionnaire, have their temperature taken, and follow entry protocol to ensure all their information is noted for that date. This allows us to also trace who was in the building on each day if a COVID-19 case/outbreak occurs. This Prescreening Questionnaire also helps to identify if any student, staff, faculty, client and/or guest is experiencing symptoms of COVID-19 and to ensure that they stay home. In the event a student, staff, faculty member, client and/or guest tests positive for COVID-19, those individuals who came in direct contact



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with them will be notified immediately and asked to get tested for COVID-19 and monitor for symptoms. TCDHA is committed and in full cooperation with all necessary public health units and would notify and assist in their outbreak investigation. TCDHA will also notify authorities of both compliance issues during a 14-day quarantine and any cases of COVID-19 during the 14-day quarantine period. There are three representatives who will act as the point of contact for TCDHA. They are Operations Manager Ms. Lucy Vescio, Program Director Ms. May Moulis, and CEO Ms. Lidia DiNicolo. These individuals will communicate with relevant authorities when needed.

Students, staff, faculty, clients and guests who are experiencing symptoms must quarantine and test for COVID-19 and must present a negative test result and be symptom free before arriving/returning to TCDHA.