SAFE REOPENING PLAN

Business Name: Southwestern College- HEC NC
Facility Address: 880 National City Blvd. National City, CA 91950

This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan. Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.

A. Signage (Mandatory):

☑️ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.

☑️ Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

☑️ Teleworking opportunities have been maximized.

☑️ All employees have been told not to come to work if sick.

☑️ All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. Employees must be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19)

☑️ All employees must wear facial coverings in the workplace, if within six feet of others.

☑️ All desks or individual work stations are separated by at least six feet.

☑️ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Once every 4 hours during 6 weeks in summer with a limited number of people working. Most employees are still working remote.

Once college semester starts, the custodial services will resume with more frequent cleanings.

☑️ Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

Clinical: CDC guidelines in regards to masks, gloves, gowns, face shields
Office: masks, gloves

No one enters without facecoverings.
SAFE REOPENING PLAN

B. Measures To Protect Employee Safety (Mandatory) Continued:

☑ Soap and water are available to all employees at the following location(s):

All breakrooms, bathrooms, clinics
Hand sanitizers at all locations

☑ Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to ___ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
☐ All patrons/visitors must wear facial coverings.
☐ Curbside or outdoor service is made available where feasible.
☐ Optional – Describe other measures:

Not Applicable

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

☑ Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
☑ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
☑ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
☑ Appointment system is utilized, when appropriate.
☐ Optional – Describe other measures:
SAFE REOPENING PLAN

E. Additional Measures Specific to Business (Mandatory):

See attachment:
Dental Hygiene Pilot Program for Returning to Clinic to Complete the Class of 2020

Southwestern College dental hygiene program is requesting to resume clinical teaching June 19, 2020 in order to graduate our Class of 2020. We are essential to the community and the local dentists as there is a need for registered dental hygienists to fulfill the shortage of hygienists in San Diego County. Oral health care is essential to maintain overall general health as the periodontal pathogens in the oral cavity contribute to heart disease, stroke, heart attacks and other systemic manifestations including diabetes.

Instructional: We have established a thorough re-entry plan to keep all persons safe and by adhering to the strict guidelines of the CDC and OSHA, additionally including the recommendations of the California Dental Association (CDA) and the American Dental Association (ADA).

This plan includes 16 infection control teaching modules through our on-line platform called Canvas for students, faculty, staff, and administrators in our department. Each module will need to be completed and a post-test will need to be passed prior to returning to clinic. The modules allow for remediation/review as needed. Our plan includes detailed information to be disseminated to all persons involved with clinical care and the facility. If the county would like to review the infection control teaching modules, access can be granted to our Canvas platform to demonstrate our compliance to CDC guidelines. There will be a on-site review of all processes prior to starting patient care with all persons involved in clinical care while we maintain social distancing with appropriate PPE. Our modules include:

- COVID-19 Clinic Protocol Module Instructions
- CDC Interim Guidelines Video
- Final-COCA-Call-Slides_06-03-2020
- Hand Hygiene and Cough/Sneeze Etiquette
- ppe-sequence.CDC-1.pdf
- Donning & Doffing PPE
- NIOSH-CDC Respirator Approval
- ADA Review of Dental Guidelines

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name: Gay Teel, RDH., MA  Phone Number: 619-216-6670

Signature, Appointing Authority or Designee

Date of Form Completed: 6/13/2020
Dental Hygiene Pilot Program for Returning to Clinic to Complete the Class of 2020

Southwestern College dental hygiene program is requesting to resume clinical teaching June 19, 2020 in order to graduate our Class of 2020. We are essential to the community and the local dentists as there is a need for registered dental hygienists to fulfill the shortage of hygienists in San Diego County. Oral health care is essential to maintain overall general health as the periodontal pathogens in the oral cavity contribute to heart disease, stroke, heart attacks and other systemic manifestations including diabetes.

**Instructional:** We have established a thorough re-entry plan to keep all persons safe and by adhering to the strict guidelines of the CDC and OSHA, additionally including the recommendations of the California Dental Association (CDA) and the American Dental Association (ADA).

This plan includes 16 infection control teaching modules through our on-line platform called Canvas for students, faculty, staff, and administrators in our department. Each module will need to be completed and a post-test will need to be passed prior to returning to clinic. The modules allow for remediation/review as needed. Our plan includes detailed information to be disseminated to all persons involved with clinical care and the facility. If the county would like to review the infection control teaching modules, access can be granted to our Canvas platform to demonstrate our compliance to CDC guidelines. There will be a on-site review of all processes prior to starting patient care with all persons involved in clinical care while we maintain social distancing with appropriate PPE. Our modules include:

- COVID-19 Clinic Protocol Module Instructions
- CDC Interim Guidelines Video
- Final-COCA-Call-Slides_06-03-2020
- Hand Hygiene and Cough/Sneeze Etiquette
- ppe-sequence.CDC-1.pdf
- Donning & Doffing PPE
- NIOSH-CDC Respirator Approval
- ADA Review of Dental Guidelines
- ADHA Task Force FAQ
- California Department of Public Health
- Posters/Signage
- Screening Procedures
- CDA Patient Screening Form
- Vaccination for Prevention
- HIPAA Refresher
- Clinical Protocol Post-Test

**Entry into facility:** Each patient will be sent a questionnaire the night before their scheduled appointment and reviewed by their student clinician. We will require all persons prior to entry into the facility to be screened by the screening dentist which includes: a table set up at the doorway, temperature evaluation using a touch-less thermometer, and all persons will complete a paperless questionnaire once again. The screening dentist will verbally ask the questions and write the answers. An interpreter can be present if necessary. We will have appropriate PPE and available masks for those who arrive without a face covering. Face coverings are required. Again we will follow all strict current guidelines by the CDC and OSHA, and recommendations by CDA and ADA. The screening
dentist will screen all faculty and staff prior to students and lastly the patients. Anyone who has symptoms identified will be immediately instructed to self-quarantine along with calling their physician. Additionally, the Social Distancing and Sanitation protocol will be posted on all entry doors.

**Facility:** There will be no seating in the waiting room. There will be entry and exit patterns and no waiting in lines at check-out. Social distancing will be maintained during entry and exit. There is a glass partition in the reception area. Students will come to get their patients once screened and take them straight to the dental chair operatory. We have fully enclosed 8 chairs in the clinic facility with proper ventilation that has been researched and put in place to maintain a controlled environment. The clinic is split in half, fully divided in order to maintain the 10 person ratio on each side of the clinic facility. There will be a clinic facilities coordinator in the sterilization area that will stay in this cordoned off enclosed area in order to sterilize instruments using all appropriate precautions necessary to maintain CDC guidelines.

No ultrasonic scaling unit use, air-water syringe use, or polishing with a hand-piece will be allowed. Hand scaling only, gauze for tissues and high speed suctioning mirrors will be used. We have 100% hydrogen peroxide for patients to pre-rinse and post rinse after procedures. Students, staff and faculty will don the appropriate PPE according to the CDC guidelines and doff their PPE appropriately. There is a specific module for this process during the training module prior to clinic entry.

The clinic will be decontaminated following the CDC guidelines and there will a minimum of 30 minutes in between patients. There will be 2 patients per day for each operatory/student in an 8 hour period of time. The students need to complete their interrupted instruction from mid Spring semester in order to graduate, allowing them to be licensed and become part of the essential workforce.

This pilot program will allow us to complete the Class of 2020, as well as, continue in Fall to facilitate small groups of students to resume clinical instruction for patient experiences. Several colleges with dental hygiene programs in California have already started back to clinical instruction and I am confident we have a well thought out plan for securing the safety of all persons involved in clinical care.

Respectfully submitted,

Gay V.S. Teel, RDH, MA  
Interim Director- Dental Hygiene  
Southwestern College  
HEC NC
Dear Patient:

We hope this letter finds you and your family in good health. Our community has been through a lot over the last few months, and all of us are looking forward to resuming our normal habits and routines. While many things have changed, one thing has remained the same: our commitment to your safety.

Infection control has always been a top priority for our dental hygiene program and you may have seen this during your visits to our clinic. Our infection control processes are made so that when you receive care, it’s both safe and comfortable. We want to tell you about the infection control procedures we follow in our practice to keep patients and staff safe.

Our office follows infection control recommendations made by the American Dental Association (ADA), the U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). We follow the activities of these agencies so that we are up-to-date on any new rulings or guidance that may be issued.

You may see some changes when it is time for your next appointment. We made these changes to help protect our patients and staff. For example:

- Our office will communicate with you beforehand to ask some screening questions. You’ll be asked those same questions again when you are in the office.
- We have hand sanitizer that we will ask you to use when you enter the clinic. You will also find some in the reception area and other places in the clinic for you to use as needed.
- You may see that our reception room will no longer offer magazines and so forth, since those items are difficult to clean and disinfect.
- Appointments will be managed to allow for social distancing between patients. That might mean that you’re offered fewer options for scheduling your appointment.
- We will do our best to allow greater time between patients to reduce waiting times for you, as well as to reduce the number of patients in the reception area at any one time.

We look forward to seeing you again and are happy to answer any questions you may have about the steps we take to keep you, and every patient, safe in our practice. To make an appointment, please email the prospective student.

Thank you for being our patient. We value your trust and loyalty and look forward to welcoming back our patients, neighbors and friends.

Sincerely,

Southwestern College Dental Hygiene Program
I, ______________________, verify that I have reviewed the COVID-19 Clinic Protocol Learning Module documents, videos and reference material.

I acknowledge completion and understand the content contained within the Clinic Protocol Module. I agree to abide by the protocols, policies and procedures while they are in effect.

___________________________________  _________________________
Participant Signature                  Date

___________________________________  _________________________
Interim Director Gay Teel               Date
## SWC Dental Hygiene Program
### COVID-19 Daily Health Screening Questionnaire

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Temperature &gt;100.4</th>
<th>Short of breath?</th>
<th>Dry cough?</th>
<th>Runny nose?</th>
<th>Sore throat?</th>
<th>Loss of smell/taste?</th>
<th>Chills?</th>
<th>Muscle pain?</th>
<th>Headache?</th>
<th>Have you traveled out of state</th>
<th>Date/Time of travel (if yes)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td>Y / N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Southwestern College Dental Hygiene Program shall conduct daily health screening for faculty, staff, students and patients, prior to each session of in-person hands-on skills and clinic instruction. Hands-on skills are mandatory and required by the Dental Hygiene Board of California and the Committee on Dental Accreditation (CODA) Program. It is mandatory for all dental hygiene students to complete in-person hands-on skills to become certified/licensed by an approved the California licensing agency. In response to COVID-19 and to keep our students, patients and educational staff safe during instruction, we shall implement the following daily health screening procedures:

**Health Screening Procedure for SWC Dental Hygiene Faculty, Staff, Students & Patients:**

- All health screening will be conducted by trained individuals (“Screener”)
- Screener shall be wearing appropriate PPE per CDC guidelines
- All individuals shall meet at HECNC North facing glass door (opposite County of Office of Education building)
  - Screener will open the door in a metered format to assess each person
  - Practice social distancing >6 feet, along with wearing a face covering
- The Screener shall follow these procedures and document all results:
  - Temperature check with no-touch thermometer outside the building
  - Re-test if over 38°C/100.4°F
  - Fill out the “COVID-19 Daily Health Screening Questionnaire”
- All **Daily Health Screening Questionnaires** will be filed with the Dental Hygiene Program Director following confidentiality guidelines.
- If any positive results are shown, the individual shall be immediately directed to self-isolate and contact their personal health care provider for further direction and health screening.
FOR THE CONTROL OF COVID-19

STOP

REVIEW!

Everyone exhibiting ANY symptoms whether mild or severe of COVID-19 or other communicable diseases including the flu, strep throat, colds, etc., is expected to self-isolate.

In an effort to protect your health and the health of all who enter

The Southwestern College Dental Hygiene Clinic Facility

People, including faculty, staff, and students CANNOT enter ANY location if exhibiting any of the following symptoms:

<table>
<thead>
<tr>
<th>Persistent Cough</th>
<th>Diarrhea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever (&gt; than 38°C or 100.4°F)</td>
<td>Chills</td>
</tr>
<tr>
<td>Mod. to severe headache</td>
<td>Malaise</td>
</tr>
<tr>
<td>Frequent Sneezing</td>
<td>Sore Throat</td>
</tr>
</tbody>
</table>

Anyone entering the Southwestern College Dental Hygiene clinic, including faculty, staff, students, and visitors must be screened and have their temperature taken prior to entry.

We have implemented this check to preserve the health and safety of our staff and students. We all need to do our part to reduce the spread of communicable disease, including the COVID-19 virus.
FOR HEALTHCARE PROVIDERS

KNOW THE TRUTH TO PROTECT YOURSELF AND PROTECT YOUR PATIENTS

**TRUTH:**
Alcohol-based hand sanitizer is more effective and less drying than using soap and water.

**THE NITTY GRITTY:**
Compared to soap and water, alcohol-based hand sanitizers are better at reducing bacterial counts on hands and are effective against multidrug-resistant organisms (e.g., MRSA). Additionally, alcohol-based hand sanitizers cause less skin irritation than frequent use of soap and water.

**TRUTH:**
Using alcohol-based hand sanitizer does NOT cause antibiotic resistance.

**THE NITTY GRITTY:**
Alcohol-based hand sanitizers kill germs quickly and in a different way than antibiotics. There is no chance for the germs to adapt or develop resistance.

**TRUTH:**
Some healthcare providers miss certain areas when cleaning their hands.

**THE NITTY GRITTY:**
Using alcohol-based hand sanitizer becomes a habit and sometimes healthcare providers miss certain areas:
- **FINGERTIPS**
- **THUMBS**
- **BETWEEN FINGERS**

**TRUTH:**
Alcohol-based hand sanitizer does not kill *C. difficile*, but it is still the overall recommended method for hand hygiene practice.

**THE NITTY GRITTY:**
Always use gloves when caring for patients with *C. difficile*. In addition, when there is an outbreak of *C. difficile* in your facility, wash your hands with soap and water after removing your gloves.
**PROTECT YOURSELF AND PROTECT YOUR PATIENTS FROM POTENTIALLY DEADLY GERMS**

**TRUTH:**
The amount of product you use matters.

**THE NITTY GRITTY:**
Use enough alcohol-based hand sanitizer to cover all surfaces of your hands. Rub your hands together until they are dry. Your hands should stay wet for around 20 seconds if you used the right amount.

**TRUTH:**
Glove use is not a substitute for cleaning your hands. Dirty gloves can soil your hands.

**THE NITTY GRITTY:**
Clean your hands after removing gloves to protect yourself and your patients from infection.

**TRUTH:**
On average, healthcare providers perform hand hygiene less than half of the times they should.

**THE NITTY GRITTY:**
When healthcare providers do not perform hand hygiene 100% of the times they should, they put themselves and their patients at risk for serious infections.
SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN
   - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   - Fasten in back of neck and waist

2. MASK OR RESPIRATOR
   - Secure ties or elastic bands at middle of head and neck
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

3. GOGGLES OR FACE SHIELD
   - Place over face and eyes and adjust to fit

4. GLOVES
   - Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   - Hold removed glove in gloved hand
   - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. GOWN
   - Gown front and sleeves are contaminated!
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. **GOWN AND GLOVES**
   - Gown front and sleeves and the outside of gloves are contaminated!
   - If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside-out into a bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container

2. **GOGGLES OR FACE SHIELD**
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. **MASK OR RESPIRATOR**
   - Front of mask/respirator is contaminated — **DO NOT TOUCH!**
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

4. **WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**

**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**
COVID-19 Waiver of Risk for Dental Hygiene Students

Students in healthcare programs like other frontline medical providers are at high risk of exposure to the virus that causes COVID-19. In order to continue with the required Dental Hygiene Board of California and Committee on Dental Accreditation skills and simulation hours, students are required to read and sign the following statement of understanding.

I agree to following CDC recommendations to limit my exposure to, or transmission of, COVID-19 virus by the following methods:

- Following proper hand-washing technique before and after all contact with all persons and associated equipment. Use an alcohol-based hand sanitizer when hand-washing is not readily available.
- Proper use of PPE: person/student/instructor contacts. Follow proper procedural use of N95/KN95 mask, level-3 surgical mask with full face shields gloves, gowns, as directed by SWC faculty or staff.
- Report any COVID-19 exposure to SWC faculty or staff immediately.

I understand that, due to the COVID-19 virus risk, I have the option to suspend my participation in my current Dental Hygiene Program at Southwestern College until a later time (to be determined) without a negative effect on my grade or course completion.

Print name: ___________________________ Date: __________________________

Signature: ___________________________ Dental Hygiene Class: _________________

Director/Lead faculty Name: ____________________________________________________
Dental Hygiene Pilot Program for Returning to Clinic to Complete the Class of 2020

Southwestern College dental hygiene program is requesting to resume clinical teaching June 19, 2020 in order to graduate our Class of 2020. We are essential to the community and the local dentists as there is a need for registered dental hygienists to fulfill the shortage of hygienists in San Diego County. Oral health care is essential to maintain overall general health as the periodontal pathogens in the oral cavity contribute to heart disease, stroke, heart attacks and other systemic manifestations including diabetes.

**Instructional:** We have established a thorough re-entry plan to keep all persons safe and by adhering to the strict guidelines of the CDC and OSHA, additionally including the recommendations of the California Dental Association (CDA) and the American Dental Association (ADA).

This plan includes 16 infection control teaching modules through our on-line platform called Canvas for students, faculty, staff, and administrators in our department. Each module will need to be completed and a post-test will need to be passed prior to returning to clinic. The modules allow for remediation/review as needed. Our plan includes detailed information to be disseminated to all persons involved with clinical care and the facility. If the county would like to review the infection control teaching modules, access can be granted to our Canvas platform to demonstrate our compliance to CDC guidelines. There will be a on-site review of all processes prior to starting patient care with all persons involved in clinical care while we maintain social distancing with appropriate PPE. Our modules include:

- COVID-19 Clinic Protocol Module Instructions
- CDC Interim Guidelines Video
- Final-COCA-Call-Slides_06-03-2020
- Hand Hygiene and Cough/Sneeze Etiquette
- ppe-sequence.CDC-1.pdf
- Donning & Doffing PPE
- NIOSH-CDC Respirator Approval
- ADA Review of Dental Guidelines
- ADHA Task Force FAQ
- California Department of Public Health
- Posters/Signage
- Screening Procedures
- CDA Patient Screening Form
- Vaccination for Prevention
- HIPAA Refresher
- Clinical Protocol Post-Test

**Entry into facility:** Each patient will be sent a questionnaire the night before their scheduled appointment and reviewed by their student clinician. We will require all persons prior to entry into the facility to be screened by the screening dentist which includes: a table set up at the doorway, temperature evaluation using a touch-less thermometer, and all persons will complete a paperless questionnaire once again. The screening dentist will verbally ask the questions and write the answers. An interpreter can be present if necessary. We will have appropriate PPE and available masks for those who arrive without a face covering. Face coverings are required. Again we will follow all strict current guidelines by the CDC and OSHA, and recommendations by CDA and ADA. The screening
dentist will screen all faculty and staff prior to students and lastly the patients. Anyone who has symptoms identified will be immediately instructed to self-quarantine along with calling their physician. Additionally, the Social Distancing and Sanitation protocol will be posted on all entry doors.

**Facility:** There will be no seating in the waiting room. There will be entry and exit patterns and no waiting in lines at check-out. Social distancing will be maintained during entry and exit. There is a glass partition in the reception area. Students will come to get their patients once screened and take them straight to the dental chair operatory. We have fully enclosed 8 chairs in the clinic facility with proper ventilation that has been researched and put in place to maintain a controlled environment. The clinic is split in half, fully divided in order to maintain the 10-person ratio on each side of the clinic facility. There will be a clinic facilities coordinator in the sterilization area that will stay in this cordoned off enclosed area in order to sterilize instruments using all appropriate precautions necessary to maintain CDC guidelines.

Students will not be using any device to produce aerosols. No ultrasonic use, air-water syringe use, or polishing with a hand-piece will be allowed. Hand scaling only, gauze for tissues and high speed suctioning mirrors will be used. We have 100% hydrogen peroxide for patients to pre-rinse and post rinse after procedures. Students, staff and faculty will don the appropriate PPE according to the CDC guidelines and doff their PPE appropriately. There is a specific module for this process during the training module prior to clinic entry.

The clinic will be decontaminated following the CDC guidelines and there will a minimum of 30 minutes in between patients. There will be 2 patients per day for each operatory/student in an 8-hour period of time. The students need to complete their interrupted instruction from mid Spring semester in order to graduate, allowing them to be licensed and become part of the essential workforce.

This pilot program will allow us to complete the Class of 2020, as well as, continue in Fall to facilitate small groups of students to resume clinical instruction for patient experiences. Several colleges with dental hygiene programs in California have already started back to clinical instruction and I am confident we have a well thought out plan for securing the safety of all persons involved in clinical care.

Respectfully submitted,

![Signature]

Gay V.S. Teel, RDH, MA  
Interim Director- Dental Hygiene  
Southwestern College  
HEC NC