



David W Regiani DDS PC d/b/a Regiani Holistic Dental Center COVID-19 Preparedness and Response Plan as of 5/28/2020

Consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, and developed by the Occupational Health and Safety Administration, by June 1, 2020, or within two weeks of resuming in-person activities, whichever is later. The plan must be made available to employees, and customers, whether via website, or by hard copy.

1. **Worksite supervisors (in order): Laurie May, RDA/CDA; Sherry Regiani, SHRM-CP; Kristan Spaulding, FAADOM, Jo Atkinson, Admin** to implement, monitor, and report on the COVID-19 control strategies required under the Order. The supervisor must remain on site at all times when employees are present.
2. **COVID-19 training 5/26 (Zoom to all), and onsite 5/27 (Assistants) and 5/28 (Hygienists)** Including review of the following:
 - a. Workplace infection-control practices.
 - b. The proper use of personal protective equipment.
 - c. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - d. How to report unsafe working conditions.
 - e. Cleaning and communications protocols when employees are sent home with symptoms.
 - a. In the event of a positive COVID-19 case in the workplace, the office requires all employees to do an additional deep clean of every surface within their workspace, even to the point of staying after work to ensure such is done to the satisfaction of the worksite supervisor.
 - b. All cleaning supplies used are to be OSHA approved products, used in the manner recommended by the manufacturer.
3. All employees will conduct a daily entry **self-screening written assessment** upon entering the workplace, including a health questionnaire (monthly Health Log). The Logs are posted in the areas most accessible for the team members: Business, inside long cabinet; HYG and DAs across from the time clock; Doctors, on the long cabinet in DWR's room; Sherry & Joseph in the private office.
4. Maintain at least **six feet social distancing** when bringing patients in or out of the treatment areas. Sneeze screen protective barriers are being installed at the front check-in desk and on the doctor's desk for in-person consultations.
5. The office will provide non-medical-grade face coverings to administrative employees (Sherry & Joseph) for use when 6' distancing is not possible, and medical grade face masks to clinical employees, which includes business team as they are required to pre-screen patients upon arrival.
6. **Face coverings are required to be worn when employees cannot consistently maintain six feet of separation** from other individuals in the workplace and face shields are available when employees cannot consistently maintain three feet of separation from other individuals in the workplace. (Administrative employees have been furnished with non-medical face shields.)
7. **Increase facility cleaning and disinfection** to limit exposure to COVID-19, especially on high-touch surfaces (i.e., door handles), paying special attention to products and shared equipment (i.e., keyboards, phones, charge card terminal).
8. **Cleaning supplies are available to employees** upon entry and at the worksite. Employees are required to wash hands frequently or to use hand sanitizer.

9. If an employee is identified with a confirmed case of COVID-19, within 24 hours of such written or text notification, workplace supervisor will notify both:
 - a. The local public health department and
 - b. Any coworkers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
10. **Response plan for dealing with a confirmed infection in the workplace:** If confirmed at work, said employee will be sent home. If confirmed when employee is not at work, employee will not be allowed to return to work for at least 3 days after any fever is gone (without use of fever-reducing meds), or seven (7) days after the known onset of symptoms, whichever is longer.
11. **Response plan if the employer learns an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office:** All employees who had contact with said individual will be notified in writing or text that such exposure occurred and the date of the same. Said employee(s) will be advised of current Michigan guidelines for recommendations and requirements.
12. Following Executive Order 2020-36 and any executive orders that follow it, the office will not discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
13. Any business-related travel for employees is restricted to essential travel only.
14. The office reserves the right to adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community. Remote work is not possible in dentistry. While the office is not on a route of any public transportation, employees are encouraged to use hand sanitizer any time they are using public transportation.

Furthermore, **all offices** must address:

1. **ENTRY:** This office has two entry point(s), the main front door and the private side door. It is preferred employees use the main entrance. Staggered schedules are allowed as before, so that an employee who does not have an early arrival patient does not need to come in earlier than needed.
2. **OUTDOOR** visual indicators of appropriate spacing for employees outside the building are not necessary as congestion is highly unlikely.
3. **FACE MASKS** are required in shared spaces, hallways, and during in-person meetings if social distancing is not possible.
4. **DISINFECTING SUPPLIES** have not changed. Clinical employees will continue to sanitize their operatory after each patient. Admin team will wipe down their workstations at least twice daily.
5. **ADDITIONAL SIGNS** are posted about the importance of personal hygiene.
6. **HIGH TOUCH SURFACE DISINFECTION** will continue as before, including whiteboard markers, restrooms, restroom key, door handles and minimize shared items when possible.

Our plan will continue to evolve as changes are made by State, Federal and Local Authorities.

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