

## **Pandemic Safety Plan**

### **Purpose:**

To help create a safe environment for staff and patients. This is an outline of safety measures we have taken in our office.

#### **A. Environmental Measures:**

Maintaining physical distancing where possible (2 metres or 6 feet)

Physical barriers (plexiglass at reception area)

Frequent cleaning and disinfection of commonly touched areas (e.g. doorknobs, door handles, sinks and taps)

Removal of unnecessary furniture in the waiting area

Signage posted in operatories and common areas regarding handwashing, respiratory etiquette and physical distancing.

Occupancy Limits posted in the waiting area and staff room

#### **B. Administrative Measures:**

Training all staff of new measures taken and updates regularly

Decrease density of staff and patients in clinic (one parent of caregiver only for each patient if necessary)

Staggering appointments, break times and reduced office hours indefinitely

Pre-appointment triage over email, phone, and when the patient arrives in the office

All staff returning to work must complete our office screening form

Self monitoring of Covid 19 symptoms by all staff on a daily basis

Pandemic binder implemented to record daily staff temperatures and all additional visitors into the office.

Temperature screening:

- All patients when they check in

- All staff when they start their shift

#### **C. Personal Measures:**

Frequent hand washing and sanitizing for all staff

Hand washing or hand sanitizing by all patients upon entering and leaving the office

Staying home from work (new sick leave policy) or rescheduling appointments if anyone has Covid 19 symptoms as per BC CDC guidelines.

#### **D. Personal Protective Equipment (PPE):**

PPE for all staff (suited to the task and risk level as per OHCP guidelines)

Proper training of donning/doffing and disposal of PPE

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