

**Notification**

**Faculty of Dental Sciences**

**Guidelines to be followed at the entrance/ Orange Zone:**

**I. Person In-charge: Ms.....**

1. Display of Visual alerts : hand hygiene, cough etiquette , physical distancing and wearing of mouth mask , symptoms of COVID 19 infection
2. Every patient who enters and exits the clinic should be provided hand sanitizers after hand wash.
3. Wearing of mouth mask is mandatory, In any such case where the patient does not have the mouth mask, please provide one and include the charge in registration amount
4. Interview patients for COVID 19
5. Repeat step 4 if they have had any of these symptoms in the last 48 hours.
6. In case of revisit patients with any signs and symptoms repeat step 4
7. Consider recently recovered patients also as a potential virus carrier for at least 30 days after the recovery confirmation by a laboratory test. ( to be included in the assessment form)
8. Confirm the status of COVID 19 for those patients returning from Fever clinics.  
(Relevant document of initial screening to be examined)
9. For those patients who are declared safe, guide them to registration counter
10. Ensure patients maintain physical distancing
11. After registration, guide the patient to pre- screening area managed by Clinician in Orange zone

**II. Person in- charge: Clinician and one attender**

1. PPE for Clinicians: 3 Ply mouth mask, gloves, gown, suitable head caps and shoe covers at all times when in clinical are. Protective eye wear / face shield Gloves to be changed after every patient
2. To change the posting for every two hours ( decision based on patient load)
3. To record patient details as per the template provided
4. Triaging of patients after oral examination as Urgent, Emergency and elective
5. Patient should be instructed to remove mask only during intraoral examination and place it back immediately after examination
6. Maintain safe distance while examining patient. Avoid gag inducing intraoral maneuvers. Avoid contact with saliva as much as possible. Spitting should not be allowed
7. Have patients rinse with a 1.5% hydrogen peroxide or 0.2% povidone as a pre-procedural mouth rinse before each appointment.
8. Refer only patients in the category of Urgent and Emergency to Blue Zone
9. Do not allow patient to handle the file
10. In case of any prescriptions follow guidelines specified by Dept. of OMFS

### **III. Attender**

1. Two ply mouth mask, gloves and apron to be worn
2. Water reservoir of the dental chair can be added with 2.5% sodium hypochlorite or 0.5% hydrogen peroxide
3. To disinfect the dental chair after each patient: All surfaces on the dental chairs and attachments, instrument tray should also be cleaned with appropriate disinfectant (70% Alcohol, 0.5% Hydrogen peroxide, 0.1 % Sodium Hypochlorite for 1 min) after every patient.
4. To strictly categorize the used and unused instruments : The instruments should be left in covered tray with alcohol-based disinfectant or sodium hypochlorite solution for minimum 20-30 minutes followed by cleaning the instruments in an Ultrasonic bath and finally autoclaving.
5. To ensure the instruments are handed over for sterilization

### **IV. House Keeping**

1. Two ply mouth mask or equivalent, utility gloves, shoe covers and apron to be worn

2. To mop the floor in the orange zone after every two hours using 1% Hypochlorite solution ( three bucket system)
3. To wipe all hard surfaces using disinfectant: The waiting room/clinic including the handles and doors, seating chairs, bathrooms as well as dental chairs and other surfaces should be wiped after every one hour with alcohol based disinfectant
4. Environmental surfaces or objects contaminated with blood, other body fluids, secretions or excretions should be cleaned and disinfected using standard hospital detergents/disinfectants e.g. freshly prepared 1% Sodium Hypochlorite or 5% Lysol. Spray the surface with 0.5% to 1% solution of Sodium Hypochlorite. The contact period of the chemical with the surface should be min. of 30 Minutes

**General instructions:**

1. The body temperature of all employees must be taken before entering the workplace, and it is forbidden to work with illness.
2. No use of cell phones by doctors in Reception Area.
3. Any extra fomite bearing articles which cannot be disinfected like books, watches, bag not allowed in Reception area and has to be kept in locker.
4. Do not touch any paper, file, X-ray, DVD etc without gloves.
5. Alcohol based Hand Rubs should be made accessible in common clinical areas.
6. Avoid crowding of patients and schedule them based on treatment types (emergency or nonemergency).
7. Scheduling of patients is very essential; hence avoid interaction of vulnerable patients (medically compromised or elderly patients) with general patients.
8. All patient details and records should be maintained properly by assistant before leading the patient to triage area, and if need arises should be shared with local health authorities or administration.
9. Telephonic consultation; to call the patients and inform them about the functioning of the hospital post COVID-19 and to inform regarding the treatment charges and the appointments.

10. Miss Jyothi from MRD to be in charge of telephonic consultation and from MRD the call can be forwarded to OMRD for expert opinion. Dr Pawan and a Post graduate from OMRD to be in- charge of expert opinion to give further directions to the patient
11. Leaflets/fliers with instructions about what to do and what not do by the patients and the public to be distributed from the MRD
12. Patients to be instructed that they will not be allowed inside the hospital without the mask and if needed, mask can be distributed by the security by collecting the prescribed amount along with the registration fees.
13. Entry of the patient attenders should be restricted except for the geriatric and the pediatric patients. Mouth mask is a must for the patient attenders too.
14. Security to oversee the hand sanitization of the patients and the attender if any
15. Before the patient registration is done the patient has to be referred to flu/fever clinic. On arrival from the flu clinic the patient has to sign a declaration form and then the registration can be done.
16. Once the registration is done the OP file is not given to the patient, a designated ( to be identified) person to carry the file and accompany the patient to the orange zone for the OP check up