

HOW TO PREPARE YOUR PRACTICE FOR THE SECOND WAVE

WORKBOOK



INTRODUCTION

With record-breaking COVID cases happening day after day and more & more dental practices having positive COVID exposures in the workplace.

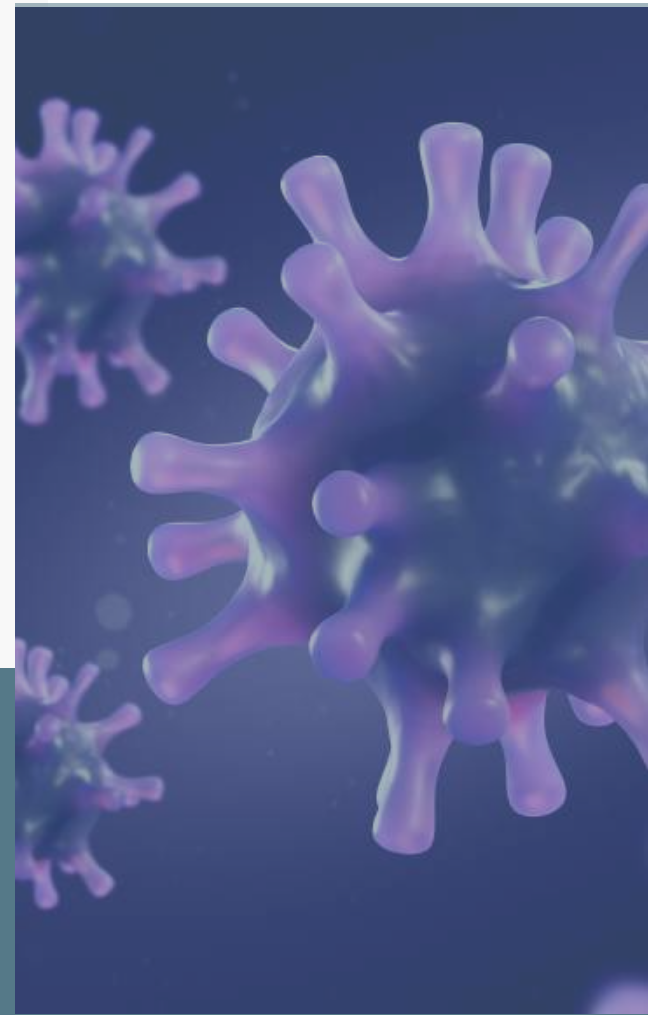
Do you feel like your practice is ready for this second wave?

Don't wait until a crisis happens that knocks you and your entire practice off of your feet before you get your emergency procedures together. Be proactive and be ready for crisis when it hits your workplace so you can bounce back faster and with more strength than ever before.

The purpose of our webinar is for you to develop a practice specific guide of step by step procedures to respond to emergency closures and rapid re-openings.

- Handle a COVID exposure in the workplace
- Prepare for another imminent lockdown
- Get your practice ready for inspections
- Create a rapid recovery plan that will support continued growth and success through times of crisis and stress.

It is encouraged for you to use this workbook while watching the webinar to jot down any notes to get you prepared for what you need to have in place.



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CLOSURE GUIDE NOTES

Step 1:

Identify the reason for closing (lockdown, mandated by health authority, or by choice/precaution):

Step 2:

Notify the required parties:

Lockdown:

Step 2: (con't)

Notify the required parties:

Exposure:

Precaution:

Step 3:

Fill out the required documents:

Covid- 19 Exposure:

Potential Exposure:

Partial or full shut down:



Step 4:

Start preparing for your recovery plan

CLOSURE GUIDE

CHECKLIST

Are the following items completed and ready to be put to use?

- ☐ Covid-19 Exposure Response Plan
- ☐ Incident Report Form
- ☐ BioHazard Report Forms
- ☐ Reduction of Hours Notice
- ☐ Remote Working Policy
- ☐ Temporary Role Reassignment Policy
- ☐ Temporary Layoff Plan
- ☐ Temporary Layoff Sequence
- ☐ Do you know/have the ability to issue ROEs?
- ☐ Do you know what your requirements are for maintaining payroll while the office is closed?
- ☐ List of Emergency Numbers:
 - ☐ Provincial and Regional Health Authority
 - ☐ Provincial OHS contact
 - ☐ Provincial Regulatory Body
 - ☐ Employee Emergency Contacts
 - ☐ Janitorial Service for deep clean in case of identified exposure
 - ☐ Temporary Worker Agency

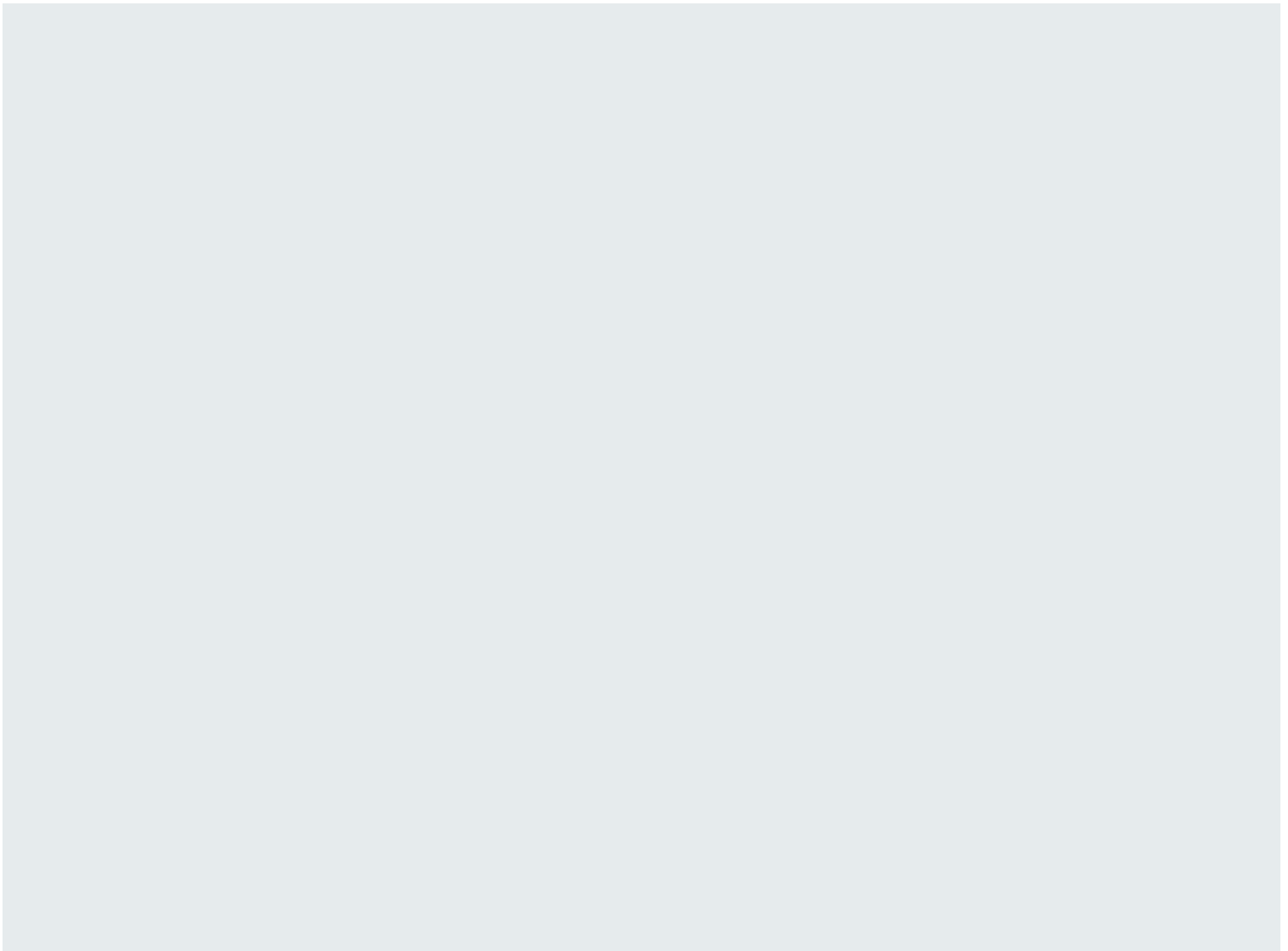
NOTES



RECOVERY PLAN GUIDE

Step 1:

Don't wait until you have a reopening date to get organized

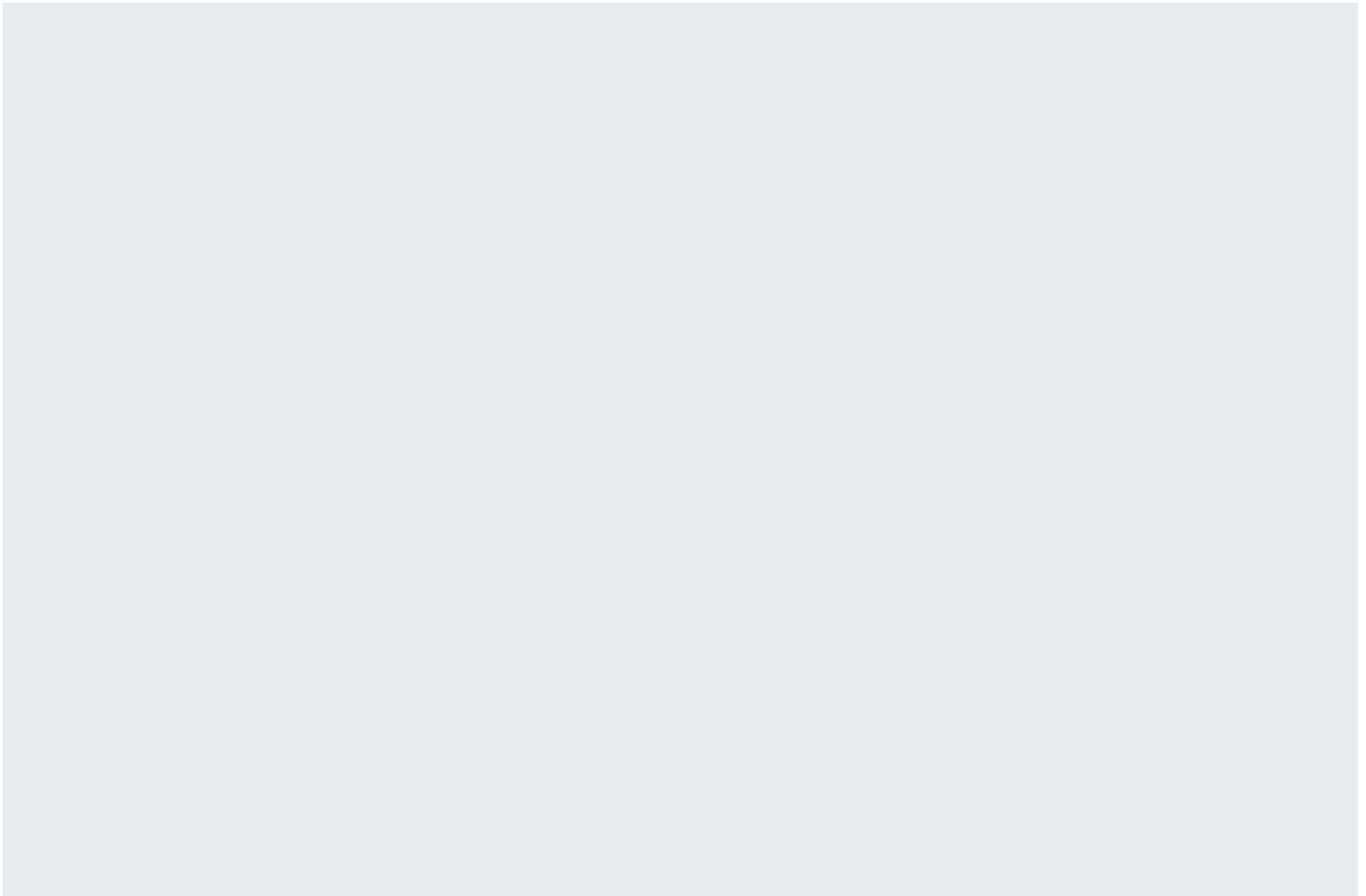


Step 2:

Prepare your Covid-19 exposure response plan. You will need this plan in order to reopen your office

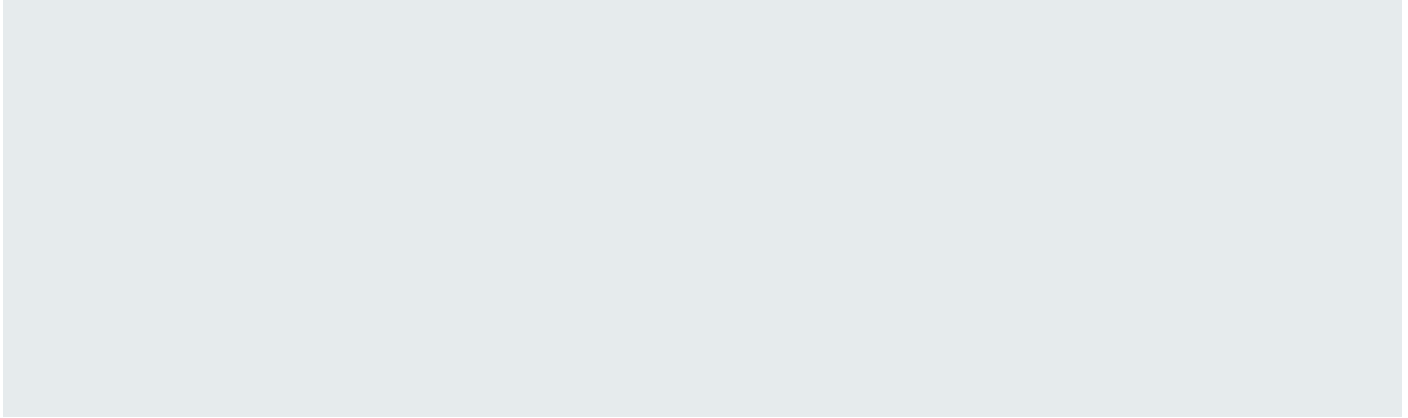
- ☐ Hazard Assessment
- ☐ Elimination
- ☐ Engineering Controls
- ☐ Administrative Controls
- ☐ PPE
- ☐ Cleaning & Disinfecting
- ☐ Contact Tracing

In the event of an exposure:

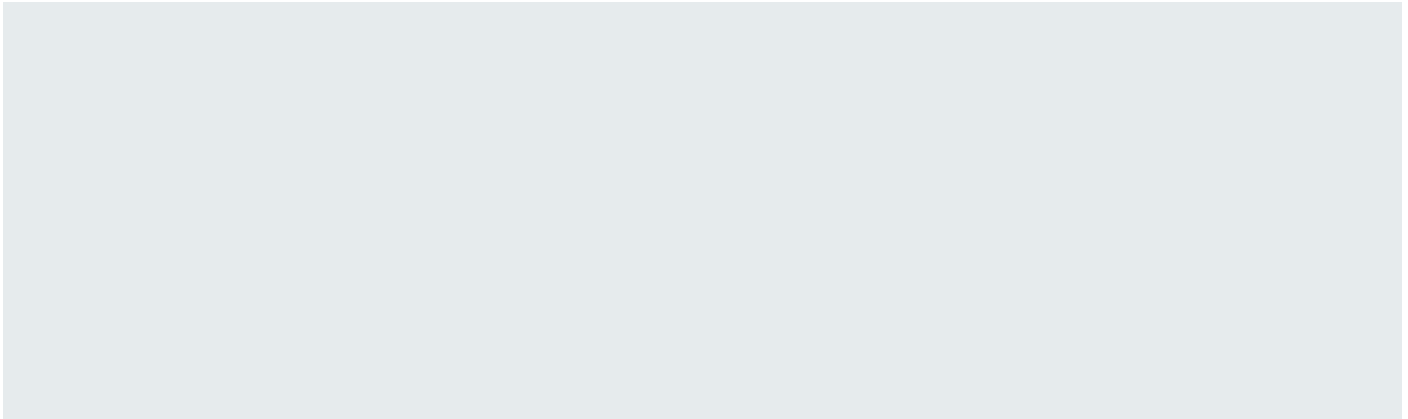


Step 3:

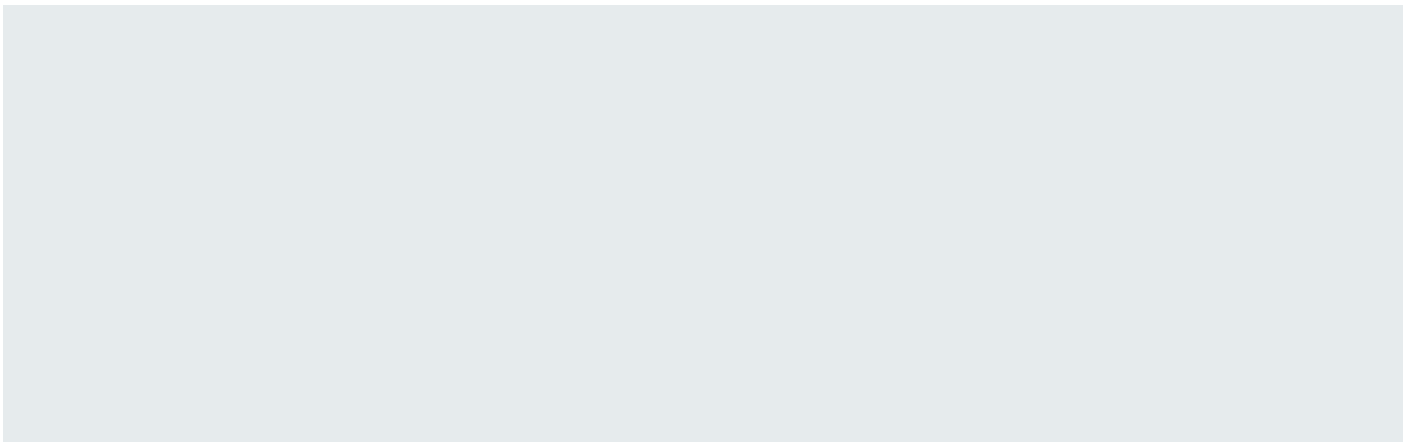
Prepare your recall notices:

**Step 4:**

Prepare for your employees first day back:

**Step 5:**

Meet with employees to discuss all of the above mentioned items and fill out/upload employee training logs.



RAPID RECOVERY CHECKLIST

Are the following items completed and ready to be put to use?

- ☐ Covid-19 Exposure Response Plan
- ☐ Recall or Return to Work Notice
- ☐ Employee Recall Sequence
- ☐ Employee Recall Metrics
- ☐ PPE Training Protocols and Policy
- ☐ Increase in PPE Policy
- ☐ Communicable Disease & Pandemic Policy
- ☐ Donning & Doffing protocol, training and posters
- ☐ Entry protocol, training and posters
- ☐ Exit protocol, training and posters
- ☐ Employee Affirmations of Health
- ☐ General Hazard Assessments
- ☐ Employee Self- Hazard Assessments
- ☐ Employee and Patient Contact Tracing Protocol

NOTES

NOT SURE HOW TO GET STARTED?

If setting up your HR is still on your to-do list, let's take care of that once and for all!

Let's get your practice on the right foot by developing your HR systems and ensuring you have all the policies and procedures in place so you are compliant and protected.

There has never been a better time to get started than right now!

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