SOP Documentation – updated May 2021

**Update**

This document sets out to comply with any and all regulations to satisfy any regulator that our only intention is the safety, care and well being of our patients and of our team and that it is driven by science.

We have now been open and practicing for 12 months without incident.

There have been numerous changes to official documentation namely CDO, PHE, FGDP, BDA, SDCEP and the like. All give guidance to steer us through the pandemic, some more valuable than others.

Vaccination has now been introduced for all healthcare professionals and the majority of Dental Studio staff has now been immunised with both vaccination doses as have around 90% of our patients. At the time of writing this SOP, there is no mandate to have the vaccine in front line health care, although it is strongly recommended.

Screening has been a vital tool in ascertaining whether or not a person is symptomatic or has been in contact with a positive case or been contacted by Test and Trace. This takes up a huge amount of time and manpower and it has been decided to modify the screening regime. This is now found at appendix 1

We maintain our clearly thought out protocols, risk assessments, training and SOPs in order to communicate our intention to our team, our patients and finally our regulators. This will include audits and reviews to ensure ongoing safety.

**What this means to us**

1. Pre screening email (Appendix 1)
2. Patient attendance routine (Appendix 2)
3. Staff attendance (appendix 3)
4. Treating patients non AGP (appendix 4)
5. Cleaning down after non AGP (appendix 5)
6. Treating patients for AGP (appendix 6)
7. Cleaning down after AGP (appendix 7)
8. Staff training/routines (appendix 8)
9. Risk assessments (appendix 9)

**Appendix one**

Patient screening questionnaire via email the day before

Dear

Just to re-confirm that your appointment is on.......................2021 at ................

Dentistry is an essential healthcare service and we are proud that we’ve been able to operate a safe environment during the Covid pandemic, providing a full range of dental and hygienist care (including check-ups) for all our patients.   We are pleased that we have now been vaccinated as have a large number of our adult patients.

**PLEASE READ THE COVID RISK ASSESSMENT BELOW - this is part of the precautions to keep you, your family and your friends safe.  If you answer yes to any questions indicated, please contact us by reply email, or call us on 023 9225 4234 When you come along for your appointment, you’ll be asked to verbally confirm this again.  If there are any health changes prior to your appointment please let us know straight away by emailing reception@studiodental.co.uk**

**Please read these questions and if you answer YES to any question 1 -7 please contact us straight away.**

|  |  |  |
| --- | --- | --- |
| **Please answer YES/NO to the following questions** | **YES** | **NO** |
| 1. Have you tested positive for COVID-19 in the last 10 days? If yes, did you get symptoms prior to your test?
 |  |  |
| 1. Are you waiting for a COVID-19 test or the results?
 |  |  |
| 1. Do you have any of the following symptoms:
2. New continuous cough?
3. High temperature/fever?
4. Loss of, or change in, sense of smell or taste?
5. Sore throat
6. Generally not feeling ‘normal for you’?
 |  |  |
| 1. Do you live (or are in a bubble) with someone who has either tested positive for COVID-19, is waiting for a test result, or had symptoms of COVID-19 in the last 10 days?
 |  |  |
| 1. Have you been contacted by NHS test and trace to advise you to self-isolate for 10 days?
 |  |  |
| 1. Are you still within a travel quarantine period?
 |  |  |

**Dental Studio has always had the highest standards of cross infection control, with some additional measures to keep everyone safe as detailed below.**

**Please observe the following:**

•  Come alone if possible and please arrive just on time

•   Please wear a mask or face covering

•  Please use hand gel on arrival/when you leave

·         For some procedures the clinical staff will be wearing extra PPE like FFP2/3 masks.

We look forward to seeing you soon and hope you and your family remain safe and well.

Kind regards,

Your Dental Studio

**Appendix two**

The routine for patients attending the practice

* When you arrive, please ring the bell and let us know you are here
* We will meet you at the door, ask you to use alcohol gel
* Please wear your face covering until asked to remove it
* We may be wearing more personal protective equipment than usual
* When you are in the surgery, we will ask you to remove your face covering
* During your appointment we would ask to use a tissue if you need to cough or sneezed and we will dispose of it straight away
* You may see us cleaning down the practice while you are here, we do this routinely throughout the day to keep our patients and our staff safe
* Before you leave, we will ask you to sanitise your hands again and would suggest you wash with soap and water when you get home as usual

**Appendix 3**

Staff attendance at work

* Social distancing must be observed as much as possible – at least 1 metre plus where possible
* Do not congregate together
* Staff must wear face coverings on arrival at work and keep them in place at all times even when not treating patients
* Please bring a disposal/washable bag/pillowcase with you to place your used uniform in at the end of the day and wash it (and the bag) immediately you get home, on its own and at the highest temperature you can with biological washing powder
* Please observe social distancing and face coverings when on breaks – it may be necessary to take breaks in different parts of the building or leave the building all together at lunch time. As soon as you have finished eating, please replace your face covering
* Under no circumstances should you leave the building wearing your uniform

**Appendix 4**

Treating patients non AGP

* All surfaces to be wiped down with HOCL
* Wipe over again metal areas with RO water after the contact time has elapsed to avoid corrosion
* Waterlines run for 2 minutes at the start of the day
* New instruments put out for the patient
* Bring the patient into the surgery
* Carry out hand hygiene
* Don PPE
* Ask them to remove their face covering
* Carry out the non AGP procedure
* When finished, ask the patient to replace their face covering and then use the alcohol gel again
* Move all the used instruments to the sink
* Dispose of clinical waste immediately in bins
* The nurse will remove their PPE – and then use alcohol gel

**Appendix 5**

Cleaning down after non AGP

* Open windows if not already open
* Sanitise hands
* Don PPE
* Place the instruments straight into the dirty box
* Using HOCL, wipe down the clean to dirty areas thoroughly
* After contact time, wipe down metal areas with RO or distilled water to avoid corrosion
* Remove PPE, carry out hand hygiene
* Place new instruments bagged for the next patient ready

**Appendix 6**

Treating patients with AGP

* Open windows
* All surfaces to be wiped down with HOCL
* After contact time, wipe down metal areas with RO or distilled water to avoid corrosion
* New instruments put out for the patient
* Bring the patient into the surgery
* Ensure door is closed
* Carry out hand hygiene
* Don PPE
* Ask them to remove their face covering
* Depending on the treatment needed, place the rubber dam with saliva ejector
* Carry out the AGP procedure using rubber dam, high volume suction 8mm or 16mm bore
* Timer for fallow is set when AGP finishes
* When finished, ask the patient to replace their face covering
* Move all the used instruments to the sink
* Waste is immediately placed in the bins provided
* Ensure surgery window stays open, take instruments and put them in the ultrasonic
* Evidence to date says a period of 10 minutes should be left to allow aerosols to settle before environmental cleaning takes place. This is routinely used up in the appointment time.

**Appendix 7**

Cleaning down after AGP

* Keep windows open
* Take the dirty instruments from the sink and place in the dirty box
* If fallow time has elapsed continue with environmental cleaning
* Sanitise hands
* Don PPE
* Place the instruments straight into the dirty box
* Using HOCL, wipe down the clean to dirty areas thoroughly
* After contact time, wipe down metal areas with RO or distilled water to avoid corrosion
* Remove PPE, carry out hand hygiene
* Set instruments out ready for next patient

**Appendix 8**

Staff training/routines

Reception

* Ensure the sign is on the front door
* Turn everything on that is needed
* Go round and wipe down all communal areas:
	+ All door handles
	+ All railings
	+ Front door
	+ Reception desk – both sides
	+ Chairs
	+ Phones
	+ PDQ machine
	+ Downstairs waiting room
	+ Kitchen
	+ Fridge front
	+ Toilet door
* Wear facemask at all times and maintain social distance
* Print out the daylists if appropriate
* Be prepared for all patients coming into the practice
* Every hour go round and repeat the cleaning schedule for the building

Dentists

* Be sure you are on time
* Book appointment times to take in the fallow period of 10 minutes into consideration
* In the surgery, carry out hand hygiene, don your PPE
* The nurse will then bring the patient into the surgery
* Once you have finished explain to the patient what else they need doing, the costs and when we can do it for them as per usual
* Book their next appointment in the surgery if reception staff are limited
* When the patient has left, remove your PPE, carry out hand hygiene and write up your notes
* Carry out hand hygiene again
* Once complete ensure you rehydrate

**Appendix 9**

Risk Assessment – see next page



