

# PROTOCOL FOR THE PREVENTION OF COVID-19 CROSSED POLLUTION

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## 1. SEQUENCE OF ENTRY INTO THE INSTITUTE

### 1.1. STAFF ENTRY

- Go directly into the locker room. Do not enter the Institute wearing street clothing. Do not wear jewelry or makeup.
- Do not leave bags on the floor.
- No more than two people allowed in the dressing room at the same time.
- Store clothes and personal items at your locker.
- Tie up your hair (if long).
- Disinfect your hands before entering the Institute premises (hydroalcoholic solution dispenser enabled in the locker room).
- Enter the Institute with a mask, protective cap and shoe covers (available in the locker room).
- Disinfect hands with hydroalcoholic solution before entering work area (available in locker room / front office).
- Disinfect work surfaces before starting workday.

### 1.2. PATIENT ENTRY

Entrance doors to the Institute, waiting rooms and intermediate areas of passage must remain open at all times to avoid manipulation of the door handles.

All patients who come for consultation must access our facilities wearing mask and gloves. If they don't have this equipment, it will be provided by the Institute, along with the rest of the personal protective equipment.

#### **Procedure to follow:**

- Temperature control (it will be taken at the moment with a laser thermometer).
- Disinfect gloves / hands with hydroalcoholic solution.
- Put on shoe covers.
- Disinfect gloves / hands with hydroalcoholic solution.
- Put on a protective cap, mask (if not wearing already) and protective goggles.
- Disinfect gloves / hands with hydroalcoholic solution.

## **2. SEQUENCE AT WORK AREA**

### **2.1. FRONT-OFFICE**

- Before putting on the PPE, wash / disinfect hands (enabled in the changing room) and then put on the PPE before entering the Institute.
- Use protective methacrylate screens and recommended EPIS: surgical mask, goggles or screen, shoe covers, protective cap and gloves.
- Wear gloves whenever there is manipulation of documentation, credit cards, pens, iPad, etc.
- Disinfect dataphones, iPad, iPad pen, neighboring surfaces, and counter after each use.
- Avoid any type of physical contact between staff and patient. Instruct the patient to deposit their personal objects (mobile, keys, glasses, etc.) in their handbag / pockets.
- Eliminate magazines and reduce the number of chairs in the waiting rooms to preserve distance > 1.5m between patients.
- Total patient occupation of the institute is 14 people.
- Limit scheduled appointments, increase visiting time.

### **2.2. CLINICAL AREA**

- Increase the frequency of environmental and surface controls.
- Wash / disinfect hands before putting on PPE
- **Recommended PPE in procedures that do not generate aerosols:** FFP2 mask, protective goggles, disposable protective cap, shoe covers, disposable gown, gloves.
- **Recommended PPE in procedures that generate aerosols:** FFP3 mask, goggles, shoe covers, double cap, protective screen, waterproof gown, double long-shank gloves.
- PPEs should be placed before entering the patient.
  - Prepare necessary material to avoid having to open drawers or cabinets afterwards. Alternative: scout nurse.
- All material that is not going to be used must be stored away so that it does not get contaminated.

- Put on and take off PPE in the indicated order:

#### **Placement of PPE:**

1. Put on shoe covers
  2. Wash hands with hydroalcoholic solution.
  3. Put on internal protective cap.
  4. Put on mask.
  5. Put on external protective cap.
  6. Put on goggles.
  7. Wash hands with hydroalcoholic solution.
  8. Put on internal gloves and gown.
  9. Put on external gloves.
- Transfer the patient to the box and rinse with 0.2% povidone-iodine.
  - Perform planned procedure. If many aerosols are generated, double vacuum.

At the end of treatment:

#### **Removal of PPEs:**

1. Remove shoe covers
  2. Remove outer gown and gloves.
  3. Disinfect internal gloves with hydroalcoholic solution.
  4. Remove external cap and goggles. Disinfect with NDP surfaces.
  5. Remove FFP3 mask and second cap
  6. Remove internal gloves.
  7. Wash hands with soap and water.
- Instruct the patient to wait in the room until the front office staff calls them.
  - Collect and dispose of consumables.
  - Disinfect box with NDP surfaces.
  - Immerse glasses and screens in Instrunet, in the container enabled in the sterilization area.
  - Disinfect clogs with a surface disinfectant.

### **2.3. ICAT ROOM**

- Protect the headrest (Change with each patient).
- Instruct the patient to wait in the waiting room.
- Disinfect with NDP surfaces and space uses.

## **2.4. IMAGE ROOM**

- Disinfect / sterilize mouth openers
- Place mouth openers
- Remove and place them in a bag.
- Disinfect gloves / hands with hydroalcoholic solution.
- Perform photographic series.
- Instruct the patient to wait in the room until Front-office staff calls them.
- Collect and dispose of consumables.
- Disinfect area with NDP surfaces.

## **3. DEPARTURE SEQUENCE AT THE INSTITUTE**

### **3.1. STAFF DEPARTURE**

- Remove PPE in clinical area following protocol.
- Wash hands with hydroalcoholic solution before entering the dressing room.
- Remove masks and shoe covers in the locker room.
- Wash clogs with disinfectant.
- Wash hands with soap and water.
- Exit the locker room.
- Try not to touch common areas with your hands, use your elbow or shoulder to call the elevator, push doors, etc.

## **4. PATIENT MANAGEMENT**

- Call all scheduled patients and ask the following questions about possible COVID-19 infection:

1. Do you have or have you had a fever  $> 37.5^{\circ}\text{C}$  in the last 7 days?

2. Have you developed or worsened respiratory symptoms in the past 7 days? (cough or shortness of breath).

3. Have you been in contact with anyone who had symptoms or who was diagnosed with COVID - 19 in the last 14 days?

4. Have you been working during the alarm state? (carriers, distributors, medical staff, supermarket employees ...)

- If answers to **1, 2** and / or **3** are affirmative, postpone the appointment for 1 month, reschedule immediately and identify the patient as risk person for future control, adding an icon in agenda: **Red (Alert-COVID)**. Repeat questionnaire before new appointment.
- If answer number **4** is affirmative and patient does not present symptoms, consider performing treatment. Identify patient as low risk person by adding a **green icon (Ready)** in the patient's file
- Explain that we have incorporated prevention measures.
- All patients should come to our premises with a mask and gloves, avoid being accompanied and, if necessary, only one companion.
- Do not come long in advance of your scheduled appointment, to avoid collapse in the waiting rooms.
- No patient will be seen without a scheduled appointment. (Except for emergencies, which are to be assessed by our medical team and must wait outside the Institute).