



Practice limited to oral and maxillofacial surgery Dr. Dr. Tröltzsch, Ansbach, Germany

1. Each employee must wash hands including wrists and forearms thoroughly with water and soap for at least one minute. The palmar and dorsal hand surfaces, the nails and the interdigital areas have to be cleaned meticulously. Surgical masks have to be worn at all times in the clinic by all staff members. Masks may only be removed for drinking, eating etc. and only if no one else is in the same room or a distance of at least 2 meters can be maintained.
2. All staff members with direct contact to patients have to wear protective gear (surgical mask, goggles, cap) at all times and gloves whenever close to a patient. Protective gear is renewed at least every 4 hours.
3. Before and after every contact with a patient the hand disinfection protocol has to be repeated using skin disinfectant solution. The impact time of the specific disinfectant solution must be respected but should not fall below 90 seconds. The increased use of skin disinfectant may contribute to skin dehydration. Therefore, strict adherence to established skin care and remoisturizing protocols is mandatory.
4. All surfaces in the operatories have to be cleaned meticulously with a surface disinfectant after the patient has left the room. This includes keyboards, telephones etc. Protective gear including gloves must be worn. After surface disinfection, the gloves must be removed and the hand disinfection protocol has to be applied.
5. For treatment procedures that generate aerosoles a disposable gown has to be worn in addition to the above mentioned personal protective gear. After the procedure the protective gear has to be changed.
6. The mask must not be touched on the outer surface. Please refer to the surgical mask guide for details.
7. The goggles have to be cleaned with water and soap after each patient contact or at least once per hour.
8. All rooms have to be ventilated with fresh air (not air-conditioning!) at least once an hour and also during every aerosol producing treatment.
9. Staff members with no direct patient contact are NOT exempt from the augmented hygiene procedures and have to wear masks at all times and use hand disinfection regularly (at least once every 30 minutes). Direct patient contact with office furniture is strictly prohibited. If contact is unavoidable the surface has to be disinfected instantly. Office furniture disinfection has to be performed at least every 60 minutes or after each unavoidable patient contact.



10. All patients must use hand disinfection after entering the office. The stop line in front of the reception desk (2 meters) has to be enforced. All patients are questioned for the following symptoms within the last 14 days: fever, cough, diarrhea, signs of a flu or cold, impairment of smell and taste, new medication, contact to persons with such symptoms or to people tested positive with SARS-CoV-2. The result of the questioning must be documented. If the patient answer to all questions is „no“ the treatment can proceed. If one or more questions are answered with „yes“ see the Covid-19 part.
11. The critical time for an interpersonal infection while talking to a patient seems to be 5 to 15 minutes. Personal communication with patients must be reduced to the necessary minimum.
12. Patients have to maintain 2 meters distance to another. The schedules of the physicians and dentists have to be adapted so that only a minimum of patients is present in the office at all times. Patients have to be assigned to different waiting areas so that they are alone in the room if possible. The windows of the waiting rooms have to be kept open at all times. If too many patients come to the office at the same time they have to wait outside and are called in by cellphone. Timeslots are kept open for emergencies so that there is no extra waiting time for these cases. Patients with preexisting conditions predisposing them to a severe course of COVID-19 are sent directly to the treating room and should not come in contact with other patients.
13. All doorhandles in the clinic have to be swiped and disinfected after every patient contact but at least every two hours additionally to the cleaning in the treatment rooms. All doors that don't necessarily have to be closed are kept open.
14. Before leaving the office hands and forearms have to be washed thoroughly with water and soap for at least one minute. The palmar and dorsal hand surfaces, the nails and the interdigital areas have to be cleaned meticulously. Working clothes have to be changed at least once daily. Sanitizer has to be applied to all exposed skin areas including head, face and neck.
15. All staff members who feel any signs of illness have to report to one of the clinic physicians immediately.
16. Patient suspected or confirmed of Covid-19
 - a. The patient has to be isolated and must not have contact to any other patient. Accompanying persons are not allowed in the operatory.
 - b. Protective gear is adjusted: Full body suit and N95 masks are mandatory.



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- c. Only emergency treatment is conducted, windows have to be kept open during the treatment. Aerosol producing treatments (including water spray) should be avoided or kept to a minimum.
 - d. The patient must leave the clinic isolated and without contacting the office or reception desk staff.
 - e. The protective gear has to be removed according to the biohazard guidelines after each patient.

Date

Staff member signature