



**Toronto College**<sup>™</sup>  
of Dental Hygiene and Auxiliaries<sup>Inc.</sup>

# **Continuity of Education Plan**

Updated July 27<sup>th</sup>, 2022

## RATIONALE FOR THESE GUIDELINES

The Toronto College of Dental Hygiene and Auxiliaries Inc. (TCDHA) is committed to the safety and wellbeing of our students, staff, faculty, clients and guests. TCDHA will contact the appropriate authorities and notify them of all relevant information in the case of an outbreak. TCDHA will work within both provincial and local health guidelines in regards to the reopening plans in Ontario and will remain updated on all changing policies and procedures within Public Health.

Any students, staff, faculty, clients and/or guests experiencing potential COVID-19 related symptoms cannot enter the building. For more information on COVID-19, please review the following options:

- Visit Telehealth Ontario: <https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>
- Visit a physical assessment site close to you
- Virtual visit with a physician or nurse
- Take the Ministry of Ontario Covid-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>

In the event of an emergency, please contact 911 or if you have concerns about your health please visit the nearest Hospital or speak with your doctor.

If you are urgently trying to reach a representative at the college please contact:

- **Phone Number:** 416-423-3099 OR Toll free 1-866-923-3099
- **Branch Manager:** [Lucyv@toronto-college-dental.org](mailto:Lucyv@toronto-college-dental.org)
- **Program Director:** [Maym@toronto-college-dental.org](mailto:Maym@toronto-college-dental.org)
- **Business Director:** [Lidiad@toronto-college-dental.org](mailto:Lidiad@toronto-college-dental.org)
- **Educational Assistant:** [SamanthaT@toronto-college-dental.org](mailto:SamanthaT@toronto-college-dental.org)

## **PROTOCOLS AND GUIDELINES DURING COVID-19**

TCDHA has designed and implemented guidelines that are in place to protect students, staff, faculty, clients and guests upon arrival to the college.

### **Client Entry:**

- a. Students will ask their client pre-screening questions the night before the clients appointment. If a client says 'Yes' to any of the screening questions the student explains they cannot enter the college for their appointment and recommends they speak with their physician. If the client says 'No' to all of the questions they will be allowed to enter the college.
- b. Once inside they will go straight to the check-in desk where hand sanitizer is available for use. TCDHA has implemented a spreadsheet dedicated strictly for client entry where the check-in desk staff will enter that the client has arrived and confirms that the student has completed the questionnaire with their client.
- c. TCDHA has implemented Scattered entry for clients, ensuring that they do not all enter the clinic at the same time. The upstairs clinic starts 30 minutes after the downstairs clinic to ensure waiting areas do not become overcrowded.
- d. Clients are also provided with a chair number to ensure they are brought directly to their correct chair. The Sterilization Assistant in the clinic will come out and call their number to bring them inside.

### **Students, Staff, Faculty and Guests**

- a. Students, Staff, Faculty and Guests are required to self-assess for COVID-19 symptoms before arriving at the college. If they are experiencing *any* symptoms of COVID-19, they are not permitted to enter.
- b. TCDHA stays up to date on all Public Health measures and continues to update our Students, Staff, Faculty and Guests if there are any changes in COVID-19 protocols.
- c. TCDHA has also created a COVID-19 instructional video to further educate students on the policies and procedures at the college during the COVID-19 pandemic (available on the portal).

## COVID-19 POLICIES AND PROCEDURES

Additional to the above steps, TCDHA recognizes and recommends that:

- a. Receiving the COVID-19 vaccinations is the best protection against COVID-19 and encourages all Students, Staff and Faculty to receive their vaccinations.
- b. Wearing a tight-fitting mask in the building is encouraged if a Student, Staff, Faculty, Guest and/or Client feels more comfortable wearing one.
  - a. Appropriate masks and case specific PPE are mandatory for all Students and Faculty when working on clients.
- c. Practice proper hand washing; techniques are posted on the washroom doors and hand sanitizer bottles are placed throughout the college. TCDHA has implemented a 'COVID-19 Response Hand Hygiene Protocol' manual explaining hand hygiene protocols along with *How to Wash Hands* and *How to Use Hand Rub* . This manual states that anyone entering the building must conduct proper ABHR (Alcohol Based Hand Rub; Hand Sanitizer).
- d. Practice successful Physical distancing of at least 6 feet at all times (when possible).

TCDHA has implemented COVID-19 manuals with protocols for entering and exiting the building, rules for remaining on the premises and screening for COVID-19 symptoms including self-monitoring and isolation if positive or experiencing symptoms.

All COVID-19 manuals have been posted to the portal for students, staff and faculty to view under *TCDHA Resources*. These COVID-19 manuals include Clinical Practice Guidelines, Hand Hygiene Pandemic Protocol, Student/Faculty Pandemic Protocol and Pandemic Student PPE Guidelines. Faculty, staff and students also have access to Manual and Policy documents including Infection Control.

Clients are screened for symptoms of COVID-19 by the *student* before they arrive to the college. The Check-in desk confirms that this has been completed. A STOP sign accompanied with possible COVID-19 symptoms is also posted beside the check-in desk.

## ENVIRONMENTAL CLEANING

TCDHA has implemented several cleaning procedures meeting the criteria noted in the *Public Health Ontario's Cleaning and Disinfection for Public Settings guidance document*. This document requests that surfaces frequently touched are sanitized twice per day. TCDHA staff assist with these duties and complete routine sanitization around 3-4 times per day using a combination of sanitization wipes and sprays to ensure all high touched areas (knobs, elevator buttons, desks and chairs) are cleaned regularly. If there is an increase in students in a designated area (ex. during final exams), surfaces (desk and chair) are wiped as soon as the student leaves the room. Saran wrap has also been provided in the computer labs to cover the key board/mouse and sanitizer is placed around the school. Additionally, glass barriers have placed around the front desk and within the clinic to keep everyone separated and protected.

## TRAVEL OUTSIDE THE COUNTRY AND QUARANTINE REQUIREMENTS

International Students, Staff, Faculty, Clients and/or Guests travelling from outside of the country must understand arrival and quarantine requirements:

- a. You cannot travel while sick or experiencing symptoms of COVID-19
- b. To expect the following when entering Canada:
  - i. Mandatory Random COVID-19 Testing
  - ii. To be asked whether they have COVID-19 symptoms
  - iii. Provide contact information through the ArriveCAN app or website
- c. Fully Vaccinated travellers:
  - i. Must have received at least 2 doses of a COVID-19 vaccine accepted for travel or a mix of 2 accepted vaccines
  - ii. Have received your **second** dose at least 14 calendar days before you enter Canada
- d. Travellers who do not meet the Full-Vaccination requirement must present proof of one of the following:
  - i. Negative COVID-19 molecular test result taken 72 hours before your scheduled flight to Canada, or arrival at the land border or marine port of entry.

- ii. Negative COVID-19 antigen test result taken no more than one calendar day before your scheduled flight to Canada, or arrival at the land border or marine port of entry.
- iii. Positive COVID-19 molecular test result from a test taken at least 10 days and no more than 180 days before your scheduled flight to Canada, or arrival at the land border or marine port of entry.
  1. Positive antigen tests will not be accepted.
- iv. Have a suitable quarantine plan.

Please use the following link for more information on travel requirements:

**Unvaccinated Travellers:** <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/unvaccinated-travellers-entering-canada-covid-19.html>

**Fully Vaccinated Travellers:** <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>

## **OUTBREAK PREVENTION AND MANAGEMENT PLAN**

In the event a student, staff, faculty member, client and/or guest tests positive for COVID-19, those individuals who came in direct contact with them will be notified immediately and asked to get tested for COVID-19 and monitor for symptoms. If the individual is present at the college, they will be moved to an isolated room until a private ride is arranged to get them to a location where they can quarantine and/or get tested. In the event of an outbreak, TCDHA will close to allow a complete cleaning and sanitizing of the college as per government regulations.

TCDHA is committed and in full cooperation with all necessary public health units and would notify and assist in their outbreak investigation. There are three representatives who will act as the point of contact for TCDHA. They are Branch Manager Ms. Lucy Vescio, Program Director Ms. May Moulis, and CEO/Business Director Ms. Lidia DiNicolo. These individuals will communicate with relevant authorities when needed.

Students, Staff, Faculty, Clients and Guests who are experiencing symptoms must quarantine and test for COVID-19 and must be symptom free before arriving/returning to TCDHA.

Updated July 27<sup>th</sup>, 2022

## **CONTINUITY OF EDUCATION IN THE EVENT OF A DISRUPTION IN LEARNING**

Currently, TCDHA has moved all theory courses online to limit the amount of Students, Staff and Faculty on site at one time. Students are only on campus for clinics and labs where they are required to wear case specific PPE while working in clinic. As most classes are already online, students are able to still continue their learning in the event that they are unable to come to campus. If the closure affects clinic or lab time, TCDHA will do our best to reschedule them at the earliest available opportunity. We are also prepared to provide students with lab kits if necessary in order to continue their lab work from home.