

# BACK TO PRACTICE

---

## School Reopening Checklist



## University Dental Schools

# PUBLIC HEALTH EMERGENCY PREPAREDNESS RESOURCE GUIDE

In the event of a public health emergency, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. The following information provides a framework to assist [universities and institutions](#) to develop and/or improve plans to prepare for and respond to those situations.<sup>1</sup> It may be helpful to review the [Centers for Disease Control and Prevention \(CDC\) Colleges and Universities Pandemic Influenza Planning Checklist](#) to find parallels for managing and responding to a health emergency in your facility.

This document contains general guidelines for preparedness. The institution should ensure that its practices are consistent with its specific needs and circumstances, and consistent with local requirements, not limited to state and public health regulations as well as state and local dental associations. The information in this document is current as of June 9, 2020. The institution should review the information presented to ensure it remains up to date given the fast-moving situation.

### DENTAL INSTITUTION GUIDANCE

#### Health Emergency Coordinator Clinical Resources:

Occupation Safety & Health  
Administration (OSHA)

- [COVID-19 Dentistry Workers and Employers](#)

American Dental Association (ADA)

- [Return to Work interim Guidance Toolkit](#)
- [COVID-19 State Mandates and Recommendations](#)
- [Steps to Take if a Patient Reports COVID-19 Exposure After Treatment](#)

HuFriedyGroup

- [Dental Facilities Opening/Closing Checklist](#)
- [COVID-19 Resource Guide](#)
- [Back to Practice: Office Reopening Guide](#)

## Step 1: Planning and Coordination

**Identify a health emergency coordinator and response team with defined roles and responsibilities for recovery planning.**

### **Create a phased recovery plan**

Identify key stakeholders (inside and outside the institution)

Delineate accountability and responsibility

Identify resources for planning and execution

For each critical operation, include planning timelines, deliverables, and performance measures

**Review & reference institution emergency operations plan to see existing recovery plan overlaps to be incorporated.**

### **Plan scenarios that address college/university functioning<sup>1</sup> Issues to consider include:**

Reinstatement of classes, and events

Re-opening of campus, student housing, and/or public transportation

Assessment of the suitability of student housing for quarantine of exposed and/or ill students<sup>1</sup>

Contingency plans for international students or students who live too far away to return to institution

Determine which patients will be prioritized, patient load capacity, and coordinate schedules between clinics to avoid over-crowding

Contingency plans for re-opening research laboratories, particularly those using animals

Stockpiling non-perishable food and equipment that may be needed in the case of a lockdown or shelter in place

**Review initial recovery plan to deal with potential consequences of the health emergency (e.g., loss of students, loss of staff, financial and operational disruption for resuming normal operations).<sup>1</sup>**

**Assess phased approach to resuming or postponing of group gatherings and events.<sup>1</sup>**

**Review procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) during the phased re-opening.<sup>1</sup>**

## Step 2: Documentation

### Establish a documented process and protocol for re-opening

Timeline  
Approval team

### Overall Institution Impact

Name of clinic(s)/department(s)  
Anticipated opening date  
Projected notice period—number of days between announcement and re-opening  
Identify key personnel needed to resume level of planned operation  
Continue to support remote work when appropriate  
Determine patient capacity, flow and priority for treatment  
Anticipated hurdles/challenges  
Anticipated impact of re-opening process on customers (internal and external)

### Staff Impact

Position openings (current and upcoming) within the college/division & ability to fill those positions (now or in future)  
Consideration of any incentive programs (e.g. voluntary incentive program)  
Number of employees impacted during re-opening

### Student Impact

Number of students impacted during re-opening (domestic/international)  
Information on impacted students  
Information communicated to student families and the impact

[Supporting efforts to create a public health, medical, and mental health annex as a part of your emergency operations plan<sup>2</sup>](#)

### Patient Impact

Number of patients impacted during re-opening  
Referral practice relationships impacted  
Information on impacted patients  
Develop [Emergency treatment protocol](#)  
Develop [Elective treatment protocol](#)

## Step 3: Communication

Approval Committee meeting to discuss progress, challenges, concerns, successes.

Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute re-opening the college/university.<sup>1</sup>

Identify and review the college/university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.<sup>1</sup>

Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.<sup>1</sup>

Implement multiple social distancing strategies to phase re-opening.

Develop and test communication platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college/university response and actions to employees, students, and families.

Advise employees and students where to find up-to-date and reliable health emergency information from federal, state and local public health sources.

Disseminate information about the college/university's health emergency preparedness and response plan.

Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette).<sup>1</sup>

Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

### CDC Communication Resources:

- [Health Promotion Communication Materials](#)
- [Health Promotion Podcasts](#)
- [Employer Nonpharmaceutical Interventions \(NPIs\) Resources](#)



## Step 4: Infection Control Policies and Procedures

**Review infection control policies and procedures that help limit the spread of infection(s) on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette).**

### **Elements of an Infection Control Manual/Protocol:**

- Personal hygiene and appearance
- Use of personal protective equipment (PPE)
- Use of engineering controls (air handling, safety devices, etc.)
- Personal protection: training, immunization, and infected worker protocols
- Management of dental environment
- Environmental infection control and prevention
- Dental water quality management
- Instrument sterilization
- Waste management
- Laboratory asepsis
- Equipment monitoring
- Confidentiality
- Products, devices and equipment review

### **Evaluate respiratory hygiene protection stations available in common areas**

**Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).<sup>1</sup>**

**Provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.<sup>3</sup>**

**Review facilities management protocol for cleaning and disinfecting common surfaces (door handles, etc.) and consider temporary enhancement.**

**Review policies for employee and student sick leave absences unique to health emergency (e.g., non-punitive, liberal leave).**

**Establish sick leave policies for employees and students suspected to be ill or who become ill on campus.**

**[Adopt CDC travel recommendations](#)**

---

#### CITATIONS

1 | Colleges And Universities Pandemic Influenza Planning Checklist: [https://www.cdc.gov/flu/pandemic-resources/pdf/colleges\\_universities.pdf](https://www.cdc.gov/flu/pandemic-resources/pdf/colleges_universities.pdf)

2 | Supporting Efforts To Create A Public Health, Medical, And Mental Health Annex As A Part Of Your Emergency Operations Plan [https://rems.ed.gov/Resources\\_EM%20Functions\\_Public\\_Medical\\_Mental.aspx](https://rems.ed.gov/Resources_EM%20Functions_Public_Medical_Mental.aspx)

3 | Interim Guidance for Administrators of US Institutions of Higher Education: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

# Free Resources for University and College Students and Teachers Affected by the Coronavirus Outbreak

Source: [Edscoop](#)

## [AccessiByte](#)

Assistive technology company AccessiByte Online has offered free access to its cloud platform of apps for blind, low vision, deaf and reading-impaired students.

## [Adobe Connect](#)

Web conferencing platform Adobe Connect — which supports collaboration via video, audio, screen-sharing, polls, chat, Q&A and document sharing — has offered a free 90-day trial through July 1st.

## [AdmitHub](#)

The AI-powered communication platform AdmitHub has made a free chatbot to help colleges answer questions about coronavirus with answers that are reviewed by the World Health Organization.

## [Cisco Webex](#)

Cisco Webex is offering free video-meeting software to keep classrooms connected during the health crisis.

## [ClassMaster](#)

ClassMaster, which digitizes existing paper or computer-based teaching resources and can track student performance over time, has been made free for the rest of the academic year.

## [Coursera](#)

Online learning platform Coursera has made some 3,800 courses free to every university in the world impacted by coronavirus until July 31, 2020.

## [GitHub](#)

Software development platform GitHub is offering computer science instructors free access to developer tools for domain name, code visualization and application monitoring through the GitHub Teacher Toolbox, along with free access to auto-grading with GitHub Classroom.

## [McGraw-Hill](#)

Education publishing company McGraw-Hill is offering free access, training and support for its digital learning platforms McGraw-Hill Connect and ALEKS.

## [OpenStax](#)

OpenStax, the open educational resources initiative based out of Rice University is offering [free teaching resources](#) through the end of the spring semester.

## [Perlego](#)

Online textbook library Perlego is offering free access to its repository of more than 300,000 titles for the next six weeks.

## [Pronto](#)

Chat and video messaging platform Pronto has made its synchronous communication platform free for university professors dealing with coronavirus-related challenges during the 2020 spring and summer terms.

## [Top Hat](#)

Student engagement platform Top Hat has made its lecture tools that track attendance, ask questions, feature interactive slides, and manage classroom discussions free of charge for professors and students who have current, active classes, to complete their current terms.

## [Unity](#)

Video game software development company Unity is offering free access to Unity Learn Premium which includes interactive lessons, tutorials and projects for learning game development until June 20. Unity is also delivering free virtual classes through Create with Code Live, for students, teachers and anyone else interested in learning to code beginning March 23.

## [Verbit](#)

AI-driven transcription and captioning company, Verbit is offering free access to its new integration with Zoom until April 9 to provide embedded transcription and live captions within the Zoom application.

For more free edtech tools, check out [this database of companies offering free products during the pandemic](#).