

## Appendix A: Social Distancing Protocol

Business name: Ha T. Thai, D.D.S., Inc. - Pediatric Dental Office

Facility Address: 24700 Calaroga Ave., Suite 104 Hayward, CA 94545 (510) 785-9295

Approximate gross square footage of space open to the public: Approximately 1,800 sq. feet

Businesses will implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

### Signage:

- Signage will be displayed at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact
- Signage of this Social Distancing Protocol for Ha T. Thai, D.D.S., Inc. will be posted at each public entrance to the facility

### Measures To Protect Employee Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so
- All employees have been told not to come to work if sick
- Symptom checks are being conducted daily of employees before they can begin their shift
- All desks or individual work stations are separated by at least six feet
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Break rooms: Before & after each individual's use, nightly by janitorial service
  - Bathrooms: Before and after each individual's use, nightly by janitorial service
  - Waiting room/clinical areas: Throughout the day by staff, nightly by janitorial service
- Disinfectant and related supplies are available to all employees at the following location(s):
  - Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Waiting room, front office, each treatment room (4), sterilization room, x-ray room
  - Soap and water are available to all employees at the following location(s): Every sink in the office
- Copies of this Protocol have been distributed to all employees
- Optional: ---

### Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Limit the number of patients in the practice to 4-6 at any one time which allows for patients and employees to easily maintain at least 6 feet distance from one another at all practicable times
- Post an employee at the door to ensure that the maximum number of patients in the facility set forth above is not exceeded.
- Placing per person limits on goods that are selling out quickly to reduce crowds and lines.
- Optional: ---

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility):

- Placing signs outside the facility reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in patient lines inside the facility and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been trained and instructed to maintain at least 6 ft. distance from patients & parents & from each other, except employees may momentarily come closer when necessary to deliver dental care, to accept payment, or as otherwise necessary
- Optional: ---

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food related.
  - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs or other reusable items from home.
- Providing for contactless payment systems, or, if not feasible, sanitizing payment systems regularly.
  - Describe: Staff to wipe with disinfectant between use
- Optional:
  - No hand shaking or hugging
  - Removal of all toys, books, and magazines
  - Suspension of circulation of prize basket

Measures To Increase Sanitization (check all that apply to the facility):

- Disinfectant wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at check in/check out counters, and anywhere else inside the practice or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional: ---

Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Dr. Ha T. Thai

Phone number: (510) 785-9295