



**K.V.G. DENTAL COLLEGE & HOSPITAL**  
KURUNJIBAG – 574 327, SULLIA, Dakshina Kannada [Karnataka State] India  
SPONSORED BY ACADEMY OF LIBERAL EDUCATION (REGD.) SULLIA  
*Recognized by DCI, New Delhi & Affiliated to RGUHS, Karnataka*  
Phone: 08257-235148/230148 Website: [www.kvgdentalcollege.com](http://www.kvgdentalcollege.com)

**COVID-19 Guidelines Standard Operating Procedure (SOP) -2022**

- Covid -19 vaccine including precautionary dose is mandatory for all teaching, nonteaching staffs and students of KVG Dental College as per Govt. guidelines.
- Only students with RTPCR Covid-19 test report from authorized ICMR approved state Govt. laboratories (3 days prior to joining the college) shall be allowed.
- Students coming from state of Kerala and Maharashtra should produce negative RTPCR not less than 72hours and isolated for 7 days and must produce 8<sup>th</sup> day RTPCR Negative report as per Govt. guidelines.
- All the staffs and students must download and register for Arogya Setu App.
- Students must maintain safe distance of 6 feet in classrooms/clinics/labs and in public places as far as feasible.
- Use of 3 layered / N-95 Mask is mandatory in the college premises. Protective face shields, head cap and surgical gowns compulsory during dental treatments.
- Students and staffs are instructed to practice frequent hand washing with soap (for at least 40 to 60 seconds) even when hands are not visible dirty.
- Students must practice of covering one's mouth and nose while coughing / sneezing with a tissue / handkerchief / flexed elbow and disposing off used tissue properly.
- Self-monitoring of health by all and reporting any illness at the earliest to the class incharge staff / Student welfare officer/warden/Principal.
- Entrance of the college to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- Any student residing in containment zone will not be allowed to attend the college.
- Students must take all the precautionary measures (Wear Mask, Hand Sanitization and maintain physical distance) to avoid contamination while traveling in any mode of transportation.
- Students who all have travelled/taking leaves to travel from severely COVID-19, States or Countries especially from Kerala and Maharashtra must inform the respective institutional authorities about the same. The travelers must strictly follow the travel guidelines and practice quarantine protocol.
- Students must restrict /avoid movement within and outside campus.
- Practice yoga and Pranayama exercise for better or positive health.



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## Standard Operating procedure (SOP) in the hostel premises

This SOP is as per the directions set by the Central, State or Local Government and the statutory agencies like RGUHS /DCI etc. The purpose of this SOP is to prevent and deal with the COVID -19 pandemic by setting up procedural guidelines for the students who will stay in the hostel premises.

### Generic Preventive Measures

- Physical distancing of at least 6 feet to be followed as far as feasible.
- Use of face covers/masks to be made mandatory.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- Installation & use of AarogyaSetu App shall be advised wherever feasible.
- Hostel will be out of bound for all persons except essential staff with known health status
- Provision of hand sanitizer (touch free) will be made at the entrance of the hostel building and mess hall.
- A negative RT -PCR COVID -19 test report is mandatory to enter and stay in the hostel premises. All students shall undergo RTPCR COVID-19 test in authorized ICMR approved state government laboratories and obtain reports at least minimum three days prior to rejoining their respective colleges.
- If the test report is positive, student must follow government rules of isolation and treatments from time to time. Student will be allowed outside room and mess hall only upon completion of the quarantine period and becomes symptom free/ as per the protocol set by the state government.
- Students are to refrain from gathering or venturing into other rooms. Social distancing should be maintained at all times.
- Strict adherence to the hostel timings is a must. Unnecessary venturing of the students outside the hostel premises is prohibited.
- Strict maintenance of hygiene during usage of toilets and bathrooms is mandatory.



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**SOP to be followed by students while using mess facility :**

- Social distancing norms while at the food queue and at individual tables/chairs shall be followed at all times.
- Only buffet system will be followed
- Staggered meal timings to be followed to reduce crowding. Employees shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate distancing norms at all times.
- Any form of sharing of food or any other items such as glasses or spoons is strictly prohibited.
- Security guard and the mess staff would monitor the number of students in the dining hall. Students are urged to display self-discipline and avoid crowding inside the dining hall limiting the number as per the available empty chairs for sit-in meal. Students who do not find the availability of the chairs should proceed to their room with their meal plates and return the cleaned plates immediately.
- Maintenance of hand sanitization is mandatory at all times before and after completion of the meals.

**SOP for the staff working in the mess/dining area :**

- Formal Education for the staff working at canteen/dining/kitchen area regarding COVID 19 pandemic is mandatory and relevant documents to the same shall be maintained.
- Ensure to place soap/disinfectant solution/hand sanitizers dispensers at various places in Canteen/Dining/Kitchen area and maintain the stock book.
- Staggered meal timings to be followed to reduce crowding .Employees shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate distancing norms at all times.
- The entire dining hall should be sanitized including door handles, surface of the chairs and tables. Adequate number of soaps/disinfectant solution/hand sanitizers must be provided at any given point of time.
- Staff at the kitchen area should have periodical health checkup and maintain medical records. They should wear gloves while cooking and as well as while serving food.
- Staff's (cooking & supplying staff, cleaning, support staff and others) in working hostels shall be screened daily for Influenza like illness symptoms (ILI). If ILI symptoms are present the person/s shall be sent to fever clinic/hospital
- Disinfect the utensils/glass ware on regular basis



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**Quarantine at hostel :**

- Students /Staff should follow quarantine norms as per the guidelines released by Ministry of health and family welfare.
- Institution will facilitate a well-ventilated room preferably with an attached/separate toilet for isolation
- Student should avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people.
- Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed-off as per guidelines.
- If symptoms appear (cough/fever/difficulty in breathing etc), he/she should immediately inform the warden, principal, parents /guardians as the case may be.
- Subsequently the student will be referred to the nearest fever clinic/centre and shifted to COVID designated hospital for clinical management.
- In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined as per ministry health and family welfare guidelines.

The following is the SOP to be followed in case a student develops symptoms (cough, fever ,sore throat or any other influenza like illness (ILI) symptoms or severe acute respiratory infections (SARI) symptoms

Upon staying in the hostel, any student developing cough, fever, sore throat or any other illness (**ILI**) and severe acute respiratory infections (SARI) symptoms should report to the warden immediately.

SOP to be followed by the institution:

- Place the ill person in an isolation room
- Patient will remain isolated while wearing mask constantly.
- Warden/Students must Immediately inform the respective class in charge staffs, principal, parents /guardians as the case may be.
- Subsequently such students will be referred to the KVG Medical College/ Taluke health hospital, Sullia as well as covid authorities.  
Isolation and treatment protocol by govt. time to time will be followed.
- Disinfection of the premises/room will be done in a situation that the person is found positive.



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- Primary contacts of the COVID 19 positive person will also be isolated and placed under observation as per protocol.
- In the event that a student tests positive but is asymptomatic, the student will be provided separate isolation rooms for stay during the quarantine period.
- During the quarantine period, food will be provided to the student at their isolation rooms.

**Revised guidelines for (Health workers) Covid cases**

**February 2022 onwards**

**Ref: Health and Family Welfare circular dated 18-01-2022**

**1. Testing:** if any student and staff develops signs and symptoms of covid -19 shall be tested

**2. Isolation:** For those asymptomatic /mild symptoms isolation (home/CCC) for 5 days. If asymptomatic for preceding 3 days, with oxygen saturation >94% he/she shall be released from isolation with an advisory to strictly wear a mask.

**3. Quarantine for Primary contacts:** 3 days home quarantine /institutional quarantine and if asymptomatic can be released there after without testing.



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**SOP for treatment in Dental College**

- **All dental procedures can be undertaken with appropriate precautions only in Low Risk patient: Vaccinated patients, No active COVID-19 symptoms, RT-PCR negative and COVID-19 affected person in whom 14 days have elapsed after resolution of the covid symptoms and/or RT-PCR negative.**
- **Only emergency procedures should be undertaken with standard COVID protocol in High Risk patients: Patients with COVID-19 symptoms and Patients with RAT or RT-PCR positive. If facilities does not exist for COVID appropriate protocol, high risk patients may be referred to higher centers for management.**
- Prior tele-consultation will be done to identify patients requiring physical examination and treatment.
- Sufficient times should be given for patient evaluation and for time in-between patients.
- Appoint patients with co-morbidities or other vulnerable groups at a separate time or early morning slot.
- Walk-in patients without appointment should be discouraged.
- **All patients entering Dental College/OPD will be screened for symptoms of COVID to avoid/minimize exposure to staff and to patients.**
- Patients having symptoms suggestive of Covid 19 shall be referred to a Covid treatment facility.
- Patients must ensure use of mask/face cover, hand hygiene and physical distancing, as per the standard protocols advocated by M/o Health & Family Welfare.
- Display visual alerts at the entrance of the facility and in strategic areas (e.g. waiting areas or elevators) about respiratory hygiene, cough etiquette, physical distancing and disposal of contaminated items in trash cans.
- Physical distancing between waiting chairs, preferably six feet apart.
- All areas to be free of all fomite such as magazines, toys, TV remotes or similar articles.
- Cashless/contactless payment methods are preferred.



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## SOP Within Dental Operatory:

- Spacing or barrier in multi-chair operatory will be ensured.
- Separate areas for donning and doffing of PPE will be provided.
- In a multi-chair facility, the clinical area will be divided into a screening and treatment area with separate dental chairs.
- The dental operator, assistant, and all personnel within two meters of patient care should wear impervious surgical gown/scrub with well-fitting N-95 mask.
- Avoid use of towels ; Paper towels are preferred.
- Pre-procedural mouthwash (povidone-iodine, chlorhexidine, chloride dioxide) for at least 15 seconds will be done to transient reduction of viral load.
- Infection control guidelines with special considerations for aerosol or splatter generating procedures should be followed:
  - High vacuum suction with minimum suction capacity of 6.6 litres per minute.
  - Use face shield.
  - Use rubber dam wherever possible.
  - Keep adequate fallow time in between two procedures.
  - Clean and disinfect equipment and operatory surfaces with 1% sodium hypochlorite or 70% alcohol for appropriate contact times.
- The patient drape will be removed by the assistant and the patient is asked to perform hand wash and guided out of the clinic towards reception and handed back his foot wears and belongings.
- Remove soiled gown as soon as possible. The procedures and prescription are recorded only after doffing the PPE.
- Patient to perform hand hygiene and to be provided with review /follow up instructions.

### For patient with COVID-19 symptoms/tested positive, it is advised that:

- The emergency procedures should be undertaken with level 3 PPE and standard COVID-19 protocol for surgeries.



### Infection prevention control and waste management

#### **Disinfection of Dental Clinic/ Dental facility**

- After the patient leaves the treatment room, the Assistant will collect all hand instruments immediately, rinse the min running water to remove organic matter and as per standard sterilization protocol.
- All 3 in 1 syringe, water outlets, hand piece, water pipelines, etc. should be flushed with the disinfectant solution for 30-40 seconds.
- Remove water containers and wash them thoroughly and disinfect with 1% sodium hypochlorite using clean cotton/ gauge piece and then fill with fresh 0.01% sodium hypochlorite solution and attach back to the dental chair.
- Then, disinfect the Dental Chair along with all the auxiliary parts within 3 feet of distance using 1% sodium hypochlorite and clean and sterilised cotton/gauge piece using inner to outer surface approach and leave for drying. New cotton/gauge piece should be used for every surface. The areas include:
  - Patient sitting area and armrests
  - Dental chair extensions including water outlets, suction pipe, handpiece connection, 3 in 1syringe,etc.
- **Delicate Electronic equipment** Should be wiped with alcohol-based rub/spirit (60-90%alcohol) swab be for each patient contact.
- **Floors:** 2 Step Cleaning Procedure (Detergent and freshly prepared 1% sodium hypochlorite with a contact time of 10 minutes. Mop the floor starting at the far corner of the room and work towards the door, two hourly or after a major splash.
- **Rest of the surfaces:** Freshly prepared 1% sodium hypochlorite (Contact Time: 10minutes). Damp dusting should be done in straight lines that overlap one another. (Frequency: before starting daily work, after every procedure and after finishing daily work).





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Waste Management

- Treat blood, body fluids, secretions contaminants and human tissues as clinical waste, in accordance with local regulations. Discard single use items coming in contact with body fluids of COVID-19 patients with special caution.
- Proper provision of covered bio-hazard bins for disposal should be made available.
- Used PPEs, masks etc. should necessarily be disposed of in accordance with the guidelines issued by Central Pollution Control board.

Dental laboratory protocol

- Disinfect dental impressions, dental casts, prosthesis, appliances etc before handing over to laboratory/clinical staff and vice versa.

Dental imaging protocol

- Minimize intraoral imaging and prefer extra oral radiographs.
- Double barrier (impervious covers or sleeves) the dental X-ray film or RVG sensor.
- Disinfect the x-ray unit handle, tube, casing, computers and monitors with bleach free disinfectant twice daily.

PRINCIPAL