

Foothill College



Exam Site Information for Candidates
Western Regional Examining Board (WREB)
2021 WREB Hygiene Examination

FOOTHILL COLLEGE
12345 El Monte Road
Los Altos Hills, CA 94022
650 949-7330

Exam Site Information for Candidates
2020 WREB Dental Hygiene, Local Anesthesia & Restorative Examinations

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1. School Facility and Services

- **Location, Building Access and Hours:** the dental clinic is located at 12345 El Monte Rd, Los Altos Hills, CA 94022 in room 5312. Park in Lot 8 and follow signs from the parking lot to the clinic. Room 5301 is used as the entrance to the clinic for the duration of the exam and can be accessed each day from 6:00 am to 6:00 pm (or until the WREB Site Coordinator leaves for the day). Please contact Patti Chan at 650-949-7330 for questions regarding the school, equipment, etc. Foothill College is a smoke-free campus. Smoking is only allowed in designated areas in the parking lots.
- **Parking:** a parking permit is required in all campus parking lots and can be purchased for \$3 with cash or credit card. Currently Lot 8 is available for parking. Kiosks are located in each parking lot for your convenience. Parking rules are strictly enforced on campus. Do not park in fire lanes or in any space without a permit. Handicapped spaces are available in Lot 8 with access to elevators to reach the upper campus. Appropriate handicap placards are required to park in these spaces. Please do not park in any spaces marked “staff.”
- **Security and Emergency Services:** the Foothill-DeAnza Police department is located in the campus center, Rm 2103. For emergency assistance, call 911 from campus phones. From cell phones, call 408-924-8000. Non-emergency situations (to report non-violent crimes, non-injury vehicle accidents, or for assistance), please call 650-949-7313 or dial extension 7-3-1-3 from campus phones. The campus police department is closed on Sundays.
- **ATM Machine:** the ATM machine is not available during the weekend of the exam. Please plan accordingly.
- **Food Services Onsite:** during the exam, Foothill College will not have food, beverages, or cafeteria services for candidates or their patients. Patients should be advised to eat before coming to the exam or candidates may provide food for their patients. On site refrigeration will not be provided. Vending machines are located near the 5000 building. Water bottle refilling stations are located by the restrooms near room 5113 where the Candidate Orientation will take place. Due to current conditions, drinking fountains are not available. Bring bottled water.

2. Preparing for the Exams

a. Hygiene Exam

- **Patient Screening:** the clinic is not available to screen patients prior to the exam.
- **Radiographs:** candidates must bring radiographs for their patients to the exam. The radiology lab will not be available to candidates to take radiographs prior to the exam. If it is determined by examiners during the check-in process that a candidate needs to retake radiographs, please note that only digital radiographs will be available at Foothill College. Taking a panoramic and/or a full mouth series of radiographs will not be available. Foothill staff will supervise the candidate in the radiology lab but the candidate must be prepared to expose the images. A staff member will process the radiographs for the candidate and print out a copy of the film(s). Fee for each radiograph taken is \$10.00. Cash only. The following items will be supplied by Foothill College:

Rinn XCP (blue, yellow and red) and cardboard bitewing film holders
Paper and printer
Non-latex gloves (S, M, L) and face masks. Candidate must supply own protective eyewear

- **Administration of Local Anesthetic:** A practitioner from the school is not available to administer local anesthesia for candidates' patients. There are no exceptions to this policy. The Foothill College Dental Hygiene Program will not make arrangements for the candidates. The program will supply some local anesthetic and long/short needles.
- **Equipment, Instruments and Expendable Dental Materials:** Refer to the respective WREB Candidate Guide for a list of materials and armamentarium that the Candidate must provide.

Handpiece and Prophy Angle Hookups:

- A. Handpiece and Prophy Angle Hookups:** the clinic is equipped with ADEC chairs and delivery units with standard connections. For slow speed handpieces, the hole pattern connection is shown. Equipment is not available to rent. Disposable prophy angles and prophy paste will be provided. NOTE: due to current conditions related to the COVID-19 pandemic, coronal polishing is prohibited in the Foothill College DH Clinic.



- B. Sonic/Ultrasonic Devices:** due to the current conditions related to the COVID-19 pandemic, the use of sonic/ultrasonic devices in the Foothill College DH Clinic is prohibited.
- C. Air/Water Syringe Tips:** disposable air/water syringe tips will not be available during the exam due to the Covid-19 pandemic.
- D. Blood Pressure Cuffs and Stethoscopes:** candidates must provide their own blood pressure cuffs and stethoscopes. These will not be available in the clinic.
- E. Expendable Materials:** Expendable dental materials supplied by the school are noted in **Appendix A**. Items not listed are the responsibility of the Candidate.
- **Sterilization Services:** candidates should arrive with all instruments sterilized. If any candidate needs to retake the exam after the last session, steam sterilization will be available. Please allow up to 3 hours for sterilization of instruments. For candidates that may need to retake the exam on the same day, steam sterilization may not be available. Check for availability of sterilization with the statim (takes about 45 minutes) during candidate orientation in case of this event. Arrange to have extra sterilized instruments if the statim is not available. Foothill College assumes no responsibility for instruments or personal items that are lost, broken, damaged, or not retrieved within 1 day after the closing of the examination.

3. During the Clinical Exam

- **Dental Operatory Units:** The dental operatories in the clinic are equipped with ADEC chairs with standard connections. Nine operatories will be available for the dental hygiene exam. Nine units will be used by the examiners. All units are ambidextrous and can be set up for either right- or left-handed operators. See photos below.



- **Infection Control (Surface Asepsis):** Personal Protective Equipment (PPE) requires the use of gloves, mask (n95 respirator or level 3 surgical mask), surgical cap, protective eyewear, face shield and clinic gowns while providing direct patient care. Protective eyewear must include side shields. Hair must be secured and fully covered by surgical cap. Foothill College does not provide n95 respirators, protective eyewear, face shields, clinic gowns or surgical caps for candidates or protective eyewear for patients.

Your dental unit will be prepared for you prior to your exam time. You will be required to disinfect the unit and set up for the next candidate. The school protocol for disinfection of the dental operatory follows:

Turn on master switch which is located on the bracket tray. Run water through the air/water syringe into the low volume suction for 1 minute. Purge ultrasonic unit for 1 minute prior to use over the sink. EPA-approved disinfectant wipes are used to disinfect the treatment area and dental unit: counter tops, water faucet handle, soap dispenser, bracket tray, handles, and valves/hoses of saliva ejector and high volume suction, and air/water syringe. Please take care when disinfecting hoses not to pull hard which can damage the hoses and electronics. Do not use disinfectant wipes on the chair upholstery. The wipes damage the material and the chairs are cleaned weekly with soap and water. Spray disinfectants are not acceptable. Water bottles for the units will be filled by the floor assistant. Do not attempt to remove the bottle. Plastic barriers are placed over the dental chair, handles that adjust the operator chair, bracket tray including hoses and touch pads, light handles, air/water syringe, HVE, saliva ejector, and if allowed the slow speed handpiece, and ultrasonic unit. Attach a debris bag with tape to the dental tray. According to OSHA's Blood Borne Pathogen Standard, regulated waste is defined as..."any items containing liquid or semi-liquid blood or other potentially infectious materials (OPIM) and contaminated items that would release blood or OPIM in a liquid or semi-liquid state is compressed." Following patient treatment, remove barriers and disposable products from the unit. Debris bags should be taped closed and then placed in the biohazard waste container in the sterilization area. The floor assistant will help you. Purge air/water syringe for 1 minute over the sink. Disinfect all surfaces (except dental chair) with disinfectant wipes. Turn off all power switches and return operator and assistant chairs to unit.

A. Hazardous Waste Disposal (Hygiene Exam):

- **Hazardous Waste Disposal (Hygiene Exam):** According to OSHA's Blood Borne Pathogen Standard, regulated waste is defined as..."any items containing liquid or semi-liquid blood or other potentially infectious materials (OPIM) and contaminated items that would release blood or OPIM in a liquid or semi-liquid state is compressed." Contaminated gauze should be placed in debris bags taped to unit. At the end of the exam, debris bags should be taped closed and then placed in the biohazard waste container in the sterilization area. The floor assistant will help you.

- **Sharps Disposal:** Sharps containers are located in every unit under the sink and must be used for disposal of all sharps including needles. Used anesthetic cartridges are to be placed in a labeled container in the sterilization area. Please ask the floor assistant for help with this. Computers and keyboards are not to be used by candidates during the exam.
- **Emergency Medical Equipment:** Three fire extinguishers are located in the 5300 building by the door to the radiology lab, the door in 5301 and in the hallway next to the clinic staff office. Eyewash stations are located at the sinks in the sterilization area at the back of the clinic and the radiology lab. To use: remove the yellow caps, pull the metal stopper on the back of the faucet and turn on the water. Flush eyes thoroughly. The portable emergency oxygen tank is located at unit 12 in the clinic. First aid supplies can be found in the clinic staff office. The emergency drug kit is located in the black filing cabinet in the staff office in the lower drawer marked with a red cross. A blood pressure cuff and stethoscope are also located in this drawer. Ice packs are in the small refrigerator in the staff office. The clinic manual which outlines emergency procedures and puncture protocols is located on the shelf above the copier. The AED is located in the hallway leading to the radiology lab and is marked with appropriate signage. A fire station is located on campus just minutes from the clinic. In case of an emergency, please exit the clinic through the main door and proceed to the library quad located to the left of the clinic. For emergency assistance, dial 911 from campus phones.

4. Travel and Lodging Information

- **Airport Information:** Foothill College is located in Los Altos Hills. 31.7 miles from San Francisco International Airport and 16.1 miles from Minnetta San Jose International Airport.
- **Ground Transportation:** Super Shuttle provides service to Foothill College from SFO (650-246-8942) and VIP Shuttle (408-577-1800) provides service from San Jose Airport. VTS (Valley Transit Authority) has two bus lines, 40 and 52, that include Foothill College. Please see www.vta.org for more information.
- **Hotel Accommodations:** Several hotels/motels are located a few miles from the college. Examples: Residence Inn Palo Alto/Mountain View is located 3.2 miles away at 1854 W. El Camino Real, Mountain View and Super 8 Mountain View is 3.5 miles away at 1665 W. El Camino Real, Mountain View.

5. Campus Map: Include map of campus and directions to clinic

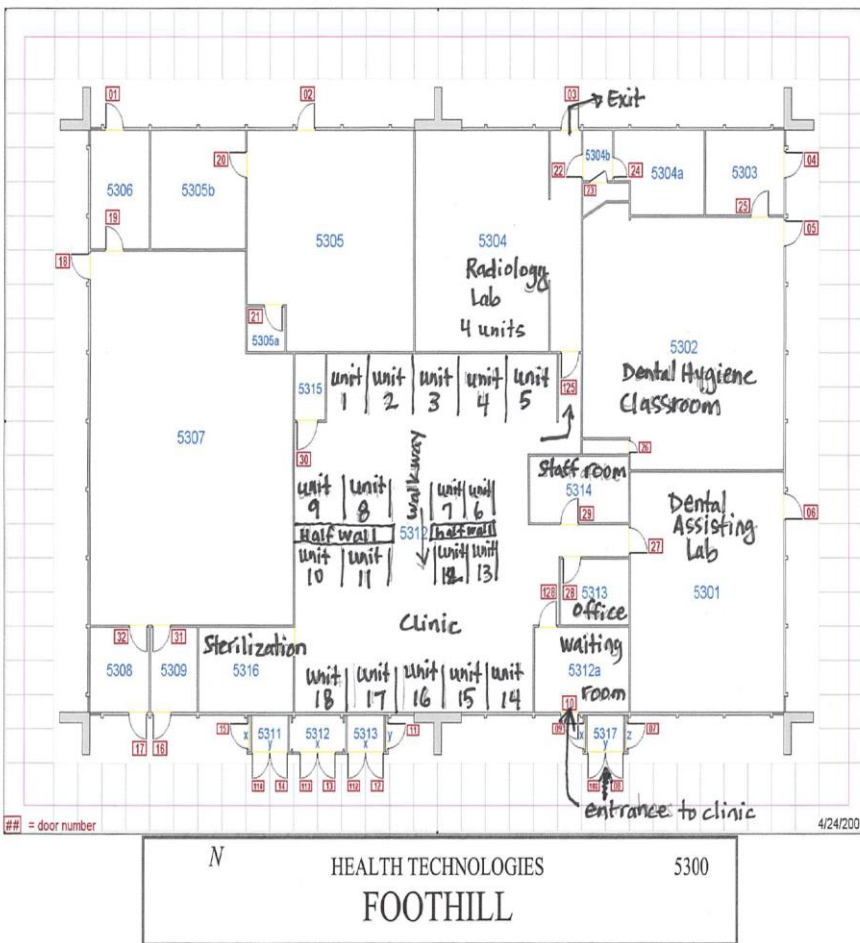
- The clinic is located in room 5312 in the 5300 building. Convenient parking is located in Lot 6. Follow signs to the clinic from the parking lot. Handicap parking is located in Lot 5 with non-stairs access to campus.



6. Clinic Floor Plan:

- **Patient waiting area:** outside the entrance to room 5301 in the library quad.
- **Candidate clinic:** room 5312. Entrance is through room 5301 (Dental Assisting Lab). Left side of clinic (units 10-18).
- **Examiner grading area:** right side of clinic (units 1-9)
- **Emergency equipment:** emergency drug kit/first aid kit-room 5314, oxygen tank-unit 12, AED- in hallway leading to room 5304 (radiology lab)

Candidate clinic: units 10-18
Examiner clinic: units 1-9
Examiner homeroom: 5302 (Dental Hygiene Classroom)
Entrance to clinic is through 5301 (Dental Assisting Lab)
The main clinic doors located at 5312 will remain closed during the exam. No admittance



Required School-provided Expendable Dental Materials Appendices

APPENDIX A – Expendable Dental Hygiene Materials List Provided by Exam Site Host (School) To be provided in sufficient quantities for all Dental Hygiene Candidates		
2x2 gauze squares	Chair covers	Patient bib clips, disposable
Air/water syringe tips*	Barrier covers/tape	Patient napkins/bibs
Antimicrobial mouthwash	Face masks	Patient bite blocks
Local Anesthetic: <ul style="list-style-type: none"> • 2% Lidocaine • 3% Citanest Plain 	Gloves-non latex (S, M, L, XL)	Disposable prophy angles and prophy paste*
Topical anesthetic <ul style="list-style-type: none"> • 20% Benzocaine 	Standard saliva ejectors	Surface disinfectant wipes
Cotton-tip applicators	Standard HVE tips	Soap
Autoclave bags, small	Chair covers	Paper towels
Autoclave bags, medium	Instrument trays, disposable	Facial tissue
Autoclave tape	Tray covers	Trash bags

***NOTE:** the use of the Air/water syringe and coronal polishing are currently not allowed in the Dental Hygiene Clinic due to the Covid-19 pandemic and clinic protocols. Syringe tips and prophy angles/prophy paste will not be provided.

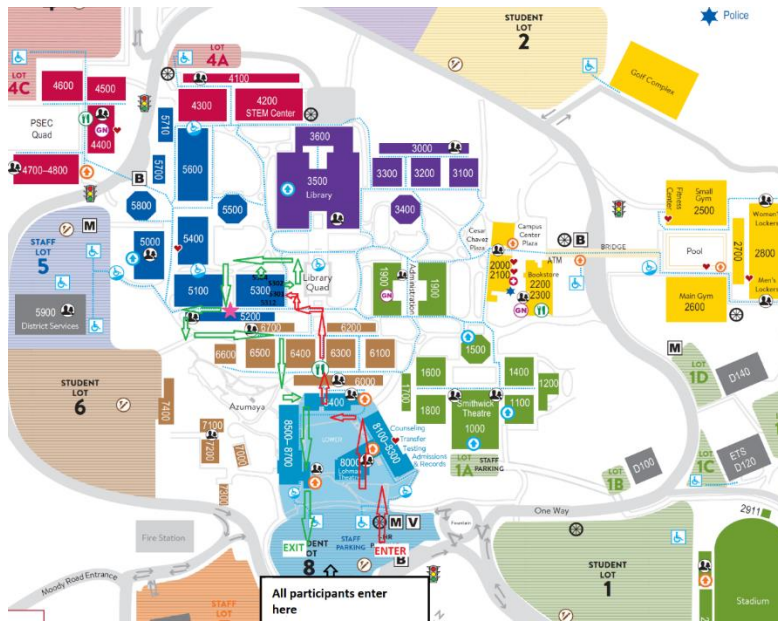
COVID-19 and Social Distancing Protocols Appendix

Foothill College Dental Hygiene Program COVID-19 Protocol (WREB)

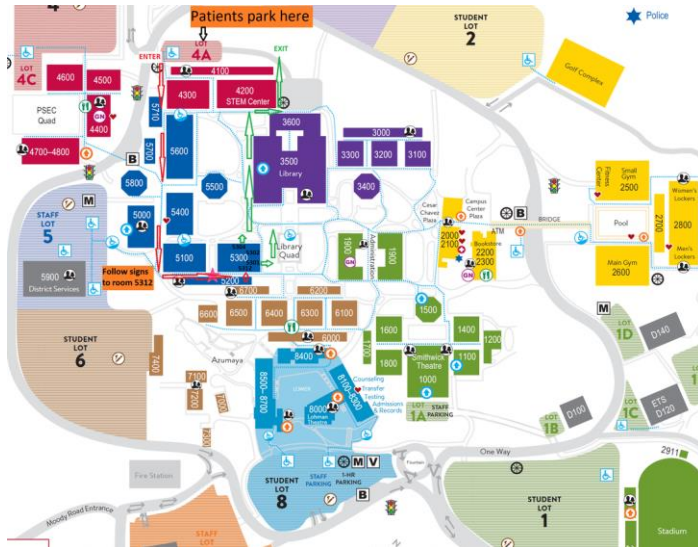
Foothill College Dental Hygiene Program provides a safe and clean environment for all participants of the WREB licensing examination. The COVID-19 Protocol represents our clinic policies, procedures, and requirements to protect all participants against COVID-19.

COVID-19 BUILDING ENTRANCE

- **Candidates and patients will enter the campus and park in Lot 8.**
 - Follow signs from the parking lot (see map below) to the screening area in the **main library quad**:
 - School Wreb Coordinators will screen all candidates and patients for COVID-19 and will take temperatures before entering the building.
 - After screening, candidates and patients will proceed to **Room 5301** and will wait for admittance to the clinic by a Wreb personnel.



- **Web personnel, examiners, and assistants will enter the campus and park in Lot 4A.**
 - Follow signs from the parking lot (see map below) to **Room 5302** and line-up outside and stand on the 6 ft social distancing stickers:
 - The School Dentists will screen Wreb personnel’s, examiners and assistants for COVID-19 and will take temperatures before entering the building.



NOTE: When screening is completed, each person will receive a green wristband. They must wear the wristband to signify that they have been screened and cleared for that day.

ARRIVAL TIME

- Staggered arrival times will be enforced for all participants to minimize the number of people at parking lots, as well as, in the dental hygiene clinic, at the same time.


- Please allow extra time to be screened and to have your temperature taken. Arrive at least 15-30 minutes prior to the candidate's assigned testing time for screening check.
 - Proceed to **Screening Area in the main library quad** for screening and temperature check.

HEALTH SCREENING

- It is mandatory that all candidates and patients wear cloth face mask or face covering upon entering campus.
- All candidates, patients, examiners, assistants, and Wreb personnel's will be required to fill out the ADA COVID-19 Screening Form. The forms will be provided by the Wreb School Coordinators and School Dentists at the beginning of each day and session.
- All temperatures will be taken using a non-contact infrared thermometer. A temperature greater than 100° F will prevent access to the building.
- When screening is completed, each person will be given a green wristband, which they must wear to signify that they have been screened and cleared for that day.

NOTE: Before arriving to the campus, it is recommended that everyone self-asses for symptoms and any signs of a fever. Candidates are asked to check their patients for symptoms before coming to campus.

Patient Screening Form



Patient Name: _____

	PRE-APPOINTMENT	IN-OFFICE
	Date: _____	Date: _____
Do you/they have fever or have you/they felt hot or feverish recently (14-21 days)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you/they having shortness of breath or other difficulties breathing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you/they have a cough?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you/they experienced recent loss of taste or smell?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you/they in contact with any confirmed COVID-19 positive patients? <small>Patients who are well but who have a sick family member at home with COVID-19 should consider postponing elective treatment.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your/their age over 60?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you/they have heart disease, lung disease, kidney disease, diabetes or any auto-immune disorders?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you/they traveled in the past 14 days to any regions affected by COVID-19? (as relevant to your location)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SOCIAL DISTANCING

- 6 ft social distancing stickers are marked outside in buildings **5300** and **5100**.
- Always maintain a 6 ft social distance while waiting to enter the building and waiting areas. Face masks and face coverings must be worn at all times.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Face masks and face coverings must be worn at all times when entering campus. Patients will wear masks upon entering campus and will remove them only for patient care. They must replace their mask whenever treatment stops. Please remind your patient to put on their mask.

NOTE: To prevent the creation of aerosols during the exam, the use of ultrasonics, coronal polishing, and the A/W syringe will not be allowed per clinic protocol.

- While in the clinic, full PPE is required:
 - Gowns
 - Surgical caps (hair must be fully covered)
 - Respirators (**N95 respirators will not be provided**. Candidates must provide their own respirators, since these must be fit tested to ensure proper fit).
 - Eyewear: loupes or goggles.
 - Face Shields
 - Gloves
 - *NOTE: the candidate is responsible for providing their own gown, surgical cap, respirator, eyewear and face shield. Foothill College will provide gloves and level 3 surgical masks.*

At the completion of the exam, candidates will disinfect and prepare the dental unit for the next candidate and then exit from the building through **5301**. Candidates may wait outside the building, social distance while wearing face masks to wait for their results. **Friends and family are not allowed onto campus during the exam unless they are patients for the exam.**

INFECTION CONTROL PROCEDURAL CHANGES

Candidates and assistants will follow the Foothill College Dental Hygiene Infection Control protocols which were submitted in the Campus Guide with the following additional procedures:

- Place all items that are contaminated with blood and saliva into the brown paper bag taped to the bracket tray including: gauze, saliva ejectors, patient napkin, gloves, disposable masks, and floss. The Floor Assistant will dispose of the bags in the biowaste container.
- When removing barriers from the unit, take the plastic bag protecting the dental chair and turn it inside out. Place all plastic barriers into the bag, push out the excess air and tie off the bag. Place bag inside the trash can in the unit.
- Prepare unit for next candidate if applicable.
- The Hygiene Floor Assistant will fog the clinic with hypochlorous acid solution at the end of each clinical testing session. The clinic cannot be accessed for 15 minutes to allow for disinfection and drying of the solution.

EXITING CAMPUS

- All candidates must leave campus once they have completed their exam and have received their results. Follow signs to Parking Lot 8. Refer to map above for exit path from clinic to Parking Lot 8.
- All Wreb personnel, examiners and assistants must exit the clinic building and follow signs to Parking Lot 4A. Refer to map above for exit path from clinic to Parking Lot 4A

CANDIDATE TOURS OF CLINIC

To maintain social distancing, clinic tours following the Q & A with the Chief Floor Examiner will be conducted in small groups of 5-6 candidates. While waiting for the clinic tour, candidates will