



Gradual Re-Opening Parameters for Patient & Staff Safety

General Guidelines:

Patients

- ❖ Stagger patients appointments – both start times and exam rooms
 - Example: start appointments 30 minutes apart and in a 5 operatory office only use room 1 - 3 - 5
 - At no time should two patients cross paths or come in contact with each other
- ❖ Add 20-30 minutes to each typical appointment time to allow for full sterilization of the exam room & other necessary areas before the next patient arrives

Office Staff

- ❖ All employees will wear appropriate PPE to care for patients
 - Mask, gown/jacket, gloves, face shield/eye protection (shoe coverings and bouffant caps also recommended)
- ❖ Dedicated staff member should continually sterilize exam rooms, common areas, bathrooms, etc. as needed throughout the day

Before the Appointment:

- ❖ Every patient must be called (and spoken to) before the appointment to explain new office protocol and pre-screen for health



Appointment Protocol:

- ❖ Patient (& guardian if minor) will check-in via phone from their car when they arrive at the office
- ❖ Office will call patient when they are ready for them to come in (everything properly sterilized)
- ❖ Patient will enter the office alone (or with ONE guardian – no other people allowed into the office) and the reception area is closed
- ❖ Patient protection items (sanitizer, gloves, eyewear, etc.) will be provided by the practice “Greeter” and used promptly
- ❖ The patient will have their temperature taken with a non-contact thermometer to screen for fever
- ❖ Once the patient is ready and cleared for care they will be taken DIRECTLY to the prepared exam room
- ❖ Staff will provide the necessary care, taking precautions to reduce aerosols in the office (HVE, dental dams) and with only necessary staff
- ❖ After completion of the dental service the patient will be escorted directly to the entrance of the office
- ❖ If payment is needed, the patient will need to pay before leaving
- ❖ The “Greeter” will provide hand sanitizer to use right before the patient exits the office
- ❖ The patient will exit the office and proper post-appointment sterilization will commence to get ready for the next patient to arrive



End of Day Procedures:

- ❖ Complete any necessary end of day sterilization of instruments, equipment, exam rooms and other areas of concern (don't forget door handles)
- ❖ Remove all PPE and properly discard or prepare for cleaning (take off gloves last)
- ❖ If desired, keep a change of clothes in the office to change into at the end of the day (place worn clothes in in a plastic bag to bring home for washing)
- ❖ After everything is removed and you are ready to leave, wash hands with soap and warm water for at least 45 seconds

Remember safety is number one priority.

Everything you do is to keep patients and staff safe.