**To My Valued Offices:**

**I recognize that you are facing unprecedented challenges due to COVID-19.**

**In addition to creating a resource site where you can access information on COVID-19, I have also created this checklist you can follow when you are ready to reopen your office.**

**Following these recommended items will help protect the investment you have made in your office and inform patients how they will be protected during their visit.**

**ALWAYS FOLLOW YOUR MANUFACTURERS INSTRUCTIONS FOR USE**

**Reopening Your Office Checklist:**

**In preparation:**

❏ Inventory PPE

❏ Order all necessary PPE

❏ Evaluate laundry system for lab coats

❏ Evaluate surface disinfectant

❏ Evaluate instrument processing system

❏ Evaluate current HVAC system – air exchange

**One week prior to opening**

**❏** Notify all patients

**❏** Develop plan for the office

**❏** Evaluate use of brushing station

❏ Develop disinfection protocol for front office

❏ Review proper disinfection protocol and PPE worn for disinfecting contact

surfaces in clinical area

❏ Review instrument processing protocols

❏ Refill self-contained water bottles

❏ Shock water lines

❏ Test water quality – must be under 500 cfu’s– confirm results prior to seeing patients

❏ If you use a water purification system, turn on water.

❏ Fill all sterilizers with distilled water

❏ Run spore tests in all sterilizers – confirm results prior to seeing patients

❏ Test ultrasonic unit for efficacy

❏ Clean and disinfect all environmental surfaces and equipment

❏ Follow manufacturer’s instructions for use for restarting equipment and

devises

**Prior to coming to the office**

❏ When scheduling appointments, instruct patients and any persons

accompanying them to call ahead and report any signs and symptoms of

respiratory infection PRIOR to arrival

**❏** Confirm appointments

**Patients arriving at the office**

❏ Ask patients to wash hands or use hand sanitizer when entering the office

❏ Screening