**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 if you choose to temporarily close your office.**

**Following these recommended items will help protect the investment you have made in your office.**

**Before You Leave Your Office Check List:**

**Mechanical Room**

❏ Turn off nitrous units including shut-off valves on all tanks.

❏ Confirm that vacuum is powered off, but electricity is still supplied to vacuum

system, some brands perform periodic cycles.

❏ Shut down power to air compressor so unit doesn’t run while out.

❏ If office is not equipped with main master water shutoff valve, shut off water inlet valve to vacuum pump by hand.

**Operatory**

❏ Clean chairside vacuum traps and replace screens.

❏ Run recommended vacuum cleaner through lines.

❏ Clean and lubricate all valves and O-rings in HVE and saliva ejectors.

❏ Perform shock treatment on delivery system water lines and flush system following guidelines from the manufacturer.

❏ Remove and empty all self-contained water bottles and flush lines until empty and free of water.

❏ If office is not equipped with main master water shutoff valve, shut off water valves by hand at foot of chair.

❏ Remove and clean slow speeds and motors from delivery unit hoses.

❏ Remove all handpieces, lubricate and sterilize.

❏ Turn off all power to dental units.

**Technology**

❏ Run or perform a backup of server.

❏ Turn off computer peripherals such as scanners, speakers and desktop printers.

❏ Do Not Turn Off

• Fax machines

• Phones

• Servers and backup drive systems

• Security systems

**Sterilization – Lab**

❏ Clean, package and sterilize all instruments to be stored

❏ Follow manufacturer recommended cleaning on sterilizers.

❏ Drain all sterilizer water reservoirs – If possible, suction out reservoirs where needed with HVE.

❏ Unplug sterilizers to avoid any power surges.

❏ Run water through model trimmer to avoid plaster buildup, flush extra water through drain, and hand shut-off water inlet valve.

❏ Drain ultrasonic cleaner and remove any instruments.

❏ Unplug all curing lights

**Imaging**

❏ Turn off all x-rays and unplug conebeam/panoramic units.

❏ Remove all handheld x-ray batteries from charging cradles.

**What to do when you reopen:**

❏ Shock water lines

Follow manufacturer’s instructions for use

Test waterlines after shock is completed

❏ Run spore tests in all sterilizers

❏ Test ultrasonic unit for efficacy

❏ Clean and disinfect all environmental surfaces and equipment

❏ Follow manufacturers instruments for use for restating equipment and devises

❏Compressors

❏Vacuum systems

❏ Water filtration/purification systems

❏ Imaging systems

❏ Increased screening of patients

❏ Prior to coming to the office

❏ Ask about respiratory symptoms, travel history, and potential exposures

❏ Reappointing all patients with respiratory symptoms

❏Except emergencies

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

office