

# Returning to Work: Interim Guidance Toolkit

Preparing your office for re-opening and protect your patients and team with this checklist.

## **RECEPTION AREA**

Prepare the **waiting room, bathrooms, and patient consultation rooms:**

1. Change voicemail letting patients know that your office is now open for elective and non-emergency treatment.
2. Remove magazines, reading materials, toys, coffee station and other objects that might be touched and hard to disinfect.
3. Print and place signage for instructions on standard recommendations for **cough etiquette, social distancing**, (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>) and **hand hygiene** (<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>) in the reception area and restrooms.
4. Place chairs 6 feet apart, when possible.
5. Use barriers for keyboards that patients may utilize during check-in process.
6. Use sneeze guards or screens as a barrier if possible.
  - If not, CDC recommends considering wearing masks and goggles or face shields for the front office personnel.
7. Consider supplying the office with office brand pens for patients to take home after use.
  - If not, wipe down pens after every use.
8. Provide following supplies for patient and environmental safety:
  - Hand sanitizer upon entry into facility.
    - Provide a sign for people to use hand sanitizer before entry into the rest of the office.
  - Tissues
  - Covered trash receptacles (foot operated) with liners available in the reception area and restrooms
  - Soaps at sinks
9. Regularly disinfect high touch items in the reception area with approved surface cleaner: door handles, reception/checkout desk, light switches, hangers, chair arms and etc.
  - If surfaces are dirty, clean using detergent or soap and water prior to disinfection
  - Use **disinfectants that meet EPA's criteria for use against SARS-CoV**, the cause of COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

10. If applicable, consider individual phone headsets for each front office personnel to reduce virus spread through phone use.

## **BACK OFFICE**

### Preparing treatment rooms, sterilization area, lab

#### *Treatment rooms:*

1. Disinfect all environmental surfaces and equipment with an EPA registered intermediate level **disinfectant approved for use against SARS-CoV-2**, which causes COVID-19.  
(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)
2. Turn on dental equipment that have been off or unplugged and check to see if the equipment is operating normally.
3. Reinstall or replace (If have not done prior to closing) disposable filters such as evacuation filters in dental units.
4. Shock your dental unit water lines if applicable
  - Consult with your equipment manufacturer for specific protocol and proper product recommendation
  - If shocking is needed, be mindful of the time required for the complete shocking procedure, as some products require up to 3 days for a complete protocol.
5. Test the dental unit waterlines for microbial contamination.
  - CDC recommends  $\leq 500$  CFU/mL of heterotrophic water bacteria for routine dental treatment output water.
  - Water test kits are available from dental suppliers. Review manufacturer's instructions for use to plan for time to obtain test results in advance of resuming patient treatment.
6. Flush water lines for the ultrasonic scaler, air/water syringe and other applicable devices
7. Remove objects that might be hard to disinfect...reading, advertising material.
8. Keep gloves, masks, and other materials needed for patient treatment in a closed container or cabinet.
9. Use protective barriers on environmental surfaces and hard to disinfect equipment such as keyboard, mouse, light handle, suction and air/water handles and etc.
10. Confirm adequate supplies of personal protective equipment (masks, face shields, goggles, gloves, gowns)
11. Stock treatment rooms with appropriate supplies needed during treatment.
12. Have soap by sinks and hand sanitizer

13. Have tissues available

14. Sharpen instruments

15. Keep instruments/cassettes in the sterilization pouches or wraps until patients are seated in the treatment room.

## **STERELIZATION AREA**

1. Confirm adequate supplies for sterility assurance monitoring
  - Chemical indicators
  - Biological indicators or mail-in spore strips
  - Sterilization pouches of different sizes
  - CSR wraps and tape
2. Perform monthly maintenance on all sterilizers
3. Run a biological indicator in all sterilizers and send for analysis or process in the office.
  - Depending on practice protocol, options include:
    - In office monitoring kit. Provide results within 10 hours.
    - Mail-in results are not available immediately. Plan to run the indicator several days prior to re-opening.
    - For immediate assessment of sterilizer function, run a chemical type 5 integrator strip in a sterilization pouch in each sterilizer.
4. Washer-disinfector or ultrasonic cleaner:
  - Follow manufacturer recommendations on returning a unit to service after period of inactivity.
  - Performing an **Aluminum Foil Test**:  
([https://bandelin.com/Informationen/Folientest/Foil\\_test\\_GB\\_BANDELIN.pdf](https://bandelin.com/Informationen/Folientest/Foil_test_GB_BANDELIN.pdf))  
a method to evaluate the general cleaning intensity and soundwave coverage throughout the tank.
  - Use a monitoring strip that is designed for monitoring cleaning efficiency during the **wash process**<sup>1</sup> and for **ultrasonic cleaners**<sup>2</sup>.
    - 1. [https://www.hu-friedy.com/sites/default/files/N1558\\_Washer%20Cleaning%20Monitor\\_IFU\\_IMS-1200W\\_0915.pdf](https://www.hu-friedy.com/sites/default/files/N1558_Washer%20Cleaning%20Monitor_IFU_IMS-1200W_0915.pdf)
    - 2. [https://www.hu-friedy.com/sites/default/files/N1556\\_Ultrasonic%20Cleaning%20Monitor\\_IFU\\_IMS-1200U\\_0915.pdf](https://www.hu-friedy.com/sites/default/files/N1556_Ultrasonic%20Cleaning%20Monitor_IFU_IMS-1200U_0915.pdf)
5. Cold sterile- Follow manufacturer's guidelines to mix a new solution
  - While chemical sterilant can sterilize items that would be damaged by heat, the process to accomplish this may require 6-10 hours of immersion.
6. Confirm adequate supply of:
  - Ultrasonic cleaning solution
  - Washer-disinfector cleaning solution
  - Tartar and Stain remover solution
  - EPA registered intermediate level **disinfectant approved for use against SARS-CoV-2, which causes COVID-19.**  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## **LABORATORY**

1. Confirm adequate supply of:

- Pouring stone
- Alginate material
- Impression trays
- Material for dental appliances such as bleaching trays, retainers and etc.