

Equipment Closing Checklist

Operatory

- Clean all vac lines and solid collectors – clean suction trap and flush the cleaned trap with water post debris removal.
- 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 instructions from the manufacturer
- Remove water from water bottles to avoid build up and or mold
- If you do not have a water bottle, it is recommended once a week to flush the lines
- Ensure all highspeed couplers have been removed and cleaned according to the MIFU
- Clean prophylaxis jet as per MIFU and run water lines for cavitron or piezo scalers
- Turn off waterlines to the piezo or cavitron if connected to the unit
- Leave chairs in upright most position as high as they will go
- Safely store foot pedals or lines in a manner that is neat and can be kept clean
- Remove and prepare all full sharps containers for disposal by the appropriate removal companies – ensure all full containers are locked and lids are fully closed
- Turn off any links to nitrous and oxygen
- Ensure all operatory drawers are cleaned
- Ensure lasers, endodontic motors, supply carts and implant equipment are covered
- Ensure counters are wiped down and clear of clutter
- If office is not equipped with main master water shutoff valve, shut off water valves by hand at foot of chair
- Turn off all power to dental units

Imaging

- Turn off all x-rays units
- Clean and disinfect all x-ray units (switches, tubes)
- Remove all hand-held x-ray batteries from charging cradles
- Processors need to be drained of developer/fixer fluid
- Fixer fluid is to be disposed of by an approved waste management company

Staff Room

- If you have a fridge in your lunchroom with an icemaker and/or cold water tap you need to disable it!!!

Lab Areas

- Complete all lab work
- Ensure all poured impressions are separated and stored appropriately with patient name clearly marked
- Clean all impression trays and dispose of any cleaning solutions – bring to sterilization area for reprocessing
- Clean any lab spatulas and bowls and place in cupboard or drawer
- Remove any acrylic burs and lathe polishers and store

Closing Checklist, Daily Administrative Duties, Weekly Maintenance, and Re-Opening Procedures

- Sterilize or dispose of any cleaning brushes
- Bag or box models with their respective cases to keep patient records organized
- Clean and cover vibrator
- Run water through model trimmer to avoid plaster buildup, flush extra water through drain, and hand shut-off water inlet valve
- Run sink tap for plaster trap for two to three minutes
- Empty and turn off water distillers
- Thoroughly clean all drawers in the lab
- Replace all dust collector filters in lab areas
- Bleed all airlines in lab areas
- Follow manufacturer's instructions for eyewash station

Sterilization

- Ensure all instruments, impression trays, and dental devices are reprocessed, labelled and safely stored in sterile storage
- Ensure all slow speed motors and handpieces are removed, lubricated and sterilized as per the MIFU
- Download USB and/or store printer tapes of each sterilizer
- Follow manufacturer recommended cleaning on sterilizers
- Drain all sterilizer water reservoirs – If possible, suction out reservoirs where needed with HVE
- Autoclave – clean and drain – do not replace water – let air dry
- Wipe down internal cavity of autoclave with dry cloth to remove any excess water left behind from draining
- Hydrim – Remove soap, salt and solution and run shipping cycle
- Unplug sterilizers to avoid any power surges
- Ultrasonic – Drain all water and rinse with clean (detergent free) water, leave to air dry
- Empty all water distiller systems and let dry
- Empty the water waste container from the Statim and leave to dry
- Water purification systems - shutdown water and purge with air till ops and all faucets run dry
- Ensure all stock is properly kept and stored in a safe manner (chemicals, liquids etc)
- Garbage is emptied and sharps are stored in a manner that they are ready for pick up from the appropriate disposal services

Closing Checklist, Daily Administrative Duties, Weekly Maintenance, and Re-Opening Procedures

CAD/CAM, CEREC MILL

- Perform manufacturer recommended cleaning procedure for mill and unplug unit and empty out water tray (if applicable)
- Drain all coolant water from mills
- Thoroughly clean all mills from any debris
- Cerec Closing – for proper mill maintenance you should perform the following measures:
 - Empty the water reservoir
 - Put empty water reservoir back into the unit
 - Run the water pumps on the unit to empty them (done on the control panel on the right)
 - Remove and empty water reservoir
 - Place water reservoir, uncovered, upside down over a towel to let air dry out
 - Take a towel and dry out the inside of the milling chamber
 - Leave the milling chamber open to air dry further
- 3D Printers – Remove all resin in machine and clean
- Unplug stain and glaze oven
- Unplug dental imaging/ scanning devices

Mechanical Room

- Turn off nitrous units and O2 tanks, including shut-off valves on all tanks
- Confirm that vacuum is powered off, but electricity is still supplied to vacuum system, some brands perform line cleaning prior to shut off
- Shut down power to air compressor so unit doesn't run while out
 - Release all air and drain tanks where applicable
- Flush all vac lines, replace sediment filters, and replace all disposable traps on units
- If you have a dryvac, call your service technician to walk you through a shut down procedure. Refer to manual for instructions, if you prefer to have a technician on site, please arrange.
- If office is not equipped with main master water shutoff valve, shut off water inlet valve to vacuum pump by hand.
- Wet vacs turn off water supply after flushing lines and kill power
- Have the approved waste management provider cleanout/change/check the Amalgam separator

Technology

- Run or perform a backup of server
- Turn off computer peripherals such as scanners, speakers and desktop printers
- **Do Not Turn Off-Leave as is:**
 - Fax machines
 - Computers
 - Phones
 - Servers and backup drive systems
 - Work with Phone Service Provider to:
 - Call forwarding
 - Out of Office message
 - Security system
 - Firewall / Modem

On-going Maintenance

Operatory

- Clean all dental operatories
- Review and organize all operatory drawers
- Check for expired product and dispose of accordingly
- Ensure counters are uncluttered
- If you do not have a water bottle, it is recommended once a week to flush the lines
- Raise and lower dental chairs
- Remove any magazines and pamphlets

Mechanical room

- Run Vacuum and compressor once a week-see manufacturer's instructions for use
- Run eyewash station as per MIFU

Lab Areas

- Turn on the sink at plaster trap for a few minutes to keep from drying out, as well as the model trimmer

Human Resources Checklist

- Notify the person in charge of human resources about any people changes:
 - Anyone going off on sick or mat leave
 - Anyone returning from sick/quarantine or mat leave
 - Resignations
 - Enter hours worked for Team Member directly on the timesheet to ensure accurate payment processing
 - Validate and approve hours on the timesheet for accuracy
- Connect with all your team members (including Associates) once per week to check in and see how they are doing. A weekly conference call or zoom meeting is recommended

Closing Checklist, Daily Administrative Duties, Weekly Maintenance, and Re-Opening Procedures

On Going Administrative Duties Checklist - What you need to do while you're closed

Daily Duties

- Check the email and voicemail for Patient Inquiries
- Continue to answer the phones and deal with Patient inquiries as usual – ensuring that any emergency issues are screened with the Practices DDS Provider on call
- Update all Patient files with recent Mobile Phone and Email Address information
- Follow up on all Aged Receivables – clean up any outstanding Insurance Claims and follow up with any Patients with outstanding A/R (being sensitive to any Patient financial situations) either via phone and/or statements
- Deposit all Patient and Insurance Cheques daily – using the ABM Card to deposit (to maintain social distancing)
- Continue to answer the phones and deal with Patient inquiries as usual – ensuring that any emergency issues are screened with the Practices DDS Provider on call
- Continue to work your Recare System to create follow-ups for rescheduled appointments
- Run any Outstanding Tx Report for follow up once open
- Follow the Deep Clean Checklist
- Organize all Operatories
- Review inventory levels in each Operatory and Stock and area and re-organize

Current Door Sign and Outgoing VM for Closed Practices (March 27, 2020)

SIGN:

At <your Practice name here> your oral care is our number one priority and we are here for you.

Although we're not attending patients at this practice, we're still here for your emergency dental care needs. If you or your family has a dental emergency, please call [Insert dentist name] at [insert dentist's mobile number] and he/she will either handle your concerns over the phone or refer you to a dental office convenient to your location.

In the event of a serious injury or infection requiring immediate attention visit a hospital or call 9-1-1.

We keenly recognize our duty to minimize the spread of COVID-19 to protect the health and wellbeing of our patients, staff and the broader community, with best in class protective measures in place, our practice presents a safe and low-risk environment for you.

*We will be reaching out to **reschedule your routine visits once normal operations resume.***

VOICEMAIL

Thank you for calling <your Practice name here>, please note, although we're not attending patients at this time, **we're still here for your emergency dental care needs. If you have a dental emergency, please call [Insert dentist name] at [insert dentist's mobile number] and he/she will** either handle your concerns over the phone or refer you to a dental office convenient to your location. **Alternatively, you can leave a message. We are actively monitoring this line and will call you back shortly. In the event of a serious injury or infection requiring immediate attention visit a hospital or call 9-1-1. As always your care is very important to us!**

Current Outgoing VM for Emergency Only Practices (March 31, 2020)

VOICEMAIL

Please note we are only accepting emergency patients. If you have a dental emergency please leave a message, we are actively monitoring this line and will call you back shortly. In order to reach **Dr <enter name>**, please call **<enter mobile>**. Alternatively if you would like to reschedule an appointment please leave a preferred date and time. **As always your care is very important to us!**

Re-opening Procedures

Mechanical room

- Turn on nitrous units and O2 tanks, including shut-off valves on all tanks
- Confirm that vacuum is powered on, and electricity is supplied to vacuum system
- Turn on power to air compressor
- If you have a dryvac, refer to manual for instructions, if you prefer to have a technician on site, please arrange
- For wet vacs turn on water supply

Operatory

- If office is not equipped with main master water shutoff valve, turn on water valves by hand at foot of chair
- Turn on all power to dental units
- Turn on waterlines to the piezo or cavitron if connected to the unit
- Always listen for any air and vacuum leaks
- Lower chairs
- Place foot pedals on floor
- Turn on any links to nitrous and oxygen
- Run waterlines in operatories for at least 2 minutes
- Run water through suction lines to ensure any dust or micro-debris is flushed through
- Dust all computers in operatories and throughout clinic to ensure dust does not clog the fan inside computer
- Ensure all operatory drawers are cleaned
- Ensure counters are wiped down and clear of clutter

Lab Areas

- Turn on the sink at plaster trap for a few minutes, as well as the model trimmer
- Run eyewash station as per MIFU

Sterilization

- Fill all sterilizer water reservoirs
- Wipe down internal cavity of autoclave with dry cloth to remove any excess water left behind from draining
- Hydrim – Follow MIFU for start up procedures
- Plug in all sterilizers
- Ultrasonic – Wipe with disinfectant, fill with solution
- Fill water distillers and plug in
- Water purification systems – Follow MIFU for start up

Technology

- Check router and computer equipment in the event of power outage etc.

Closing Checklist, Daily Administrative Duties, Weekly Maintenance, and Re-Opening Procedures

Imaging

- Turn on all x-rays units
- Turn on processors if used and fill with appropriate solutions
- Take radiographic step wedge test
- Start logging of x-rays.

CAD/CAM, CEREC MILL

- Start up as per MIFU

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