

# Office Procedures and Protocols

*Measures we are taking to ensure the health and safety of everyone in our office*

## Prior to Appointment

### Complete Wellness Survey and supplemental Consent

We will email/text you a link to a Supplemental Health Questionnaire and Supplemental Informed Consent for Orthodontic Treatment in the Era of COVID-19 as part of regular appointment reminder.

It must be filled out in the 24 hours prior to EACH APPOINTMENT.



## Upon Arrival and inside the clinics

### No Waiting Room

Our reception/waiting areas will be closed. We will ask that patients wait in their car until their treatment chair is ready.

Please arrive 5 minutes early and call or text the office when you arrive at **(978) 686-3838**.

*While you wait, please fill out the forms if you have not already completed it.*



### Only Patients in the Clinics

Only the patient will be permitted in the office. We will ask all adults to remain in the car.

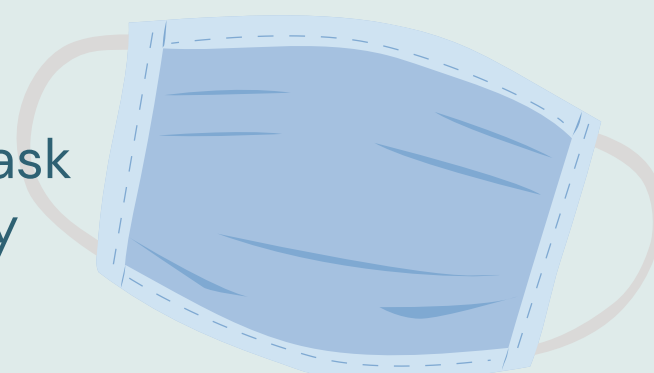
*(For individuals who may need special consideration with this matter, please contact our office so arrangements can be made well in advance)*

### Wearing Mask

All people entering our office must be wearing a mask.

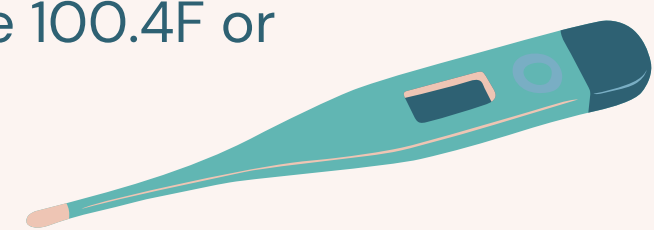
We are only able to stock enough disposable masks for the use of our staff, so we ask that each person brings their own.

Patients are required to wear a mask inside the office except when they are actively being treated.



### Temperature Check

Temperature check will be performed for all patients. Touchless thermometer will be used. Patient with temperature 100.4F or higher will be rescheduled.



### Handwash and Sanitization

Patient will be provided with hand sanitizer upon entering the clinics.



### Brushing Station

Our tooth-brushing area will be closed to prevent cross contamination, so please brush and floss well prior to the appointment.

All patients will be provided with a pre-procedural rinse prior treatment



**After the appointment**, our office will call or text you to let you know your child will be exiting the office so you can meet them or expect their arrival at the car shortly

Available appointments will be limited for some time. In an effort to streamline scheduling, our office will manage the next appointment for you or your child. You will receive notification of your next scheduled office visit.



We appreciate your patience and understanding as we navigate this 'New Normal'. We are strictly following the American Dental Association, CDC and OSHA guidelines regarding returning to patient care.