

OPENING & CLOSING DENTAL FACILITIES CHECKLIST

Prior to the Start of Limiting Treatment or Temporary Closing of Office/Facility:

The ADA is recommending that dentists nationwide postpone elective procedures in response to the spread of the coronavirus disease, COVID-19, across the country.¹

N/A YES ADMINISTRATIVE

Refer to the [ADA's Interim Guidance](#) for how to minimize the risk of COVID-19 transmission before, during and after treating dental emergencies.²

Click here for the [ADA Interim Guidance](#) for Minimizing Risk of COVID-Transmission.³

Click here for [ADA Interim Guidance Flowcharts](#) for Minimizing Risk of COVID-19 Transmission.⁴

Designate employee/doctor to be on call for emergencies.

Clearly define what qualifies as emergency treatment. Refer to ADA Document '[What Constitutes a Dental Emergency](#)'.⁵

Prepare for "tele-dentistry" consultations via technology (Skype, Zoom).

Determine the date and time of closure and notify patients.

Tell patients how to reach you if they have an emergency.

Explain to patients what constitutes an emergency. Refer them to ADA Document for patients '[What is a Dental Emergency](#)'. Encourage them to contact the office if unsure.⁶

Include this information on your website and voicemail.

Develop and communicate your practice's protocol for patient screening for emergency visits.

Develop social media channels for ongoing communication with patients.

Post about what you are doing as a team/practice during this time (i.e. training, organizing, etc.).

Conduct ongoing meetings to explain what decisions have been made regarding staffing during the shutdown.

This can be done in the office or remotely.

Back up all patient data.

Make arrangements for accepting packages (e.g. supplies, lab cases, etc.).

N/A YES CLINICAL

Disinfect all environmental surfaces/equipment with an EPA registered intermediate level disinfectant approved for use against SARS-CoV-2, as found on [EPA List N: Disinfectants for Use Against SARS-CoV-2](#).⁷

Treatment rooms

Clinical support area

Reception area

Restrooms

OTHER: _____

Clean, dry, package, sterilize, and store all instruments.

Empty and clean ultrasonic unit, and immersion disinfectant tubs.

Process a biological indicator/spore test and record results.

Dental Unit Care:

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Empty and clean water bottles/reservoirs.

Purge water from all lines. Refer to dental unit instructions for use (IFU).

If you have a dental unit waterline (DUWL) cartridge/straw installed, contact the manufacturer for proper procedure.

Clean/replace amalgam traps.

Remove all handpieces, lubricate and sterilize.

Clean evacuation lines.

Send instruments and/or handpieces out for repair if needed.

Schedule equipment repairs if needed.

Turn off power to all equipment.

Document monitoring logs.

Conduct clinical/infection prevention and control product inventory for approved (emergency) procedures.

During the Limited Treatment Time or Office/Facility Closure:

Use this time to complete tasks and projects that are difficult to do when the practice has a full schedule of patients.

N/A YES ADMINISTRATIVE

If the practice does not have an Infection Prevention and Control Coordinator (IPCC), consider appointing one.

The IPCC can complete additional training, if necessary, during the office closure.

Identify the main source of communication with all staff to keep everyone up to date (e.g. email, group text, virtual team meetings).

Evaluate all OSHA compliance and Infection Prevention documentation to make sure it is current.

Complete the [CDC Infection Prevention Checklist for Dental Settings](#).⁸

Develop and maintain written infection prevention policies and procedures appropriate for the services provided by the facility and based on evidence-based guidelines, regulations, or standards.⁸

Update employee medical files (vaccination records, etc.).

Update OSHA and HIPAA training for the team.

Set protocol for screening patients with respiratory symptoms and/or exposure to respiratory infections.

Add/update infection prevention and control information to website and social media.

Review and update PPE policy.

N/A YES CLINICAL

Inventory all infection prevention and control supplies and equipment.

Restock where necessary factoring extra inventory to cover possible future supply disruption and increased patient volume when reopening.

Organize supplies for ease of access and monitoring supply levels to avoid shortages.

Inventory all procedural instrument kits.

Inspect/evaluate for any needed repairs or replacement.

Evaluate to ensure all kits are full and complete.

If using an instrument management/cassette system, inspect all cassettes for needed repairs/replacement.

Clean sterilizer(s) and check gaskets and other parts for needed maintenance, per manufacturer's instructions for use. Replace if needed.

Ensure cleaning equipment effectiveness

Ultrasonic Cleaner: Fill ultrasonic with water and ultrasonic detergent, and test for effectiveness with cleaning validation test or aluminum foil.

Washer/Disinfector: Conduct cleaning validation test and maintenance per equipment manufacturer's instructions for use.

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Clean and declutter all clinical areas and instrument reprocessing area.

Consider taking photos of this area to share on your practice website and/or social media.

Monitor sterilizers at least weekly by using a biological indicator.⁹ This should still be completed during times of limited treatment (dental emergencies).

Steam Sterilizers: Clean and descale the chamber and close the unit following manufacturer's instructions for use. Drain the water reservoir. Also clean loading equipment such as trays and tray holders.

Hydrim: Remove soap/salt and solution and run shipping cycle. Please refer to the manufacturer's instructions for use.

Water purification systems: Shut off water and purge with air until all waterlines and all faucets run dry. Instructions for VistaClear™ Centralized Water Filtration System and VistaPure™ Water Purification System are can be found [here](#).

N/A YES MECHANICAL ROOM: *General overview, please contact manufacturers of all equipment for proper procedures.*

Power down the air compressor; release all air and drain tanks where applicable.

Replace amalgam separator canister to prevent any leakage.

Turn off dry vacuums.

Wet vacuums: Flush lines, turn off water supply and power.

Unplug all wall connections for equipment.

Imaging equipment: Switch off all power and unplug any self-standing units (panoramic).

Opening facility after closure: Reopening the office should follow individual state agency guidance.

N/A YES ADMINISTRATIVE

Notify patients when you anticipate reopening.

Call all patients before their scheduled appointments and screen for symptoms of respiratory illness over the phone (e.g., fever, cough, shortness of breath).¹⁰

If the patient reports signs or symptoms of fever or respiratory illness, DHCP and medical providers should work together to determine the appropriate facility for emergency treatment.¹⁰

Add non-contact body temperature to vital signs assessment.

Ask all patients to wash their hands when they enter the office.

Utilize [CDC hand hygiene posters](#) in the reception area.¹¹

Have pop-up tissue boxes and covered trash receptacles (foot operated) with liners available in the reception area as well as in the treatment rooms.

Regularly disinfect high touch items in the reception area (door handles, reception/checkout desk, etc.).

Consider using barriers for keyboards patients may use for checking in as well as pens or simply ask for verbal confirmation of individual checking in rather than using a check in sheet.

Conduct a team meeting and review all infection prevention and control protocols prior to first patients.

N/A YES CLINICAL

Please review any new recommendations or standards that may be forthcoming for dental practices.¹²

Prior to reopening, confirm adequate supplies of personal protective equipment are available (masks, eye protection, gloves, gowns). Also confirm adequate supplies of sterility assurance monitoring supplies are available (chemical indicators, biological indicators or mail-in spore strips, sterilization pouches in multiple sizes, CSR wraps, etc.).

Run a biological indicator in all sterilizers and send for analysis or process in the office, depending on the system that the practice uses.

For mail-in, this should be done several days before reopening. Please factor in the time required to obtain test results to determine when you must run the test. In-office monitoring kits can provide test results within as few as 10 hours. Mail-in system results will not be available immediately so plan accordingly.

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Run a chemical type 5 integrator strip in a sterilization pouch in each sterilizer as an immediate assessment of sterilizer function.

Turn on dental equipment that has been off or unplugged and check to see if the equipment appears to be operating normally.

Test the dental unit waterlines for microbial contamination. CDC recommends ≤ 500 CFU/mL of heterotrophic water bacteria) for routine dental treatment output water.⁹ Water test kits are available from dental suppliers. Review manufacturers instructions for use to plan for time to obtain test results in advance of resuming patient treatment.

Refer to the instructions for use for dental unit waterline treatment product to determine as to what is needed to get the dental unit up and running. If shocking is needed, please note the time required for the complete shocking procedure, as some products require up to 3 days for a complete protocol.

Keep instruments/cassettes in the sterilization pouches or wraps until patients are seated in the treatment room. Present the sterile, wrapped cassette and/or instruments and explain that they have been cleaned and sterilized as part of your patient safety protocols.

Share with your patients what your processes are for ensuring patient safety pertaining to sterile instrument and devices, hand hygiene, cleaning & disinfecting surfaces, personal protective equipment and water quality. (e.g. practice website, email, social media communications).

Be prepared to answer questions from patients and refer to your Infection Prevention and Control Coordinator (IPCC) if available.

HuFriedyGroup Product Specific Guidelines and Instructions for Use (IFU)

EMS AIRFLOW AND PIEZON DEVICES

[AIRFLOW S1 IFU](#)

[AIRFLOW S2 IFU](#)

[AIRFLOW Master IFU](#)

[AIRFLOW Master Piezon IFU](#)

[AIRFLOW Prophylaxis Master IFU](#)

[AIRFLOW One IFU](#)

[AIRFLOW Handy 3.0 IFU](#)

[AIRFLOW Handy 3.0 Premium IFU](#)

[Piezon 150/250 IFU](#)

[Piezon 700 IFU](#)

MAGNETO ULTRASONIC SCALING

[SWERV3 User Manual](#)

ACCUTRON™ FLOWMETERS MAGNETO ULTRASONIC SCALING

N/A YES **PRIOR TO OFFICE CLOSURE**

Make sure to close the valves on the oxygen and nitrous cylinders to ensure that they are completely turned off.

Make note of "in use" cylinders and "in reserve" cylinders, so as you will use the proper cylinders when you return to the office.

If possible cover the Flowmeter and breathing circuit with a barrier/bag.

N/A YES **PRIOR TO REOPENING OFFICE**

For piped systems, when starting back up, run both gases for 1 minute to purge lines.

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DENTAL UNIT WATERLINE TREATMENT

Iodinated Resin Cartridges/Filters

DentaPure™ Cartridges:

[IFU for DentaPure™ Cartridges: DP365B / DPI365B / DP365M / DPI365M / DP40B:](#)

[IFU for DentaPure™ Cartridges DP365M/DPI365M](#)

[Office Closing/Opening Protocol](#)

Hu-Friedy Waterline Cartridge

[IFU for Hu-Friedy Waterline Filter: \(IMS-1440\)](#)

[Office Closing/Opening Protocol](#)

Suggested options for Shocking DUWLs upon returning to the office available from HuFriedyGroup

Liquid Ultra™ Solution product information: <https://www.crosstex.com/liquid-ultratm-solution-104>

DENTAL WATER PROCESSING

VistaClear™ Centralized Waterline Treatment System

[IFU for VistaClear™ Centralized Waterline Treatment System \(CVV1000-DP\)](#)

[IFU for VistaClear™ Centralized Water Filtration System \(CVV1000-28-HP\)](#)

[Office Closing/Opening Protocol](#)

VistaPure™ Water Purification System

[IFU for VistaPure™ Water Purification System \(CVV300\)](#)

[Office Closing/Opening Protocol](#)

VistaCool™ Direct to Drain System for Autoclave Wastewater

[IFU for VistaCool™ Direct to Drain System \(CVV7501/CVV7502\)](#)

[Office Closing/Opening Protocol](#)

STEAM STERILIZATION MONITORING

[Crosstex ConFirm™ 10 In-Office Biological Monitoring System IFU](#)

[Crosstex ConFirm™ 24 In-Office Biological Monitoring System IFU](#)

[Crosstex ConFirm™ Mail-in Test Service IFU](#)

[Crosstex STEAMPlus™ Type 5 Chemical Integrators IFU](#)

[Crosstex Sure-Check™ Strips IFU](#)

[Crosstex Sure-Check™ Sterilization Pouches IFU](#)

[Crosstex AirView II Bowie-Dick Test Pack IFU](#)

[Hu-Friedy SporeCheck 24 Biological Indicator IFU](#)

[Closure Protocols for Steam Sterilizers and Monitoring Products](#)

CLEANING MONITORING

[Hu-Friedy Washer-Disinfector Cleaning Monitor IFU](#)

[Hu-Friedy Ultrasonic Cleaning Monitor IFU](#)

[Closure protocols for Washer-Disinfectors and Ultrasonic Cleaners](#)

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2. American Dental Association, 2020. ADA's Interim Guidance for how to minimize the risk of COVID-19 transmission before, during and after treating dental emergencies. <https://www.ada.org/en/publications/ada-news/2020-archive/april/ada-releases-interim-guidance-on-minimizing-covid-19-transmission-risk-when-treating-emergencies>
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8. Centers for Disease Control (CDC) Infection Prevention Checklist for Dental Settings, 2016. <https://www.cdc.gov/oralhealth/infectioncontrol/pdf/safe-care-checklist.pdf>
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10. Centers for Disease Control and Prevention (CDC), 2020. Coronavirus Disease 2019 (COVID-19), Dental Settings *Interim Infection Prevention and Control Guidance for Dental Settings During the COVID-19 Response*. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/dental-settings.html>
11. Centers for Disease Control and Prevention (CDC), 2020. *Handwashing: Clean Hands Save Lives*. <https://www.cdc.gov/handwashing/campaign.html>
12. American Dental Association (ADA), 2020. *COVID-19 Resources for Dentists*. <https://www.ada.org/en/member-center/coronavirus-resource-toolkit-for-ada-members>

Now, more than ever, infection prevention is top of mind. **GreenLight Dental Compliance Center™** by Hu-Friedy continues to be the all-in-one resource you need to proactively prepare and maintain best practices and compliant protocols for infection prevention. For more information, visit [GreenLightComplianceCenter.com](https://www.GreenLightComplianceCenter.com)

To stay informed about COVID-19 visit: [Hu-Friedy.com/COVID-19-Resources](https://www.Hu-Friedy.com/COVID-19-Resources)

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