



REOPENING CHECKLIST

Prior to reopening and caring for patients, each office must complete the following checklist.

PRIOR TO OPENING			
Item	Owner	Timeline	Complete
Equipment			
Compressor/vacuum testing for offices that did not see any patients during closure	Procurement	2 Weeks Prior	<input type="checkbox"/>
Confirm IT connections for imaging, signature pads, DV/ Carestack	DA/OM/IT	1 Week Prior	<input type="checkbox"/>
Confirm images can be exposed	DA (OM if clinical)/IT	1 Week Prior	<input type="checkbox"/>
Shock waterlines using shock instruction. Refer to reference included in the COVID-19 resource folder on desktop	DA (OM if clinical)	48-72 hours before soft opening	<input type="checkbox"/>
Lab case check-ins			
Log cases that have come in during shutdown	DA (OM if clinical)	1 Day Prior	<input type="checkbox"/>
Supplies			
The support center is shipping PPE and non-PPE supplies to you	Support Center	2 Weeks Prior	<input type="checkbox"/>
Confirm you have supplies to operate for 2 weeks	OM	1 Week Prior	<input type="checkbox"/>
Order paper bags (Staples: 355738)	OM	1 Week Prior	<input type="checkbox"/>
Order reusable plastic bottle with spray trigger (Staples:490624)	OM	1 Week Prior	<input type="checkbox"/>
Order stick pens (Staples: Blue 123315 or Black 123372)	OM	1 Week Prior	<input type="checkbox"/>

Scheduling

Fill hygiene schedules using intentional scheduling guidance for office opening found in the COVID-19 resource folder on desktop	OM/PSR large office	1 Week Prior	<input type="checkbox"/>
Fill DDS schedule(s)	OM/DA	1 Week Prior	<input type="checkbox"/>
Reconfirm patients scheduled for 1st week	OM	3 Days Prior	<input type="checkbox"/>

Vendors

Reactivate cleaning services	Facilities	1 Week Prior	<input type="checkbox"/>
Reactivate laundry services (where applicable)	Cheyenne	1 Week Prior	<input type="checkbox"/>
Reactivate Avaya phones	IT/Support Center	1 Week Prior	<input type="checkbox"/>
Reactivate Demandforce	Support Center	1 Week Prior	<input type="checkbox"/>
Reactivate CEC (If applicable)	Support Center	1 Week Prior	<input type="checkbox"/>

Staffing

Identify gaps in returning staff and communicate with RD/HR	OM	1 Week Prior	<input type="checkbox"/>
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Communications

Contact team members to communicate return date/plan	OM	1 Week Prior	<input type="checkbox"/>
Patient communication to inform of what to expect when they arrive, changes etc...	Mktg/Clinical	1 Week Prior	<input type="checkbox"/>
Re-set Thermostat	OM	Soft open day	<input type="checkbox"/>
Team meeting prior to full opening and before seeing any patients to complete assigned clinical/ops micro-learnings, and review needed items	OM	Soft open day	<input type="checkbox"/>

Review expectations with team members prior to patient day	OM	Soft open day	<input type="checkbox"/>
Front office - Disinfection schedule (Refer to clinical SOP recommendations)			
Remove waiting room and check out area chairs to create social distancing	OM	Can be done today	<input type="checkbox"/>
Provide level one masks for front desk employees	OM	Can be done today	<input type="checkbox"/>
Remove all toys from the waiting room	OM	Can be done today	<input type="checkbox"/>
Remove all waiting room literature, informational material/brochures, and TV remote	OM	Can be done today	<input type="checkbox"/>
Work station disinfection and patient safety/interaction. Refer to guidance document checklist/schedule included in the COVID-19 resource folder on desktop	OM/PSR	1 Week Prior and ongoing	<input type="checkbox"/>
Order extra stick pens for front office and operatories. Refer to guidance document checklist/schedule included in the COVID-19 resource folder on desktop	OM	1 Week Prior	<input type="checkbox"/>
Remove temporary closed sign	OM	Soft open day	<input type="checkbox"/>
Change voicemail	OM	Soft open day	<input type="checkbox"/>
Staff areas - Disinfection schedule			
Create notice for breakroom and locker area	OM	Can be done today	<input type="checkbox"/>
Disinfect staff area. Refer to Guidance for Disinfection reference included in the COVID-19 resource folder on desktop	All Staff	At opening - on schedule	<input type="checkbox"/>

Do not leave dirty dishes in the sink, wash immediately	All Staff	Daily	<input type="checkbox"/>
Vendor deliveries			
Determine if orders can be sent to a non-patient entrance. Follow SOP guidance for Restricted Entry included in the COVID-19 resource folder on the desktop	OM/ongoing	Can be done today	<input type="checkbox"/>

SOFT OPEN DAY (Teams arrive and complete prior to seeing patients)

Item	Owner	Timeline	Complete
Central/Mechanical Room/Nitrous			
Fill ultrasonic cleaner and perform foil test to ensure unit is working properly	DA	Soft open day	<input type="checkbox"/>
Fill sterilizers and run test cycle	DA	Soft open day	<input type="checkbox"/>
Plug in/restart all equipment	DA/RDH	Soft open day	<input type="checkbox"/>
Perform spore test on all sterilizers	DA/RDH	Soft open day	<input type="checkbox"/>
Re-start compressor	DA/RDH	Soft open day	<input type="checkbox"/>
Inspect amalgam separator and change filter if necessary	DA	Soft open day	<input type="checkbox"/>
Turn on nitrous tanks, check gauges to ensure N2O and Oxygen present, listen for leaks	DA/RDH	Soft open day	<input type="checkbox"/>
Operatories (Refer to clinical SOP/recommendations)			
Restock DDS Ops	DA	Soft open day	<input type="checkbox"/>
Restock RDH Ops	RDH	Soft open day	<input type="checkbox"/>
Clean/Wipe down operatories. Refer to weekly operatory log sheet included in the COVID-19 resource folder on desktop	DA/RDH	Soft open day	<input type="checkbox"/>

Remove or barrier equipment not stored under cover. Refer to Operatory Guidance included in the COVID-19 resource folder on the desktop	DA/RDH	Soft open day	<input type="checkbox"/>
Refill self-contained water bottles	DA/RDH	Soft open day	<input type="checkbox"/>
Run water through lines and cavitrons/piezo scalers for 2-3 minutes	DA/RDH	Soft open day	<input type="checkbox"/>
Run vacuum line cleaner through each operatory (start in op furthest from mechanical room)	DA/RDH	Soft open day	<input type="checkbox"/>
While vacuum and compressor are running, check for suction in each op and check gauge to ensure unit is pressuring up	DA/RDH	Soft open day	<input type="checkbox"/>
Run all patient chairs through pre-set function (a slight delay may occur if set for an extended time)	DA/RDH	Soft open day	<input type="checkbox"/>
Plug in and charge all small equipment	DA/RDH	Soft open day	<input type="checkbox"/>
Sterilize instruments and spore test sterilizer(s)	DA/RDH	Soft open day	<input type="checkbox"/>