

Muench Family Dental Covid-19 Office Protocol

We have always been diligent and thorough with infection control. In preparation for the return to clinical practice, I am particularly focused on providing a safe and healthy environment for my patients, staff, and myself. It is unclear when this level of screening and isolation will no longer be necessary. The entire process the Muench Dental Team has developed has been focused on minimizing risk of exposure. No procedures or systems can provide complete sterility. There are significant steps however, that we implemented to provide safety and reduce anxiety before, during, and after your appointment. I think in terms of- "This is my home and what measures can I take to keep my home a safe place physically and emotionally".

The CDC has stated that we are to assume that every patient has been exposed and is a carrier of Covid-19 (here after Covid) or that they are currently demonstrating signs and symptoms of the disease (in which case they will be directed to a hospital health clinic for treatment).

Pre-op Protocol [Read more details below](#)

Goal: Pre-clinical Scheduling Screening –

- Screen for the potential patient that has been exposed to the virus and/or at higher risk. These patients may need to delay their care until appropriate measures (Self-quarantine or treatment) are completed.
- Preparation of each patient for their interaction with the physicality of the office.

Intra- Operative/Clinical Protocol [Read more Details Below](#)

Goal-

- Significantly reduce or eliminate aerosols created during your dental procedures.
- If aerosols can not be eliminated, limiting the risk to all concerned is the primary risk/challenge.
- Depending on the level of projected aerosol will require appropriate levels of precautionary measure.

Post-op Protocol [Read More Details Below](#)

Goal-

- Reduce the risk of transfer from the operatories to the administrative space and subsequent exit from the practice.
- Insurance claims and payment for procedures will be performed digitally with focus on no direct transfer of paper- claims or receipts, pens, appointment cards, etc.

What Else? [Read more Details Below](#)

Goal-

- Complete thorough cleaning and disinfecting of the operatories, all common areas, as well as additional practices to provide a healthy, safe, and friendly environment.
- The same health screening forms that you filled out to register for your appointment will be required of our entire team including myself each morning.

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Goal: Pre-clinical Scheduling Screening - Screen for the potential patient that has been exposed to the virus and/or at higher risk. These patients may need to delay their care until appropriate measures (Self-quarantine or treatment) has been completed. Preparation of each patient for their interaction with the physicality of the office.

- These and other questions will be sent to you via our software for you to fill out prior to your appointment.
 - o Questions to be asked and answered
 - What health concerns do you have about your upcoming dental appointment?
 - Have you been tested for Covid and when and what were the results ?
 - Have you been ordered to be quarantined by a physician or healthcare professional since the Covid outbreak
 - Have you self-quarantined for 14 days or greater immediately prior to this appointment
 - Have you had Covid symptoms: Mild or Severe- Dry Cough, Fever, Shortness of Breath, Loss of Smell and Taste, Fatigue, or Headache in the last 14 days, or Flu-like symptoms?
 - Have you come in contact with someone Diagnosed with Covid? Self quarantined after exposure was determined for 14 days?

Sample Registration Screening Form:

Patient Screening- Covid-19



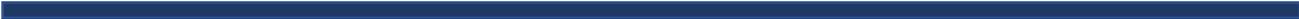
Patient Name

	Pre-appointment.		In-Office	
	Yes	No	Yes	No
Do you/they have or have had a fever or felt feverish recently(14-21days)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you/they having shortness of breath or difficulties breathing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you/they have a cough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any flu-like symptoms, such as gastrointestinal upset, headaches, or fatigue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you/they experienced recent loss of taste or smell?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you/they in contact with any confirmed COVID-19 positive patients? People with Flu-like symptoms? <i>(Patients who are well but who have a sick family member at home with COVID-19 should consider postponing elective treatment).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your/they age over 60?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you/they have heart disease, lung disease, kidney disease, diabetes, or any auto-immune disorders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you/they traveled in the past 14 days to any regions affected by COVID-19? Outside of this immediate area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any Flu like symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prior to applying PPE each patient will have their digital temperature taken.

There is a Purell dispenser installed at the entrance to the office just inside the door for your convenience. Please use it before proceeding further into the office.

- Patient Preparation for their appointment
 - PPE (Individual Wrapped Kit)- Each patient will be provided a mask (if needed), gloves and paper booties to be worn from time of entry to the office until your departure at the end of your appointment (@ which time the PPE will be discarded). The plastic sleeve that this PPE was provided in should be utilized for your cell phone while visiting our office as an added precaution.
 - We have worked to stagger the time of appointments to minimize of “passing” other patients in common areas.
 - As an added measure, we would kindly ask that you keep your mask on while moving through the common areas- Reception, restroom, front desk, X-Ray area, etc.
 - **Please confirm** we are running on time prior to coming into the office. The time required to orchestrate this level of preparedness will have a learning curve attached to it. Please helps us learn together.



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Goal- Significantly reduce or eliminate aerosols created during your dental procedures. If aerosols can not be eliminated, limiting the risk to all concerned is the primary risk/challenge. Depending on the level of projected aerosol will require appropriate levels of precautionary measure.

- **Staff** will be provided the proper PPE- Masks, Face Shields, full length gowns.
- **Patients** will be covered- ranging from partial to full body- with disposal shields. Rubber dams, as always, are utilized as these are the best means of limiting spread via aerosol. Oral rinses for the patient with dilute hydrogen peroxide, a known antiseptic, for Covid.
- **Hygiene**- For the time being we will not be using Ultrasonic handpieces (Cavitrons) or prophy jets that create significant aerosols until our new [Extra-oral suction](#) system is delivered.
- **Additional measures**- The [Leaf System](#) in addition to the normal high speed suction will significantly reduce any aerosols.

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Goal- Reduce the risk of transfer from the operatories to the administrative space and subsequent exit from the practice. Insurance claims and payment for procedures will be performed digitally with focus on no direct transfer of paper- claims or receipts, pens, appointment cards, etc.

- Administrative Processes
 - The objective is moving towards non-contact payments such as: Tap and Pay or Apple/Venmo.
 - Claims will be exchanged in preference order- Electronic submission has been set up for your convenience and added safety as you do not need to sign the claim. If you would like a copy of the claim we can provide one via Email, fax, or direct exchange.
 - Re-appointment- Please be prepared to enter your future appointment into your devices calendar or similar application or we can send you an email for you to enter at home.
- PPE Disposal

- At the completion of your visit we request you dispose of all the PPE that you were provided including the mask in the receptacle provided.

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Goal- Complete thorough cleaning and disinfecting of the operatories, all common areas, as well as additional practices to provide a healthy, safe, and friendly environment. The same health screening forms that you filled out to register for your appointment will be required of our entire team including myself each morning.

- **Operatories-** All surfaces within the room especially the chair and delivery system will be sprayed with disinfectant and will be allowed to act for the prescribed time according to the directions. Afterwards the room will be vented and the surfaces will all be hand wiped with an additional cleaner. New isolation wraps will be applied. Then the room will be prepped for the next patient.
- **Common Area-** You will notice that the rooms may appear a bit stark since magazines, pamphlets, etc. have been removed as not to be a source of Covid transfer. These areas will regularly treated with disinfectant and the air will be continually cleaned via the HVAC system that has had a UV-c system and high density 3M filters as well as air filtration in each room in the practice.

Thank you for your friendship, support, and understanding as we move into this new arena of dental practice at Muench Family Dental. Our team spent weeks creating these procedures and protocols by reading the advise, guidance, and recommendations prescribed by the CDC, ADA, AGD, and OSHA. Your whole health has always been and always will be my primary goal and passion- it drives my spirit to learn, grow, develop, and now... ADAPT.

I sincerely request if you have any questions, concerns, or suggestions, my team and I welcome your insight. Our mutual health is dependent on a collaborative process. Above all, please stay safe and if you start to experience ANY signs of Covid illness during the coming days, call your primary health provider and our office.

Should you have any questions or concerns please feel free to reach out to our office.

Most Sincerely,

Kevin F. Muench, DMD MAGD

Ian Wolf, DMD

Crystal Hotovy, RDH

Denise Mundo, RDA

Milagros Carhauyo, Dental Assistant

Nicole Tortorello, Office Manager