



Valued Patients,

**Our office is reopening May 11th and we can't wait to see your smiling faces!**

For the past several weeks we have been available to diagnose and treat emergencies or urgent treatment only, but we are now preparing to resume a normal schedule on Monday, May 4. We want to make you aware of some of the changes we have made in order to comply with the CDC's guidelines for prevention of the spread of COVID-19. Our office has always placed a high priority on cleanliness and infection control; however, the COVID-19 pandemic has caused dental offices everywhere to re-evaluate infection control barriers and procedures. While we were always concerned with infection control in the treatment areas of the office, we must now do everything we can to prevent exposure to COVID-19 from the front door of the building all the way into the treatment rooms.

Things will look different to you, and we wanted to familiarize you with these new steps in infection control.

1. **Preemptive screenings** – All patients and staff members will be screened and have temperatures taken upon arrival. Patients will be asked to complete additional health history information.
2. **Curbside check-in** – All patients will be asked to come to the office door upon arrival for an appointment and **wait for a staff member before entering the practice**. It is important that appropriate steps are taken to minimize the number of people in our office and complete specific screening steps prior to entering, in accordance with CDC, state and O.S.H.A. regulations.
3. **Continued social distancing practices** – Once you check in for your appointment, please wait outside the office and we will text or call to let you know the team is ready to begin your appointment. Companions of patients will be asked to wait outside of the office during a patient's appointment. One parent or guardian will be allowed to accompany a minor patient.
4. **Adherence to standard sterile healthcare environment protocols** including hand hygiene, use of personal protective equipment (e.g. gloves, N95 masks, face shields, eyewear and hair covers), respiratory hygiene, sharps safety, sterile instruments and devices, and clean and disinfected environmental surfaces and common areas.
5. **Patients will be asked to wear a mask** to their appointment if possible.

We want you to feel confident and comfortable visiting our office for your dental appointments. Maintaining your oral health is important to your overall health.

We appreciate your patience and understanding with these new procedures. We look forward to seeing you soon!

Sincerely,  
Hoffman Smiles