

## To Our Valued Customers:

Henry Schein Dental recognizes that you are facing unprecedented challenges due to COVID-19. In addition to creating a resource site where you can access information on COVID-19, we have also created this checklist you can follow if you choose to temporarily close your dental office. Following these recommended items will help protect the investment you have made in your office.

## Before You Leave Your Office Check List:

### Mechanical Room

- Turn off nitrous units including shut-off valves on all tanks.
- Confirm that vacuum is powered off, but electricity is still supplied to vacuum system, some brands perform periodic cycles.
- Shut down power to air compressor so unit doesn't run while out.
- Amalgam separator – if new cartridge available, swap out to avoid particles hardening.
- If office is not equipped with main master water shutoff valve, shut off water inlet valve to vacuum pump by hand.

### Operator

- Clean chairside vacuum traps and replace screens.
- Run recommended vacuum cleaner through lines.
- Clean and lubricate all valves and O-rings in HVE and saliva ejectors.
- Perform shock treatment on delivery system water lines and flush system following guidelines from the manufacturer.
- Remove and empty all self-contained water bottles, and flush lines until empty and free of water.
- If office is not equipped with main master water shutoff valve, shut off water valves by hand at foot of chair.
- Remove and clean slow speeds and motors from delivery unit hoses.
- Remove all handpieces, lubricate and sterilize.
- Turn off all power to dental units.

Henry Schein Dental's goal is to partner with you during this time and when business returns to normal, we look forward to continuing to work closely with you as you deliver dental care to your patients.

If your office remains open for routine or emergency care, our Technical Service Team is available to you should the need for technical service arise. To submit a technical service request, you can email [servicerequests@henryschein.com](mailto:servicerequests@henryschein.com) with your office details and what is needed and a Team Schein Member will contact you to schedule.

**The COVID-19 resource site may be accessed at: [www.henryschein.com/COVID19update](http://www.henryschein.com/COVID19update)**

### CAD/CAM

- Perform manufacturer recommended cleaning procedure for mill, and unplug unit and empty out water tray (if applicable).

### Technology

- Run or perform a backup of server.
- Turn off computer peripherals such as scanners, speakers and desktop printers.
- Do Not Turn Off
  - Fax machines
  - Phones
  - Servers and backup drive systems
  - Security systems

### Sterilization – Lab

- Follow manufacturer recommended cleaning on sterilizers.
- Drain all sterilizer water reservoirs – If possible suction out reservoirs where needed with HVE.
- Unplug sterilizers to avoid any power surges.
- Run water through model trimmer to avoid plaster buildup, flush extra water through drain, and hand shut-off water inlet valve.
- Drain ultrasonic cleaner and remove any instruments.

### Imaging

- Turn off all x-rays and unplug conebeam/panoramic units.
- Remove all hand held x-ray batteries from charging cradles.