



# COVID-19 & DENTISTRY

## Practice Shut Down Checklist

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# Office Shut Down List: **Mechanical Room**

- ☐ Turn off nitrous units including shut-off valves on all tanks



**Turn the system off first then the tanks to avoid a low pressure alarm**

- ☐ Confirm that vacuum is powered off, but electricity is still supplied to vacuum system, some brands perform periodic cycles



**Midmark Power Vac's have a timer that needs constant power**



**Check to see that water to wet seal vacuum's are turned off**

- ☐ Shut down power to air compressor so unit doesn't run while out



- ☐ If office is not equipped with main master water shutoff valve, shut off water inlet valve to vacuum pump by hand

- ☐ Amalgam Separator – if new cartridge available, swap out to avoid particles hardening



**If you don't have a filter be sure to run plenty of clean water through the lines to clear any solids in the canister and have one available for startup**

# Office Shut Down List: **Operatory/Treatment Room**

- ☐ Clean chairside vacuum traps and replace screens
- ☐ Run recommended vacuum cleaner through lines
  -  **Always use manufacturer recommended cleaners**
  -  **Start with the furthest unit from the vacuum, work your way back while providing constant suction to prevent fluids from staying in the line**
- ☐ Clean and lubricate all valves and O-rings in HVE and Saliva Ejectors (SE)
  - 1) Turn off vacuum before disconnecting the HVE and/or SE
  - 2) Remove the top from the HVE and SE
  - 3) Pull the valve bodies away from the QD swivels then press out the valve lever
  - 4) Clean and rinse the instruments with a mild detergent, water, and supplier brushes; allow instruments to completely dry
  - 5) Inspect O-rings for nicks, missing sections, and excessive wear; replace O-rings as necessary
  - 6) Lubricate the O-rings with a silicone lubricant, such as Parker Super O Lube; reassemble vacuum valve

# Office Shut Down List: **Operatory/Treatment Room**

☐ Perform shock treatment on delivery system water lines and flush system following guidelines from the manufacturer



**Most shock treatments are a two-day process**



**Remove any straw filters prior to shock treatment**

☐ Remove and empty all self-contained water bottles; flush lines until empty and free of water

☐ If your 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



**Follow all manufacturer recommendations**

☐ Turn off all power to dental units



**Prior to shutting chairs down, raise chairs to highest position**

# Office Shut Down List: CAD/CAM & Technology

- ☐ Perform manufacturer recommended cleaning procedure for mill; unplug and empty water tray (if applicable)
  
- ☐ Run or perform a backup of server
  
- ☐ Turn off computer peripherals: scanners, speakers, desktop printers
  
- ☐ **DO NOT TURN OFF:**
  - ❖ Fax machines
  - ❖ Phones
  - ❖ Servers and backup drive systems
  - ❖ Security systems

# Office Shut Down List: 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

# Office Shut Down List: **Imaging**

- ☐ Turn off all X-rays and unplug Conebeam/Panoramic units
- ☐ Remove all hand-held X-ray batteries from charging cradles



# COVID-19: Thank You!

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**(800) 645-6594,  
Prompt #2**

For more information and a full list of references, please visit the Henry Schein COVID-19 resource center:

[www.henryschein.com/COVID19update](http://www.henryschein.com/COVID19update)