



## **Appointment Protocol**

1. Prior to your appointment, please complete the attached documents and place in a large Ziploc bag with information facing outward.
2. The Coronavirus Health Questionnaire will need to be completed and brought to **each** and **every** appointment.
3. Arrive for your scheduled appointment on time with teeth brushed and flossed, protective eye wear (glasses or sunglasses) and facemask on. If you have an appliance, i.e., retainer, headgear, etc., please bring it with you.
4. Call the office upon arrival in our parking lot.
5. A team member will meet you at the front door and will escort you inside. Please refrain from touching anything.
6. Parents, only the Patient will be allowed in the office. Exception is if you are scheduled for an Examination or Consultation, then one parent will be allowed in the office. If you have any questions regarding the "Patient Only" policy please contact us to discuss.
7. Paperwork will be screened; your temperature will be taken and documented.
8. You will be escorted to the treatment bay where you are care will be rendered. If anything needs to be repaired, your appointment will be rescheduled.
9. Following the appointment, you will be escorted outside where you will schedule your next appointment from you/Parent's vehicle.

These guidelines have been implemented to protect patients, staff, and our community.

Thank you for your cooperation and we look forward to seeing you.