

To all of our referring offices:

At this time our office will be closed for all routine and nonessential care until April 6<sup>th</sup>. We will be available during this time for emergencies only. If you have a patient with a **true emergency**, please do not hesitate to call our office and we will do everything we can to provide care to your patient in a safe and responsible manner.

It is important to note that our office has always maintained a high level of sterility. We are a surgical office and this requires strict enforcement of protective measures to provide surgical care in a safe and effective manner. However at this time we are following even further precautions to ensure the safety of our patients, employees and community.

**Our commonsense view point on the reality of our situation as a community:**

- A healthcare facility that is maintained as ours, is in fact, a safe place. It is constantly being cleaned, barriers placed, and then disinfected immediately after patient dismissal.
- We have expanded our protocols into every area of the office, not just treatment rooms.
- Reception area, bathrooms, commonly touched surfaces will be cleaned between each patient.
- We have managed our schedule so that we will not have more than one patient in the office at one time, thus decreasing exposure of one another to "crowds".
- Magazines and coffee makers have been removed from reception area.

**What we are asking of our patients and team members that require care during this time:**

- If you have had contact with anyone that has been ill, please stay home.
- If you have traveled to a high risk area, please stay home.
- If you feel "off" please stay home.
- If you have any high risk people in your household, please stay home.
- If you feel well, and have been contacted to keep your visit, wash your hands for 20 seconds with the soap we have provided upon arriving.
- All handshaking, hugs, and other physical greetings are to be withheld.

We take the health and safety of our team, patients, and all of their loved ones very seriously. We are committed to the betterment of our community at large, and this is an exercise in it. **As the situation unfolds, we may change our protocols or schedule as needed.** Be assured we will **actively contact any patients who will be affected during this partial closure.**

Attached you will find the correspondence that is being sent to all of our scheduled patients.

Please call our office if you have any questions or concerns. Stay safe and healthy!

Sincerely,

*William F. Lane, D.M.D*

WFL