Dear Patient,

As we resume our normal appointment schedule at (OFFICE NAME), we would like to inform you of our office policy to help keep you safe and restore your confidence in this post-COVID 19 landscape. We are adhering to the CDC’s recommendation regarding the use of personal protective equipment (PPE), additional sanitizing of tools, and increased staff education for hand hygiene and airborne droplet precautions.

To better serve and protect all of our patients, we have implemented new appointment procedures. First, every patient will be called in advance of his or her appointment to ensure you are feeling well, have no fever, and have not been exposed to or diagnosed with COVID-19. We ask if you are feeling unwell to please stay home and reschedule your appointment.

Next, before patients may enter our office building, you must:

* Always wear a face mask or covering
* Allow a temperature check and health screening at the time of your visit
* Adhere to social distancing guidelines in the common areas

While we understand this is a new world for us all, we are looking forward to restoring your smile and serving our community. If you have any questions about what our office is doing to keep you safe, please call (CONTACT PERSON) at (PHONE NUMBER) from 8am to 5pm Monday through Friday.

Thank you,

(DOCTOR SINGATURE)

(DOCTOR NAME)