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April 27, 2020

To our patients/parents,

We hope this letter finds you and your family in good health. All of us are looking forward to resuming our normal habits and routines. While many things have changed, one thing has remained the same: our commitment to your safety. We will be seeing patients again beginning Monday, May 4th.

You will see some changes when it is time for your next appointment as we navigate through the infection control recommendations of the American Dental Association (ADA), the U.S. Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). We follow the activities of these agencies so that we are up-to-date on any new ruling or guidance that may be issued.

Until further notice, we will be implementing these important changes to help protect our patients/parents and staff:

- Please arrive a few minutes early and call or text us at 317-846-7001 to let us know you are in the parking lot. We will ask you a few health screening questions and let you know when we are ready for you or your child to enter the office.
- In an effort to minimize the number of people in our office at one time, we would like the parent/guardian to remain in the car and send your child up when we are ready for them. After your child has been seen we will be happy to call you with an update and schedule their next appointment.
- Your appointment times will be adjusted to allow for social distancing within the waiting room and clinical area. In addition, we will only be using certain chairs within the clinic area to increase the distance between patients that happen to be there at the same time.
- You may also notice that our waiting room will no longer offer magazines, children's toys, or coffee.

Please be assured that we are doing everything we can to make our office safe for your return. Thank you again for allowing us to render your orthodontic care. We value your trust and loyalty and look forward to welcoming you back!

All the best,

Dr. Hughes and Staff



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