

To our ATO family:

We are excited to announce we will be re-opening our practice fully on June 1, 2020. Preceding this date we will be contacting those patients whose appointments are of an urgent need and will see these patients on a limited daily basis prior to our full opening on June 1, 2020. We have missed you all more than we can express and can't wait to welcome you back!

While we wish we could go back to business as usual, the COVID-19 outbreak has demanded several operational changes to ATO's appointment practices. It may be a bit bumpy at the start, but we appreciate your patience and understanding as we adjust to our new office procedures and do our very best to accommodate those patients disrupted by the pandemic. Our new office protocols are designed with the safety of our patients and staff in mind.

You will be contacted shortly to schedule an appointment. We need your assistance in making this process as smooth as possible. Please assess yourself (if an adult in treatment) or your child for any loose or broken brackets/bands, broken wires, broken/missing power chains or colored ties, and missing attachments (Invisalign patients). If you are uncertain of how to evaluate these items, please go to our website at [Appletreeortho.com](http://Appletreeortho.com) and do a "virtual check-in". This will allow us to schedule potentially "higher exposure" procedures appropriately to minimize staff and patient virus transmission.

At the end of this document there are links to two documents. One is a "Supplemental Informed Consent" and the second is a "Supplemental Health Questionnaire". These forms should be filled out, signed and returned 24 hours prior to your scheduled visit. Please be advised, if we do not receive these forms, we will need to reschedule your appointment. For subsequent appointments you will need only to fill out and return the "Supplemental Health Questionnaire". If you need assistance with this process, please call us at (603) 434-0190.

Upon arrival to the office please check in via phone/text message to: **(603) 493-6201**. You will be informed when you or your child may enter the building. In order to maintain appropriate social distancing, if you arrive early to your appointment, please wait in your car until we give you the green light to enter the building. If you arrive late for an appointment, we will do our best to accommodate you, but please understand that it is very likely we will need to reschedule your appointment.

We look forward to seeing you soon! Be well.  
Your team at ATO ☺

**Supplemental Informed**

**Consent: <https://www.orthoii-forms.com/COVID19InformedConsent.aspx?culture=en-US&custid=1930>**

Supplemental Health

Questionnaire: <https://www.orthoii-forms.com/SupplementalHealthQuestionnaire.aspx?culture=en-US&custid=1930>