

# COVID-19

## PATIENT AND EMPLOYEE PROTECTIVE MEASURES

### **PATIENT PROTECTIVE MEASURES:**

No employee with a fever or cough will provide services to patients

The number of patients in the building will be limited.

No persons will be allowed to sit in a waiting area.

Optical stations must be at least six (6) feet apart.

Employees will wear protective facemasks.

All equipment will be sanitized between patients.

The office will not provide books, magazines, or any reading material, for patients.

Office space and CDC-based surface disinfection (check-in desk, restrooms) will be cleaned and disinfected according to guidelines.

The practice will only use one public entrance and the door will be cleaned using disinfectant every hour.

Customers are encouraged to use credit/debit cards for payment.

### **EMPLOYEE PROTECTIVE MEASURES:**

Services will be provided by appointment only, no walk-in patients

Signs will be posted on the front door/window stating that any patient who has a fever or cough must reschedule appointment

Ask each person before initiating service:

At office entry: Patient/companion's normal temperature verified

Have you had any cold/flu symptoms recently?

Have you come in contact with another person who has been diagnosed with COVID 19?

Limit the number of people in the office to one person per exam room, one person per optician. A patient may bring one companion into the office (e.g. a minor, or an assistant if the patient has special needs).

No additional persons will be allowed to wait in the building.

All employees will maintain social distancing measures while in the office.

Optical stations will be separated by at least six (6) feet.

All employees interacting with the public will wear a facemask.

Facemasks will be required. One facemask can be used per day. Gloves, if used, will be disposed of, and changed after each patient.

All equipment, chin rests and chairs will be sanitized after providing services to each patient.

Each employee will be tasked with cleaning the area they use.

Employees will sanitize their work area before the start of business and after the close of business each day.

CDC hand washing, office disinfection, and other infection control guidelines, including appropriate wearing of disposable gloves will be observed.

Employer will meet with all employees and communicate measures verbally and in writing.

All employees will be required to sign a statement acknowledging they understand and will adhere to the guidelines.