



COVID-19 PRACTICE PROTOCOLS

Core Principle 1: SCREENING

- Staff Screening
 - Daily self-assessment of symptoms (Fever, fatigue, dry cough)
 - Daily use of NC Thermometer
 - Any staff member exhibiting signs/symptoms of illness will be required to see a primary care provider with documentation
- Patient Screening
 - Patients are screened for symptoms (Fever, fatigue, dry cough)
 - Screened with NC Thermometer (>100 F)
 - Patients exhibiting signs/symptoms will be asked to reschedule and referred to a primary care provider
 - Inform patients in advance that they should wear their own masks or cloth face covering upon arrival, if they don't have one, one will be provided as supplies allow
 - All patients will be required to wear masks (gloves are optional) during the entirety of the visit (see frame styling for exception).

Core Principle 2: PHYSICAL DISTANCING PROTOCOL

- Patients and staff should remain 6 feet apart when practical.
- Schedule will be reduced to 1-2 patients per hour to maintain accordance with federal/local/organizational recommendations and guidelines. This is subject to change as needed
- Given the size of our office, occupancy will be tightly controlled
- The door will remain locked during normal office hours
- No walk-in exams will be taken
- All communal items are to be removed, food/drinks, waiting room chairs, pens/pencils, décor, brochures, et al



- When possible, patients should come alone or with as few family members as possible
- Curbside dispensing of glasses/contact lenses should be done when possible
- **Office Flow During Physical Distancing**
 - Patients will also be informed prior to their visit that the door will be locked, they will call or text when they arrive and we will assist
 - Signage will be printed and clearly displayed with these instructions
 - Upon entering the office, patients are screened for COVID-19 symptoms and gloves/masks are provided.
 - ABN and HIPAA will be taken orally and “COVID19” documented. The staff writing “COVID19” in the chart will be proof the patient was thoroughly educated on their rights/responsibilities and physical copies were available if desired
 - Patient should be brought to pretesting as soon as possible and examination proceeds as normal
 - Frame styling – See “Frame styling during COVID-19” below
 - Patient PPE will be disposed of prior to leaving the office (unless they want to keep their mask)

Core Principle 3: Infection Control/Disinfection Protocol

- Hand sanitizer will be readily available
- Germicidal wipes (if available) or diluted bleach (1/3 cup for 1 gallon water) in a spray bottle will be used to clean patient encountered surfaces after every exam or dispense
- Daily cleaning of ALL communal surfaces with disinfecting agent (work stations, door handles, sink knobs, tables, chairs, et al
- Frame styling during COVID-19
 - Patients should be educated on these new measures before frame style initiates
 - Patients will be free to try on glasses at will



- Totes will be provided to indicated “soiled” glasses after patient contact
- When trying on glasses, patients will be allowed to lower their mask to better assess the fit of the glasses.
- During this time, they should be expected to maintain 6 feet distances from staff/doctors until PPE is back in place
- Pupillometer measurement should be done quickly and while both parties hold their breath
- All “soiled” frames will be disinfected prior to being returned to the frame board

Core Principle 4: PPE and Protective Measures

- PFEC will provide gloves and masks for staff/patients
- Masks shall be worn by all patients/visitors during the time in the office
- All doctors and staff should wear masks during office hours
- Eye protection and gloves should be worn when touching the patient (examination, frame styling, frame dispensing)
- Doctors and staff should wash their hands before and after every patient encounter

This protocol will go into place immediately and will remain in place until further notice.

Last Revised July 28, 2020



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Signature shows that attendee was thoroughly educated on the new updated office protocols and understands the importance of maintaining physical distancing while also helping our patients as best we can. If anyone has concerns about these new protocols or sees ways of improving them, please feel free to contact us.

Nicholas Wolf, OD FAAO (Risk Officer)

Date

Keith Roberts, OD

Date

Chris Sowder

Date

Kiara Celestino

Date

Ashley Pugh

Date