

GHS OPTOMETRY COVID-19/DISINFECTING PROTOCOL

2019-2020

OVERVIEW

This PowerPoint will include protocols for the following:

- **Protection/Covering**
 - **Doctor**
 - **Staff**
 - **Pre-test vs. Exam**
- **Waiting Area**
- **Pre-test Room**
- **Exam Room**
 - **Cleaning**
- **Goldmann Tonometry**
- **Frames**
 - **Dispensing**

PROTECTION/COVERING: DOCTOR MINIMUM

At minimum, all doctors should have and complete the following:

- Face mask
- Wash hands after entering the exam room and before working with patient or equipment
- Wash hands after finished working with patient or equipment and before entering information into computer

PROTECTION/COVERING: STAFF

PRE-TEST

WASH HANDS BEFORE ENTERING AREA.

All staff should have or complete the following prior to entering the pre-test area:

- Wear a face mask
- NCT face protection (goggles, face shield, etc.)
 - Must be sanitized between patients
- **OPTIONAL:** gloves
 - If used, need to wash hands before and after touching the patient

EXAM ROOM

WASH HANDS BEFORE ENTERING AREA.

All staff should have or complete the following prior to entering the exam room:

- Wear a face mask
- Gowns must be in place before entrance.
 - Take off gown (and gloves if used) **inside exam room before leaving** and place in waste basket.
- **OPTIONAL:** gloves
 - If used, need to wash hands before and after touching the patient
- **OPTIONAL:** face shields
 - If used, sanitize both front and back surface after working with patient. Also sanitize counter/space you place shield when leaving.

WAITING AREA

- a) Move seats 6 feet apart or place signs on chairs that say “Do Not Sit Here”
- b) Disinfect chairs (armrests and seatbacks) after patient leaves chair
- c) If patient needs to fill out questionnaire, staff can ask them questions verbally and fill in the information
- d) If patient insists on writing answers, have “New Pen” vs. “Used Pen” holders
 - i. When patient is done with their pen, they place it in “Used Pen”. It then needs to be disinfected before switching back to “New Pen”.
- e) If patient uses a clipboard, patient should wash their hands in sink before use.
 - i. Clipboards need to be disinfected after each use.

REMINDER:
PATIENTS MUST BE SCREENED FOR TEMPERATURE AND SYMPTOMS BEFORE ENTERING.
LIMIT 1 ADDITIONAL GUEST PER PATIENT

PRE-TEST: PATIENTS

ALL PATIENTS NEED TO WASH HANDS/USE HAND SANITIZER BEFORE ENTERING AREA.

- All surfaces touched by patient (i.e. table tops, chairs, headrests, etc.) must be sanitized after use.
- NCT staff should wear goggles or face shields when performing NCT as the possibility of tear film being aerosolized exists.
 - For NCT, must sanitize the front of the tonometer, air puff tip, and head rest.
 - Consider removing tonometer from autorefractor table for both test and sanitization.

EXAM ROOM: CLEANING

PATIENT

Make sure to sanitize the following:

- Exam chair (armrests, chairback, seat, headrest)
- Table top surfaces of:
 - Slit lamp, headrest, and chinrest
- Phoropter
 - Back surface and top

DOCTOR/STAFF

Make sure to sanitize the following:

- All countertop surfaces
- Projector
- Computer keyboard and mouse
- Workstation table top

REMINDER:

FLIP THE SIGN TO “CLEAN AND SANITIZED” AFTER COMPLETING THE CLEANING PROCESS.

GOLDMANN TONOMETRY

I have purchased sealed apothecary jars which will house cotton balls soaked in a “half-bleach/half-water” solution.

This should be used to clean tonometer tips and the head- and chin-rest of the slit lamp.

FRAMES: OPTICIANS

WASH HANDS BEFORE AND AFTER WORKING WITH PATIENTS.

- a) Post signs asking patients not to touch or pick out frames themselves.
- b) Opticians will pick 5 frames to be considered
- c) Frames placed in tray or on placemat for sanitation purposes
- d) Frames touched by patients must be disinfected by wipes before replacing on board
- e) Chosen frame must be sanitized and sent to lab for processing
- f) Sanitize dispensing table and chair after patient use
- g) Reorder chosen frame to be replaced on frame board
 - a) Ordered frames to be drop-shipped to clinic 2x per week – see new Kasperek forms

FRAMES: DISPENSING

IF EXCESS AMOUNT OF PATIENTS IN DEPARTMENT, PATIENT CAN ELECT TO WAIT OUTSIDE AND HAVE STAFF CALL/TEXT THEM TO ENTER.

- Patient must wash hands upon entrance.
- Then, patient may be seated directly at dispensing table.
- Remember to sanitize chair and dispensing table after use.