

Infectious Disease Protocol



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Introduction

Coronavirus-19 has been found to be a very contagious and fatal infectious disease. As healthcare providers, we have a substantially increased risk of contracting infectious diseases. For this reason, we need to be sure to protect ourselves and our patients. The following document consists of the guidelines that we at Nostalgic Eye Care will follow in order to protect ourselves and our patients while still providing optimum care and services.

Nostalgic Eye Care Commitments

We are committed to conducting ourselves in a professional manner that creates a safe environment for our employees and our patients.

Materials provided to staff:

- Thermometer (infrared model)
- Disposable gloves
- Face masks
- Disinfectant wipes (Clorox, Lysol or the equivalent)

Making Appointments

1. While In Office:
 - a. Patient is required to have temperature checked upon entering the office
 - b. The patient must also be wearing a face mask
2. Via Phone:
 - A. Full Exams
 - a. Each patient is to be scheduled a minimum of one hour apart
 - b. Patients are recommended to only bring children to appointments if it is a necessity. Otherwise, patients are not permitted a guest during their exam until further notice
 - c. Patients are to be reminded that they must wear a face mask while in office. If they do not have one, one will be provided for them.
 - B. Office Visits
 - a. As it pertains to contact lens checks, Rx checks, medical visits, etc. each patient is to be scheduled a minimum of 30 minutes apart

- b. Patients are only permitted a guest if assistance is required due to impaired vision
 - c. Patients are not permitted to have children unless it is an absolute necessity
 - d. Patients are to be reminded that they and their guest are required to wear a face mask while in the office
3. Walk-in Examinations
- a. Patients can be seen on the same day for either a full examination or medical visit.
 - b. Their visit, however, cannot conflict with guidelines given above in 2.A.a. or 2.B.a respectively.

Office Flow

In Office Visits:

- A. ALL EMPLOYEES ARE REQUIRED TO WEAR A FACE MASK APPROVED BY MANAGEMENT. NO EXCEPTIONS!!!
- B. ALL PATIENTS ARE REQUIRED TO WEAR A FACE MASK UPON ENTERING. If the patient does not have a face mask, they will not be allowed to enter the office.
- C. THE TEMPERATURE OF EACH PATIENT ENTERING THE OFFICE MUST BE CHECKED
 - a. Patient Check-In
 - i. There is to be no physical contact with patients. This includes, but not limited to touching, handshaking, hugging, etc.
 - ii. All pens used by patients are to be wiped down before and after use with disinfectant wipe
 - iii. All clipboards are to be wiped down with disinfectant wipes after use by each patient
 - iv. All waiting room chairs are to be minimum of six feet apart
 - v. Reception desk is to be wiped down a minimum of three times per day
 - vi. Staff should wash hands following each encounter
 - vii. Disposable gloves are recommended, but not required
 - b. Fundus Imaging and Auxiliary Testing
 - i. All auxiliary equipment must be wiped down with Cavi-Sani wipes following each patient
 - c. Exam Room
 - i. All equipment must be wiped with alcohol pads prior to examination
 - ii. Doctor must wash hands for a minimum of 20 seconds before examination
 - iii. Face masks must be worn during entirety of examination by both patient and doctor

- iv. The patient is to be given the occluder to cover their eyes for various tests to prevent the patient from touching their face
 - v. Exam chair, phoropter, occluder, etc. should be wiped by Cavi-Sani wipe following each patient encounter
- d. Optical
- i. Patients must keep face mask on when trying on glasses frames
 - ii. Patients are to be instructed that any frame touched should be placed on top of the cabinets below the frame boards
 - iii. All frames are to be wiped down after the patient has selected a frame with disinfectant wipes before placing it back onto the frame shelves
 - iv. The chair and desk used by the patient during the fitting should be wiped with disinfectant wipes upon completion of service
- e. FRONT DOOR SHOULD BE WIPED FOLLOWING EACH PATIENT'S EXIT

Materials Pick-up/Dispensing:

- A. Picking up glasses
 - a. When notified about the arrival of a spectacle order, it should be HIGHLY recommended that the patient make an appointment to pick up glasses
- B. Picking up contact lenses
 - a. When notified about the arrival of a contact lens order, it should be HIGHLY recommended that the patient make an appointment to pick up contact lenses