



HEALTH AND SAFETY PLAN

A. For Patients

1. Patients will be asked the following COVID-19 questionnaire when their appt is made:
Do you a. HAVE A COUGH OR SHORTNESS OF BREATH?
b. HAVE FLU LIKE SYMPTOMS?
c. HAVE A FEVER OR HAVE HAD A FEVER IN THE PAST 3 DAYS?
d. HAVE A COMPLAINT OF ACUTE LOSS OF SMELL OR TATSE?
e. HAVE TRAVELED OUTSIDE OF MCLENNAN COUNTY IN THE LAST 2 WEEKS?
f. HAVE COME INTO CONTACT WITH SOMEONE EXPERIENCING SYMPTOMS OF COVID 19 IN THE LAST 14 DAYS?
2. **Masks that fully cover the mouth and nose are required** for anyone entering our building.
3. Upon entering the building, all guests temperatures will be checked. Anyone with 99.5 degrees or higher will be retested and confirmed. No one with fever will be admitted.
4. We will remind patients when they make their appointment that they will not be allowed to bring any guests into the office unless they need special assistance.
5. Optomaps for full exams will **now be mandatory**. *This decreases patient time in the office and decreases doctor/patient interaction time.*
6. We now **require pts to fill out their medical history review online and try to send insurance cards before entering our office**. If the history is not done ahead of time, we will call the patient to obtain the information before they can enter the office. *This decreases exposure time for patient, tech and front desk.*
7. Should we have too many patients wanting to enter our building at the same time, we will ask some to wait in their car. We will text them when we are ready to start their exam or help them in the optical.
8. Contact lens and Glasses pickup will still be curbside whenever possible. It is at the optician's discretion to bring the patient inside for a full adjustment. We direct ship contacts whenever possible.

9. Choosing frames: Patient will be seated at a partitioned optician desk. The optician will ask what they are looking for, what they have worn in the past, what they like and don't like about previous glasses. **The optician will then bring 3-6 frames to the patient to try on.**
10. **Patients may not remove their masks unless the optician is 6 feet away and/or behind the sneeze guard barrier.**
11. Each patient's tray of frames that were not selected will be washed in warm, soapy water and dried, then disinfected with P+C.
12. Opticians will sanitize hands before and after doing any adjustments.

B. For Employees

1. All staff will **check their temperature upon arrival** at work and after lunch. 99.5 degrees or above needs to be retested and confirmed. Anyone with a fever will be sent home.
2. Each employee must affirm that all of these answers to the questions below are **"NO"** each day before starting work.
 - Do you have any of the following new respiratory symptoms?
 - Fever, Sore Throat, Cough, Shortness of Breath?
 - Have you recently lost your sense of smell or taste?
 - Even if you don't currently have any of the above symptoms, have you experienced any of these symptoms in the last 14 days?
 - Have you been in contact with someone who tested positive for COVID-19 in the last 14 days?
 - Have you traveled outside our area in the past 14 days?
 - Have you traveled within the United States by air, bus or train within the past 14 days?
3. **Medical Masks provided by the employer, must be worn when working with any patient.**
4. **Handwashing should be done immediately upon entering the building.** Handwashing before and after each patient encounter and supplementing with hand sanitizer is required. Proper handwashing protocol as trained is required.
5. Use **cough etiquette** - cough into a tissue or crook of elbow. Wash your hands afterward.
6. Our pre-COVID cleaning and disinfecting regimen has been proven effective against COVID-19. We will continue to use **Pure & Clean** throughout the day and after patient encounters. We have also added the use of MicroSure, a long-term product to further protect our patients and staff.
7. Our staff is reminded daily that what they do outside the office can expose them to COVID-19, and thus the rest of our team and patients. They are strongly encouraged to continue social distancing, going out only when necessary and avoiding crowds.