

## **(Practice Name)**

### **COVID Office Protocols**

**NOTE: (Practice Name) takes infection control for staff and patients seriously and abide by general and specific guidelines for infection control as issued by the CDC, OSHA and/or state and local governments.**

#### **Staff**

- Monitor themselves for symptoms
  - If any symptoms call and notify your immediate supervisor and do not report to work until cleared to do so
  - If you feel sick, contact your PCP or other healthcare professional
- Record staff temperature before beginning each day and record in document the results in the binder
  - staff with temperature reading greater than or equal to 100°F will be sent home until temperature normal

#### **General precautions**

- Frequently wash your hands for at least 20 seconds or use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth
- Always wear a mask
- Wear washable clothing
- Maintain proper social distancing in all phases of the patient encounter

#### **Cleaning**

- Clean and disinfect rooms at the beginning of the day and after each patient encounter including all surfaces and objects that may be contaminated. Use (insert choice) for this process.
- Pay special attention to slit lamps, refractors, countertops, and doorknobs
- Designate patient areas have been cleaned by placing the (indicate your tracking method).

#### **Patient Care**

- Only admit the minimum amount of people possible – preferably just the patient
- Check patient's temperature and ensure they pass COVID screening criteria
- Require patients wear facial covering
- Have patients use hand sanitizer or wash hands as they enter the office
- Wear gloves with any procedure that might require contact with bodily fluid

**By reporting to work staff attest they agree to abide by all office protocols and abide by all federal, state and/or local regulations to prevent the spread of infection, whether during or after normal business hours. Federal, state, and local government decisions are legal mandates. Not following these mandates, both during and after normal work hours, constitutes action that can result in disciplinary action up to and including termination.**