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### Key Principles

1. We will limit the number of people in the office at one time
  - a. Work remotely when possible
  - b. Strategic scheduling of staff to be in clinic
  - c. Reliance on telemedicine to debulk clinic schedule
  - d. Thoughtful spacing of in-office patient appointments
  - e. Limit guests and visitors visiting clinic with patients or otherwise
2. We will limit the risk of possible exposure at the office
  - a. All persons wear masks at all times in clinic
  - b. Diligent pre-visit and front door screening protocols for patients
  - c. Limit in-person conversation by performing during pre-visit and post-visit calls
  - d. Follow proper distancing guidelines for waiting rooms and staff areas
  - e. Follow strict hand hygiene protocols and ensure adequate availability of PPE (masks, gloves, etc)
  - f. Clearly stated COVID-19 exposure protocols for patients and staff

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### Staff Directives

1. All staff report any new symptoms daily and are required to have temperature checked upon entering the clinic
2. Wear masks at all times
  - a. We have implemented a reusable cloth mask program to limit PPE usage
3. Avoid congregating together in staff or break areas
4. Follow strict and frequent hand hygiene practices
5. Frequently disinfect personal workspaces and items that are touched throughout the day

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### General Structure for Patient Visits

1. Utilize phone call and telemedicine wherever possible (routine post-op, etc)
2. Limit in-office time to diagnostics and critical components of exam
  - a. Collect verbal, subjective information from patients via phone before visit
  - b. Obtain necessary testing (refraction, topography, etc), and perform brief physical exam as indicated by complaint
3. Perform all necessary patient discussion and counseling from at least 6 ft, or via phone where possible



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## Precautions to take for in-office patients

Call patients a few days before appointment and ask these questions:

1. Any fever of 100.0° F or greater
2. Any recent travel (anywhere)
3. Any exposure to someone who is sick, including your driver
4. Any history of COVID19 or COVID19 testing (positive or negative result)
5. Any of the following symptoms:
  - a. Fever or shaking chills
  - b. Cough
  - c. Shortness of Breath
  - d. Nausea or diarrhea
  - e. Muscle Pain
  - f. Headache
  - g. Sore throat
  - h. Loss of smell or taste

### Inside the clinic

1. Space waiting room chairs 6 feet or greater apart
2. Only use one pen and one clipboard at a time, these items are cleaned after each person uses them
3. Remove all magazines, papers, etc that patients could touch and spread the virus
4. Remove all coffee, water, snacks, etc from atrium to avoid extra contact
5. Full cleaning of anything patients come into contact with, including:
  - a. Atrium
  - b. Testing rooms and equipment
  - c. Exam rooms and slit lamps
6. Perform all necessary patient discussion and counseling from at least 6 ft, or via phone where possible

### When patient arrives


1. Patients sends message to front desk and waits in car until staff is ready
2. Staff in gloves, mask, and eye protection takes temperature of anyone entering the building
3. Repeats the above questions
4. Cleans the thermometer (forehead) between each patient
5. Gives anyone entering the building a mask
  - a. We are limiting the number of people allowed inside the building. Only per guest per patient if they need them there.


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