



TEI's COVID-19 Safety Protocol

The Eye Institute is dedicated to providing care to the public while keeping all patrons and employees safe and healthy. Please read the following safety protocols we have in place to keep the community protected while at TEI.

Employee Protocol:

1. Each employee will have their temperature and pulse oxygen checked as soon as they arrive at work. Temperature needs to be below 100.4. Normal pulse ox readings are between 94-100.
2. Employees must wash hands upon entering the building.
3. Employees **MUST** wear face masks while at work. Doctors and techs will have to wear the N95 masks. Other employees may wear regular surgical masks or their own masks from home.
4. Face shields will be available to employees to wear for any procedure that requires close face-to-face contact.
5. Gloves will be available and will be worn for any direct contact with another person. Gloves should be removed as soon as direct contact with the patient has ended.
6. Employees should wash their hands and use hand sanitizer after every direct encounter with someone else.
7. Plexiglass splash shields are installed on all slit lamps in the exam rooms to provide a barrier between patients and doctors.
8. Large plexiglass splash guards are in place at the check in/check out stations to provide another barrier during encounters.

Patient Protocol:

1. Everyone entering the building **MUST** wear a face mask. You will need to bring your own, as TEI will not be able to provide these at this time.
2. You must arrive on time. Late arrivals will need to be rescheduled if the late arrival results in too many patients being in the building.
3. There will be screening protocols upon entering the building (See below)
4. Only the scheduled patient will be permitted in the building for the appointment. Family members and friends will need to wait outside of the building. (TEI can



make exceptions for small children or those with disabilities. But anyone who accompanies the patient has to go through the same screening protocols.)

1. Patient Screening at the front door before entry:
 - a. All patients will be greeted at the front door and will go through the following steps:
 - i. Friendly greeting and explanation from TEI staff
 - ii. 1 pump of hand sanitizer
 - iii. Temperature and pulse oxygen taken and recorded on flow sheet
 1. Temp should be 99.6 or below for anyone age 65+. Temp should be below 100.4 for anyone younger than 65
 2. Normal pulse ox readings are between 94-100. (some people with asthma or COPD read between 88-95. Employees will consult with a doctor for clinical advice if someone screens lower than 94).
 - iv. Screening questions will be asked at check in
 - v. We strongly suggest patients NOT wear gloves because they can cause more contamination than keeping the hands clean.
 - b. Anyone who has an abnormal temperature, pulse ox, or concerning symptoms will be rescheduled (patient) and/or sent home (employee). The doctor will call the patient regarding symptoms and direct care as needed.
2. Limiting exposure in the offices:
 - a. Patients will be asked to arrive alone to their appointments. This is to reduce any unnecessary exposure to our other patients and our employees. Anyone who arrives with others will be asked to have friends/family members wait outside of the building until the patient is done.
 - i. Patients who have small children too young to wait in the car or the elderly who need assistance will be permitted to bring those people into the office with them, but those people who accompany them will have to have their temperature taken first and will need to have a mask.
 - ii. When possible, anyone accompanying our patients will be politely asked to wait for the patient outside of the office until the patient is done.



- b. Patients may be asked to wait outside of the building until there are fewer than 10 people in the building or if those in the building can not maintain a 6 foot distance.
3. Sanitation:
- a. The thermometer and pulse oximeter needs to be cleaned with an alcohol wipe after each use and before the cap is placed back on.
 - b. Exam rooms should be cleaned after EACH patient leaves the room. Exam chairs, Phoropter, computer keyboards/mouse, countertops, door knobs, instruments.
 - c. Office surface areas need to be cleaned at least daily, but may be sanitized periodically throughout the day.
 - d. All employees must sanitize their hands before working with each patient and after working with each patient.
 - e. Sanitize optical instruments, phoropters, slit lamp shields, reusable face shields, countertops, keyboards and computer mouse, chairs etc after each use.
 - f. Frame Sanitation:
 - i. All patient frames will be sanitized in the ultrasonic cleaner before doing an adjustment.
 - ii. Opticians will be controlling the frame try-on experience to limit the amount of frames being touched.
 - iii. Any frames that were handled or tried on will be sanitized before being placed back on the optical floor.
 1. Frames can be sanitized in the ultrasonic cleaner using a solution of antibacterial soap/water mix. Change solution daily.
 2. Frames can be sanitized in a sink of warm water/antibacterial soap. Empty sink daily
- Remember that this protocol is so that we are proactive in keeping everyone healthy and hopefully not exposed. We are trying to stay on the healthy side of this situation!