



OFFICE REOPENING ACTION PLAN

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OCCUPATIONAL SAFETY & HEALTH

NEW PROTOCOLS

BASIC INFECTION PREVENTION

- Avoid touching your eyes, nose and mouth with unwashed hands
- Wash your hands frequently. If you do not have running water, use hand sanitizer.
- Stay home if you are sick. Let Dr. Winn know if you might have been exposed to COVID
 - If there is any exposure in the office, we will follow Ottawa Public Health Guidelines.
- Maintain 6-foot distance from others when possible.
- Cough into your elbow (even when wearing a mask).
- Follow strict disinfection protocols at work.
- Apply disinfection protocols at home and in public.
- Always wear a mask around your coworkers and patients.
- Ensure your mask has 3 layers. If reusing, always use a fresh mask at the start of your day.

WORKPLACE CONTROLS

Environmental Barriers / Sneeze guards

- Installed at reception – provided by Luxottica
- Installed on slit lamps
- Installed on phoropter

Air Purifier/UV Sterilization

- UV air purifiers in place in the pre-test and exam rooms.
- UV desktop sterilizer for cleaning of trial lenses and other equipment that cannot be cleaned with harsh chemicals.

Personal Protective Equipment (PPE)

- Face Shields or safety glasses to be worn if environment barrier is not in place.
- Face masks to be worn always.
- Gloves – will be provided but optional. If using gloves, they must be used for individual tasks or patients. Do not wear the gloves in place of frequent hand washing.
 - Gloves are recommended when cleaning

Social Distancing

- 6-foot markers on floor at reception.
- Chairs are no longer in place at reception desk.
- Armchairs to only be used if patients require an escort, otherwise sitting area is closed.
- Exam Services by appointment only spaced by 45 minutes
 - In some cases 30 min appointments will be scheduled for checks and follow-ups; usually at the end of the day
- No new contact lens teaches until the College of Optometrists allows.
- Patients and their guests must stay in the mall until called in.
- Patients and their guests must wear a mask.
- Patients will be required to answer COVID screening questions via an online questionnaire and these will be repeated at the time of their appointment. If patients don't pass the screening questions, their appointment may need to be rescheduled.
- Patients will be subject to non-contact temperature screening at the time of their appointment.

Personal Protective Equipment (PPE)

Proper personal protective equipment (PPE) must be worn at all times when you are in the office. This includes:

- Surgical mask
 - Mask should be changed every 4 hours
 - KN95 masks are available if patient is suspected of being COVID-19 positive
- Eye protection
 - Full face shield or safety glasses with a wrap
- Gloves when you are in direct contact with the patient or when using industrial cleaners.

Donning PPE

- Wash your hands
- Apply tape or nose strip if using
- Bend mask in half, and then bend nose wire in triangle formation. Place over nose, hook ear loops over your ears and then pull mask down under your chin tightly
- Apply safety glasses or face shield
- Apply gloves if required

Removing PPE

When disposing of PPE never touch the front surface of the mask, face shield or safety glasses.

- Remove gloves by hooking the index finger of one hand under the outside wrist elastic and pull the glove off. Hold the removed glove in the other hand. Then use the index finger of the de-gloved hand inside the wrist elastic of the other glove and remove it. Discard gloves in designated PPE garbage.



- Remove face shield or safety glasses by using the strap or arms. Clean with disinfecting solution. They can also be run through the UV sterilizer at the end of the day.
- Remove your mask by using the ear loops. Discard mask in designated PPE garbage.
- Remove your nose strip and discard in designated PPE garbage.
- Wash hands

PPE garbage should be double bagged and removed from the clinic nightly.

NEW SIGNAGE

SIGNAGE FRONT OF THE STORE

Signs will be posted by Luxottica at the entrance to Pearle Vision.

Signage to include:

1. No entry without an appointment
2. Mask required for entry for all patients 3 years and older
3. Everyone must sanitize hands upon entry
4. Must pass COVID-19 screening questions in order to enter
5. Social distancing must be maintained when possible

DISINFECTION PROTOCOL

ALL POSITIONS

WHEN TO WASH HANDS

Everyone:

- Wash your hands as soon as you arrive in the office and BEFORE signing in and answering screening questions.
 - Use the designated pen to record your answers to the screening questions and keep everything together at the reception desk.
- Wash hands before putting anything in your mouth (snacks, meals, drinks)

Reception

- Wash your hands any time you touch something from the patient (money, credit card, pen, insurance card). Due to high frequency of contact, consider using hand sanitizer if you are unable to go to the sink.
- Remove all snacks from front desk as eating prior to hand washing might be done out of habit.

Technicians

- When you take a patient back to pretest, ask the patient to wash their hands at the contact lens sink. Then wash your own.
- While the patient is washing their hands, proceed to disinfect contact points on equipment in front of patient (even though the room was scrubbed prior to patient arrival).

Doctors

- Wash hands upon entry to exam lane and disinfect contact points on equipment in front of patient (even though the room was scrubbed prior to patient arrival) if they were not done by the technician.
- Wash hands on room exit. Try to use elbow to open door.

WHEN TO WASH HANDS

While hand sanitizer is available, it is not as effective as hand washing. Use sanitizer if you do not have access to running water.

Use hand washing technique below:



DISINFECTION

CHECK-LIST

LOCATION:

Exam Room

FREQUENCY:

After each
patient

SECTION 1

- Extra stool and VF chair
- Visual Field Machine – front face of the machine, chin rest, forehead rest, lens holder and patient button.
 - DO NOT use any cleaning product inside the bowl, it can damage the testing surface.
- Exam sink countertop

SECTION 2

- Exam Chair
- Slit Lamp – table, joystick, shield, magnification setting, GAT wheel
- Phoropter – Patient face, all knobs, near rod, near card, shield
- Stand – Power buttons
- BIO – all knobs, shield
- Doctor Stool – Seat & height adjustment handle

SECTION 3

- Countertop
- Keyboard & Mouse
- Equipment in the disinfection pan, including pan
- Sanitizer dispenser
- Cabinet Handles
- Exit Door Handle
- Light Switch

At the end of the day: use FogBlocker on all condensing lenses, safety goggles, slit lamp oculars and phoropter lenses

DISINFECTION

CHECK-LIST

LOCATION:

Break Room

FREQUENCY:

Per Luxottica

SECTION 1 – Lunch Table

- Wipe down tabletop and chair after you're done eating

SECTION 2 – Sink and Counter Space

- Wash your own dishes immediately after eating
- Leave the sink and counters clean

Pearle Vision is responsible for cleaning the break room multiple times a day. We need to be courteous and help out when we are using the space.

We will also stagger lunches so that only one person is eating lunch at a time.

DISINFECTION CHECK-LIST

LOCATION:

Reception

FREQUENCY:

Every Morning

Desk

- Desktop
- Drawers & cabinet handles
- Storage cabinet
- Chair adjustment
- Patient chair

Equipment

- Computer
 - Keyboard & Mouse
 - CPU tower & monitor power buttons
- Telephone
 - Phone keys & handle
- Printer
 - Power button & keys.
- Moneris POS

Loose Items

- Stapler
- Hole puncher
- Calculator
- Tape dispenser
- Scissors
- Pens, etc

DISINFECTION CHECK-LIST

LOCATION:

Pre-Test

FREQUENCY:

Every Morning

Tables/Desk

- Equipment table
- Desk
- I&R table
- Technician chair and height adjustment arm
- Patient chairs – testing and contact lens

Equipment

- Computer
 - Keyboard & Mouse
 - CPU tower & monitor power buttons
- Autorefractor
- NCT

Loose Items

- Mirror
- Contact solution bottles
- Pens and pencils
- Contact lens solution