

The Lighthouse Vision Department Clinic Safety Plan to Prevent Spread of Novel Coronavirus

Safety and security of our staff, patients, volunteer doctors, and guests is of the highest priority. With that in mind, The Lighthouse (LH) will be implementing updated and new sanitation guidelines to slow the spread of novel Coronavirus (COVID-19).

General Safety Practices

- All patient facing LH staff (Clinic Managers (CM) and Clinic Specialists (CS)) and volunteer doctors must wear personal protection equipment (PPE) while interacting with patients. This will include, but not limited to:
 - Scrub uniforms with disposable gowns
 - Gloves (should be changed with each patient)
 - Washable cloth/disposable/N95 masks
 - Head coverings
 - Shoe coverings
- Staff and volunteer doctors should receive training on proper usage of PPE (how to put on and remove without self-contamination)
- Physical distancing (aka social distancing) at least 6ft apart will continue while inside or outside the building by staff, patients, and guests. Markers will be placed around the clinic area to signify where patients can stand.
- Temperature checks and health questions (Patient Triage Protocol) will be asked of all patients and guests prior to entry to clinic.
- Glasses only patients will be seen once LH reopens. Exams will be scheduled once volunteer doctors have chosen dates they would like to return.
 - All glasses only patients will have to make an appointment to be seen. Contact information on how to do so will be on Chamblee CM's voicemail as well as signage on doors and online via www.lighthousegeorgia.org

How to Clean, Sanitize, and Disinfect

- Cleaning Surfaces and Equipment
 - Using soap and warm water or store-bought cleaner, wipe surfaces with a clean cloth/paper towel to remove visible dirt and debris
 - Wash cloths are in the recycling center and the cleaning closet on the 3rd floor
 - IMPORTANT: while this can remove some bacteria from surfaces, it does not kill them
- Sanitizing Surfaces and Equipment
 - Using a sanitizing product (has at least 70% isopropyl or chemically based), wipe porous/nonporous surfaces and equipment and leave wet for at least for 60 seconds to kill viruses and 10 minutes to kill bacteria
 - Sanitizing products: Bleach solution, OdoBan
 - IMPORTANT: while this reduces the number of bacteria/some viruses, it may not be effective against all viruses
- Disinfecting Surfaces and Equipment
 - Using disinfectant products, wipe porous and non-porous surfaces and equipment with a clean cloth/paper towel. Leave wet for at least 60 seconds to kill viruses and 10 minutes to kill bacteria
 - Disinfecting products: Bleach solution, OdoBan, Sporicidin

- **IMPORTANT:** Be careful with digital/touchscreen equipment as this may interfere with working abilities.

General Clinic Sanitation

- Gloves should be worn while cleaning, sanitizing, or disinfecting surface areas and equipment.
- Outside handrails and seating in the garden will be cleaned with soap/water, sanitized with alcohol-based products, and disinfected with cleaning wipes/spray once a week.
- All door handles in clinic, grab bars, and faucet hardware in restrooms, light switches, and elevator buttons will be cleaned with soap/water once a week, sanitized with alcohol-based products, and disinfected with cleaning wipes/spray by clinic staff before and after every clinic day, and by hired cleaning crew every Friday.
- **Optical Shop/Waiting Area**
 - All surfaces are cleaned with soap/water every week or as needed, sanitized with alcohol-/chemically based products after each patient, and disinfected with cleaning wipes/spray at the end of every clinic. This includes, but not limited to:
 - All counter/desktops, pens, clipboards, glasses display area, mirrors, etc.
 - All seating surfaces are wiped down with approved EPA recommended cleaning products prior to/after another patient sits in it.
- **Clinic Manager's Desk**
 - All surfaces that CM interacts with are cleaned as needed, sanitized at least once a day, and disinfected once a week. This includes, but not limited to:
 - Desktop
 - Keypad and handle to lab
 - Phone
 - Computer keyboard
 - Pens, markers, and PD ruler
 - Printer buttons
- **Prep/Doctor's Rooms**
 - Both areas are cleaned and disinfected prior to/at the end of each clinic day.
 - All equipment is sanitized after each patient by CM/CS and volunteer doctors. This includes, but not limited to:
 - Patient chairs (prep/doctor's room)
 - Lens in doctor's room
 - Phorofter and breath shield
 - Slit lamp and breath shield
 - Acuity chart
 - Lensometer
- **Frames**
 - Once a frame has been removed from the display, it must be placed in the "USED GLASSES" bin (one for men/women/kids) to be sanitized.
 - New frames are at once replaced by CM/CS
 - Frames are cleaned using soap/warm water and cleaning materials recommended by Lab staff.
 - Portable UV lights are also available for usage

Chamblee Clinic Patient Procedures

Glasses Only Clinic Day Procedure

- CM follows 'How to...' section for cleaning, sanitizing, and disinfecting clinic before opening.
- Patient rings buzzer to enter. Patient's temperature is checked by CM/CS at the door.
- Patient is asked to wear a mask or is given one before entering building.

Once inside, CM/CS asks patient screening health questions and places items inside holding shelf

- Patient is directed to handwashing station. Once complete, patient is seated and called up by Chamblee CM and proceeds with appointment
- Four (4) patients/hour are scheduled to allow for adequate time to sanitize between each patient

Exam Clinic Day Procedure

- CM follows 'How to...' section for cleaning, sanitizing, and disinfecting clinic before opening.
- Patient rings buzzer to enter. Patient's temperature is checked by CM/CS at the door.
- Once temperature has been assessed, patient is asked to wear a mask or is given one before entering building.
- Once inside, CM/CS asks patient screening health questions using the Patient Triage Protocol and places items inside holding shelf
- Patient is directed to handwashing station. Once complete, patient is seated and called up by Chamblee CM and proceeds with appointment.
- The prep and doctor rooms are sanitized after each patient leaves.
- Depending on the volunteer doctor's preference, at least 2 patients/hour will be scheduled for exams. Two (2) other patients/hour for glasses only services will be scheduled.

Mobile Clinic Patient Procedures

Glasses Only Clinic Procedure

IMPORTANT: Ask for partner clinic's COVID-19 sanitization/patient protocol at least 1-2 weeks prior to scheduled date to plan accordingly.

- Once CM/CS arrive and unload equipment, the spaces being used should be assessed with partner clinic staff if it has been cleaned/sanitized/disinfected prior to LH arrival.
 - If it has, continue with equipment set up.
 - If not, follow 'How to...' section for cleaning, sanitizing, and disinfecting clinic before opening.
- Patient enters building where their temperature is checked by CM/CS OR partner clinic staff at the door.
 - If partner clinic has its own procedure for patients entering the building, adhere to those.
 - If there is no protocol for patients entering the building, use LH procedures.
- Patient is asked to wear a mask or is given one before entering building.
 - If partner clinic does not require patients to wear masks for appointment, you may ask that a patient wears one while being serviced.
- Once inside, CM/CS asks patient screening health questions
- Patient is directed to the nearest restroom to wash hands prior to being serviced.
- Patient is called up by CM/CS and proceeds with appointment
- Four (4) patients/hour are scheduled to allow for adequate time to sanitize between each patient

Exam Clinic Day Procedures

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- Once CM/CS arrive and unload equipment, the spaces being used should be assessed with partner clinic staff if it has been cleaned/sanitized/disinfected prior to LH arrival.
 - If it has, continue with equipment set up.
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- Patient enters building where their temperature is checked by CM/CS OR partner clinic staff at the door.
 - If partner clinic has its own procedure for patients entering the building, adhere to those.
 - If there is no protocol for patients entering the building, use LH procedures.
- Patient is asked to wear a mask or is given one before entering building.
 - If partner clinic does not require patients to wear masks for appointment, you may ask that a patient wears one while being serviced.
- Once inside, CM/CS asks patient health questions using the Patient Triage Protocol
- Patient is directed to the nearest restroom to wash hands prior to being serviced.
- Patient is called up by CM/CS and proceeds with appointment
- The prep and doctor rooms are sanitized after each patient leaves.

- The number of patients scheduled for mobile appointments will vary based on volunteer doctor's dilation preference. Two (2) patients for glasses only services will be scheduled simultaneously.
 - If a doctor dilates prior to exam, two (2) patients/hour will be scheduled plus two (2) other patients/hour for glasses only serviced will be scheduled.
 - If a doctor dilates after the exam, six (6) patients will be scheduled for the entire clinic timeframe plus a maximum of six (6) other patient for glasses only service will be scheduled.

Special Circumstances

Special circumstances may be given to patients on a case by case basis as discussed and approved by proper clinic staff. This is not an exhaustive list and is subject to change.

- No Appointments/Walk Ins
 - If a patient arrives and does not have an appointment for glasses only services, and there are no scheduled patients in the clinic, they may be screened and serviced.
 - If there are scheduled patients already present, the patient will be directed to a CM/CS to be scheduled for an appointment.
- Overflow/MARTA/Transportation Service/No Car Patients
 - There will be an overflow room available for patients to sit in to wait for their ride, if there are too many people in the waiting area, or inclement weather.
 - Chamblee CM will work to schedule at least 1 MARTA/Transportation services patients/hour for exam clinics and glasses only services.

Patient Triage Protocol

Due to the changing nature of COVID-19, the criteria listed is subject to change based on State and Federal health guidelines.

All patients' and guests' temperatures will be taken at the door of the clinic prior to entry. The temperature range for entry is **below 100°F**. If a patient presents with a temperature at or above 100°F, the patient will not be allowed access into the building.

Health Questions

Below is a list of comprehensive health questions LH staff must ask patients prior to continuing with scheduled appointments to screen for novel coronavirus. **IMPORTANT:** Please be sure to reach out to volunteer doctors to determine if there are other questions/criteria they would like to implement to feel safe enough to see patients. There will be a checklist sheet completed by the CM/CS to place in the patient charts.

- Has the patient had or tested positive for COVID-19?
 - **Follow up question** has the patient been around someone who has had or tested positive for COVID-19
- Is the patient 65 years old or older
- Does patient live in a nursing home, group home, or long-term facility (i.e. assisted living facility, hospice care facility, rehabilitation center, etc.)
- New or persistent cough
- New condition of breathing difficulty or shortness of breath
- Muscle or body aches
- Sore throat
- Nausea/vomiting
- Recent loss of taste or smell
- New condition of conjunctivitis (has been linked as an early symptom of COVID-19)
 - Symptoms of conjunctivitis (pink eye)
 - Viral: highly contagious, burning sensation, red eyes, watery discharge
 - Bacterial: highly contagious, soreness, red eyes, sticky pus-like discharge
 - Allergic: caused by allergies, very itchy, redness, watery discharge, puffy eyelids
- Chronic medical conditions that compromise your ability to fight off viral infections
 - Any autoimmune diseases (i.e. lupus, rheumatoid arthritis, psoriasis, etc.)
 - High blood pressure
 - Asthma or chronic lung disease
 - Diabetes
 - Serious heart condition

Using the acronym **COST** can help staff to assess high- and low-risk patients.

COST stands for:

Contact with COVID-19 patients (**CO**)
Presence of Potential COVID-19 Signs and Symptoms (**S**)
High Body Temperature (**T**)

A patient is considered **HIGH RISK (COST-positive)** if they answer **yes to 2 or more** questions.
A patient is considered **LOW RISK (COST-negative)** if they answer **no to 2 or more** questions.

If a patient is considered **HIGH RISK (COST-positive)**, the CM/CS will take the patient's information (name, birthdate, phone number, and address), give them contact information for DeKalb County services related COVID-19, reschedule their appointment for at least two (2) weeks, and send them directly home if they are not having major symptoms.