

# Sunset Eye Clinic COVID-19 PROTOCOL

Sunset Eye Clinic has the utmost concern for the health of our patients and staff. All employees/patients will follow the underlined protocol:

1. All patients need to use hand sanitizer upon entry and again upon exiting the office(s). IF the office(s) run out of hand sanitizer, then patients will be required to wash their hands prior to the appointment and then again afterwards.
2. Employees will be washing their hands thoroughly with antimicrobial soap and water for at least 20 seconds regularly throughout each day.
3. All employees are to wear masks when working with patients and other staff members. We ask that patients bring and wear a mask when in our clinics.
4. We will be spacing out our appointments in order to minimize the number of patients and employees in the office. We ask that you try to come to your appointment by yourself unless you are accompanying your child or a person who needs assistance to their appointment.
5. Optical: All optical frames are being cleaned with rubbing alcohol/disinfectant after each pair has been touched or tried on by an individual. No eyeglass cleaning cloths are to be used at this time for cleaning. We will hand a tray to each patient to place all optical frames after they are touched.
6. All office equipment is being cleaned with either rubbing alcohol or disinfectant wipes after each use.
7. All staff that report to work do NOT have any symptoms of cough or fever.
8. All staff are currently avoiding handshakes and/or high-fives.
9. All current office meetings will either be done remotely or cancelled.
10. All toys & magazines will be removed temporarily from each office. This also will include the reward prizes from our prize box.
11. All pens used at the front desk will be cleaned after each patient use. CC's can be taken with a tissue to be swiped through the CC machine.
12. All countertops are cleaned with disinfectant wipes after each use.
13. All desks that include patient interaction are cleaned after each use.
14. The offices have a schedule of cleaning all doorknobs, arm rests and countertops if not done at each encounter. Each department has a sign off sheet for whom has cleaned the items and when.

Lastly, for the utmost safety for our staff and patients, if you are not feeling well, please reschedule your appointment or request to be added to our call list for a future appointment. There is also grace and flexibility being extended for clinic appointments.

Thank you, Sunset Eye Clinic Management and staff