

CHECKLIST TEMPLATE FOR RE-OPENING

SAFETY POLICIES

A clear list of policies to be communicated to patients, staff, and facility visitors will help you prepare your team and practice for return to routine care

This document is not intended as a complete or exhaustive list of all needed policies or considerations. Each practice is unique with distinct needs and environments. In all cases, you should consult your state and local health authorities and be aware of any additional requirements or restrictions that may be applicable to your business.

Building Occupancy / Office Use

Maximum Staff: _____

Minimum needed per doctor (for proper function)

_____ Reception

_____ Billing

_____ Tech

_____ Optician

_____ Other

Maximum Patient Occupancy: _____ with accompanying care giver: _____

Caregiver must be taken into account for minor or dependent patients at the time appointments are made

Caregiver limit _____ per minor or dependent patient

Walk-In Patients:

Yes / No Exams and / or refractions

Yes / No Emergencies

Yes / No Optical Dispensing

Yes / No Optical Repairs

Yes / No Other _____

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Appointment Procedures

How will patients be booked, who will be seen, in what order, and what information do we collect and share at booking?

- Appointment Type Priorities:**
1. _____
 2. _____
 3. _____
 4. _____

Phone Health Screening Questions:

Cancellation Policy: _____

No Show Fee: _____

Intake / Reception Steps _____

Example: Patient should remain in vehicle on arrival and call or text the front desk. We will send someone out to do a health screening, and then escort them into the building.



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DISINFECTION ROUTINES

What areas will need disinfection, at what frequency, and who will be responsible for each?

Area	Procedures / Details	Frequency	Who is responsible?
Reception			
Waiting Room			
Pre-test room			
Exam Lane 1			
Exam Lane 2			
Optical			
Hallways			
Restroom			
Break room			
Doctor's office			
Trash Removal			



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PPE POLICIES

How and when is PPE to be used in your practice?

Hand Sanitizer: _____

Gloves: _____ Changed after: _____

Masks: _____ Changed after: _____

Face Shields: _____

Hand Washing: _____

DISPENSARY PROCEDURES

How will you accommodate social distancing guidelines in your dispensary for each of these services?

Frame handling and selection:

Frame cleaning and disinfection:

Measurements:

Dispensing eye wear:

Repairs:

Are appointments required in the optical? _____



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PATIENT COMMUNICATIONS

How will you communicate with patients to help them maintain personal safety?

In Office Signage:

Type	Location	Messaging
Floor Markers		
Door Signs		
Restroom Notices		
Other Signage		
Policy Notifications		

Outside Communications?

- Newsletter _____
- Email _____
- Postcards _____
- Website _____
- Video _____
- Other _____



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FRAME CLEANING GUIDELINES

The COVID-19 crisis is a stressful time for everyone, impacting each of us in our business and personal lives.

Your partners at Safilo have been working diligently to provide you guidance and information to implement "Frame Cleaning Guidelines" to sanitize your eyewear.

Safilo's preferred method of cleaning, which is 100% safe for all eyewear materials, is mild soap, free of scent and lotion, and clean running water. This cleaning process should be used for every frame being handled, or tried on, prior to returning it to your frame boards or storage. The first step to handling, and cleaning your eyewear, is to properly wash your hands, then apply properly fitting latex or vinyl gloves. The CDC.gov website recommends the following hand washing process. "Follow Five Steps to Wash Your Hands the Right Way"

FIVE STEPS to Wash Your HANDS the Right Way



FOLLOW THESE FIVE STEPS EVERY TIME

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

STEPS to Clean Your EYEWEAR



Separate all frames that were handled or tried on by putting them aside in a clean, disinfected container, lined with a clean cloth or single use paper towel.

SOAP AND WATER PROCESS

1. Bring the container of handled eyewear over to your washing station.
2. Wet the frames with clean, running water, turn off the tap, and apply soap.
3. Lather the frames by gently rubbing with the soap, covering all areas of the frame parts.
4. Rub the frames with your finger tips for at least 20 seconds.
5. Rinse the frames well under clean, running water.
6. Dry the frames using a clean soft cloth.
7. Remove and discard latex or vinyl gloves.
8. Repeat hand washing process above before returning the frames to your frame boards or storage.

If you do not have access to perform the Soap and Water Process, we recommend using Hydrogen Peroxide Wipes, or a 50/50 solution of 3% Hydrogen Peroxide and water mixed in a spray bottle.

HYDROGEN PEROXIDE METHOD

1. Wipe down every frame from the container of handled eyewear.
2. Be sure to wipe every part of the frame, with gloved fingers, and a Hydrogen Peroxide Wipe.
3. Discard the used wipe, and do not reuse.
4. If wipes are not available, spray the Peroxide mixture on the frames, and wipe dry with a microfiber cleaning cloth.

If this process cannot be done right away, it is recommended to keep the frames separated, and not return them to your frame boards or storage until the cleaning process can be completed.