

Ashland Optometric Clinic is dedicated to protecting the health and safety of patients and employees during the SARS COV-2 viral pandemic. Ashland Optometric Clinic discontinued all routine eye care on March 19, 2020 in accordance with CDC recommendations to preserve PPE. The clinic continued to provide emergency care during this time. In accordance with Governor Brown's executive order 20-22, the clinic resumed some partial operations and routine eye care on May 4, 2020. Dr. Valle continues to monitor the situation with information provided by the Oregon Health Authority, Jackson County public health officials and guidance from Governor Brown. The clinic currently is operating at reduced capacity and is prepared to discontinue operations if the viral infection trend indicates a need to cease operations. The following is an outline of precautions and protocols to be followed until further notice. This is not comprehensive and may need to be updated according to new information due to the novel virus and associated health risks.

- Employees shall don the appropriate PPE during their shift. Employees will be provided 3-layer surgical facemasks. These facemasks shall be disposed of at the end of the employee's shift. Employees may remove mask only when maintaining social distancing in the break room - Employees will be encouraged to take breaks outside, if possible. Gloves shall be worn when interacting with surfaces that patients may touch. Employees shall also wear gloves when sanitizing and cleaning patient surfaces. Disposable nitrile gloves will be provided to employees during their shift.
- Ashland Optometric has installed a 36"x24" acrylic sheet at each check-in and check-out window to serve as a barrier for possible droplet transmission. 6 foot markers have been placed on the floor to remind patients and employees to maintain appropriate social distancing. The credit card terminal will be kept behind the acrylic barrier to reduce employee exposure.
- Patients needing to fill out paperwork will be encouraged to fill out paperwork via IntakeQ online intake system. If any paperwork needs to be completed in the office, the patient will be given a sanitized clipboard and a new pen. Patients will complete wellness form prior to arrival to the office or upon arrival.
- Every person (patient, delivery person, etc...) shall be recorded upon entering the office. This comprehensive list will be saved for at least 3 months for contact tracing if needed. The video surveillance system may provide some backup to this system.
- Employees will immediately wash hands upon arriving at work. Hand sanitizer will be provided to staff and patients in multiple locations throughout the clinic. Employees will be encouraged to sanitize or wash hands after every interaction with a separate patient.
- Employees will be screened for pyrexia (fever) upon arriving at work and after lunch break. Patients and employees entering the clinic will have their temperature screened by no-touch IR thermometer. Any employee or patient with suspected fever or displaying body temperature above 100 degrees Fahrenheit will be asked to leave and self-quarantine. If no fever or any other symptom is observed for more than 72 hours, the patient or employee may return to clinic. Patients will also be asked to leave and self-monitor if they exhibit any symptom of illness (fever or otherwise), or are determined to be at a higher risk via the wellness form.
- Employees will maintain social distancing by staying at their station as much as possible. The stations include front desk, optical, and examination areas. Only one employee will be assigned to each area during their shift. Employees will be provided medical scrubs to be worn during the employee's shift. Scrubs are to be washed with color safe bleach prior to their shift to ensure uniform cleanliness.

- The front door to the clinic will remain locked during office hours. A smart locking deadbolt system has been installed at the front door to provide employees a means to unlock the door while maintaining social distancing. Patients arriving for their appointment will be asked to check in via text or phone. Patients needing transportation help will be reminded that their driver will be asked to wait outside during their appointment. As a general rule, due to the size of the office, Ashland Optometric Clinic will allow one patient in the optical and one in the examination area simultaneously. No more than 2 patients will be allowed in the office at one time, unless extenuating circumstances exist which prevent the practical application of this general rule.

- Employees will be responsible for using supplied disinfection methods to sanitize all patient care surfaces daily and between patients if the surface has likely been soiled. The following is an example of all surfaces to be cleaned after interaction with a patient, but is not a comprehensive list:
 - Door handles (optical, front door, examination rooms, bathroom)
 - Check-in and check-out desk
 - Bathroom sink, faucet, toilet seat and toilet handle after patient use
 - Optical counters
 - Examination equipment (A/R, Thermometer, Optomap, iCare, OCT, SL, Chair, stand, phoropter, penlight, keyboards/mice, occluders, near VA cards, etc...)
 - Optical frames that have been handled will be washed with soap and water or by UV-c disinfection.