

Safety Protocol Guide for Re-Open

As a healthcare organization, you must comply with safety and health standards and regulations as outlined by OSHA and the CDC. Practices are also required to provide their staff with a workplace free from recognized hazards likely to cause serious harm. Therefore, safety and care of your staff and patients is an obligation and top priority as you decide to re-open the practice. IDOC has created this Safety Protocol Guide to help you remain compliant and protect your practice, patients and staff as you work through re-opening the practice.

CLEANING AND DISINFECTING

High Touch Areas

- Tables, desks, countertops
- Doorknobs and light switches
- Lab or practice equipment
- Office phones and cell phones
- Computer screens, keyboards
- Restrooms – toilet, faucets, sinks

Clean

- Clean surfaces using soap and water

Disinfect



- Clean the area or item with **soap and water or another detergent** if it's dirty. Then, use a household disinfectant
- Recommended use of [EPA-registered household disinfectant](#). **Follow the instructions on the label** to ensure safe and effective use of the product
- Many products recommend **keeping the surface wet for a period of time** (see label), wearing gloves as a precaution and having good ventilation during use of the product

- **Diluted household bleach solutions may also be used** if appropriate for the surface
- Always make sure the product you are using isn't expired. Unexpired household bleach will be effective against coronaviruses when properly diluted
- Leave solution on the surface for at least 1 minute
- **How to make a bleach solution, mix –**
 - 5 tablespoons (1/3 cup) bleach per gallon of water
 - 4 teaspoons bleach per quarter of water



Soft Surfaces



For Soft Surfaces such as **carpeted floor, rugs, and drapes**

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Use the warmest appropriate water setting and dry items completely

Electronics



PHONES

For Electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a **wipeable** cover on electronics
- **Follow manufactures' instruction** for cleaning and disinfecting
- If there are no manufacturer instructions, **use alcohol-based wipes or sprays containing at least 70% alcohol** and dry the surface thoroughly

Practice Equipment



For Practice Equipment, such as **refractors, corneal topographer, binocular loupe, scopes, etc.**

- Wipe down exam rooms
- Consider using products that are **meant** for cleaning equipment
- **Follow manufacturers' instruction** for cleaning and disinfecting

Laundry



For Laundry including clothes, towels, linens and other items

- **Wear disposable gloves**
- **Wash hands with soap and water** as soon as you remove your gloves
- **Do not share dirty** laundry
- Use the **warmest appropriate water setting** and dry items completely
- Dirty laundry from a sick person **can be washed with other people's items**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces

When Cleaning

1. Wear disposable gloves

- a. Additional protective equipment (PPE) might be required based on the cleaning and disinfecting products
- b. Make sure gloves and gowns are worn carefully to avoid contamination and removed carefully to avoid contamination

2. Wash hands with often with soap and water for 20 seconds

- a. Wash immediately after you remove your gloves
- b. If soap is not available, hand sanitizer with at least 60% alcohol may be used

3. Other times that hands **must** be washed immediately

- a. Blowing your nose, coughing, or sneezing
- b. After using the restroom
- c. Before eating or preparing food
- d. After contacting animals or pets
- e. Before and after any routine care for another person

EMPLOYEE SAFETY

Implement Practice Controls

1. Engineering Controls

- Installing high-efficiency air filters
- Increasing ventilation rates in the work environment
- Installing physical barriers, such as clear plastic squeeze guards
- Ensuring pick up and drive through options, if possible

2. Administrative Controls

- Encourage sick employees to stay home
- Minimize contact among workers, vendors and patients by replacing face-to-face meetings with virtual communications and implementing telework if feasible
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time
- Develop emergency communications plans, including a forum for answering employee concerns
- Train employees who need to use protective clothing or equipment – how to put it on, use/wear it, take it off, etc.

3. Safe Work Practices

- Provide resources and a work environment that promotes personal hygiene – for example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants, and disposable towels for workers to clean their work surfaces
- Requiring regular hand washing or using of alcohol-based hand rubs
- Workers should always wash hands when they are visibly soiled and after removing any PPE
- Post handwashing signs in restrooms

Personal Protective Equipment (PPE)

Practices are obligated to provide their staff with PPE needed to keep them safe while performing their jobs.

Consider High Exposure Jobs vs. Low Exposure

High Exposure

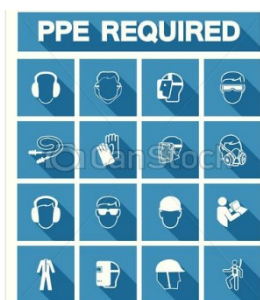
Jobs are those with high potential for exposure due to close contact to known or suspected sources of COVID-19

Medium Exposure

Jobs include those that require frequent and/or close contact with (e.g. within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients

Low Exposure

Jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (e.g. within 6 feet of) the general public



Examples of PPE include gloves, goggles, face shields, face masks and respiratory protection, when appropriate

All types of PPE must be –

- Selected based on the hazard to the worker
- Properly fitted and periodically refitted
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

PPE – Regulations Requirements

Required by National Institute of Occupational Safety and Health (NIOSH)	Approved, N95 filtered facepiece respirator or better must be used and fitted appropriately
When disposable N95 is not available, other types of acceptable respirators include -	a R/P95, N/R/P99, or N/R/P100 filtering facepiece respirator
	An air-purifying elastomeric (e.g. half-face or full face) respirator with appropriate filters or cartridges
	Powered air purifying respirator (PAPR) with high-efficiency particulate arrestance (HEPA) filter or supplied air respirator
What to use for any work operations or procedures likely to generate aerosols	PAPRs or SARs
What to use for both respiratory protection and resistance of bodily fluids	Surgical N95 respiratory



**If you unable to find N95 or other masks below, homemade masks can be created. However, the Practice Owner will be responsible for maintaining and cleaning masks.*

Voluntary vs. Non-Voluntary Use (PPE)

Voluntary

- Employees must voluntarily sign off on an [N95 Voluntary Respirator Use Form](#) even when exposures are below the exposure limit, to provide additional comfort and protection for workers

Non-Voluntary

- Respirator Protection Program must be put in place when all engineering and work practice controls are in place and not sufficient and must include – procedures for selecting respirators, medical evaluations of employees required to wear respirators, fit testing procedures, procedures for proper use of respirators, procedures and schedules for cleaning, disinfecting, storing, etc., and program evaluation procedures

PPE Employee Training

- Hazard assessments must be conducted and certified in writing
- If hazards requiring PPE are found or are likely, employers must
 - Select and have affected employees use appropriate PPE
 - Inform affected employees as to which PPE was selected,
 - Select PPE that properly fits each affected employee
- Training must be provided and documented
- PPE must be kept in serviceable condition
 - No rips/tears/cuts
 - Adjustment straps in place/usable
 - Viewing lenses not overly scratched
 - Not deformed or misshaped

Employee Education and Training – (continuous)

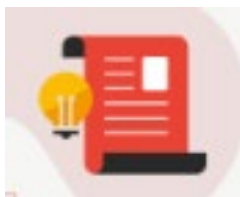


Educate workers performing cleaning, laundry, and trash pick-up to recognize symptoms of COVID-19

Provide instructions on what to do if your staff develops symptoms of COVID-19 within 14 days after their last possible exposure



Develop policies for staff protection and provide training to all cleaning staff on site prior to providing cleaning tasks

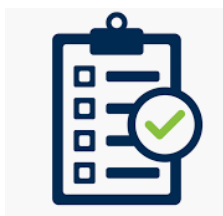


- Training should include when to use PPE, what PPE is necessary, how to properly put on, use and take off PPE, and how to properly dispose of PPE – *(see training tips)*
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Ensure workers are trained on the hazards of the cleaning chemicals used in the practice accordance with [OSHA's Hazard Communication standards](#)



Comply with OSHA's standards on [Bloodborne Pathogens](#), including proper disposal of regulated waste, and [PPE](#)



PATIENT SAFETY

1. Ask patients if they are exhibiting signs of COVID-19 or if they believe they have been in contact with someone who may have
2. Utilize a contactless thermometer to take temperatures of all patients who enter the location and ask anyone with a fever to reschedule
3. Ask patients to come to appointments by themselves or limit who comes
4. If the patient must be brought to the appointment, ask that the driver stay outside or in their vehicle
5. Patients should be supplied with a pair of gloves for frame selection. Disinfectant wipes can be made available as well
6. Sanitized trays should be provided for patients to place frame selections. Associates will then disinfect the frames
8. Associates will wash their hands for 20 seconds before and after every patient interaction. Hand sanitizer will be available for patients
9. Associates will clean and disinfect all equipment and surfaces after each exam



Practices should communicate the following protocol with staff and patients to keep all patients and practices safe during this time. IDOC will support in generating safety templates for Practice Owners to use as they slowly approach re-opening.

If you have any questions related to this Safety Protocol guide please contact HRServices@idoc.net.

Sources

- OSHA - [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)
- CDC - [CDC – Cleaning and Disinfecting Your Facility](#)
- OSHA - [Guidance on Preparing Workplaces for COVID-19](#)
- Vision Works - <https://www.visionworks.com/safety-precautions>
- The Clorox Company - <https://www.thecloroxcompany.com/blog/prepare-for-disaster/>
- AleraGroup - [COVID-19, OSHA and Worker Safety](#)

Helpful Links

- CDC - <https://www.cdc.gov/>
- OSHA - <https://www.osha.gov/>
- AleraGroup - <https://aleragroup.com/>
- Water Quality & Health Council - <https://waterandhealth.org/covid-19/>