

**Family Optometry of Silicon Valley**  
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**COVID-19 Office Protocols**

Staff and Doctors:

- 1) All Staff are screened daily for symptoms of COVID-19. If positive for Cough, Shortness of Breath, Fever, Chills, Repeated Shaking with Chills, Muscle pain, Headache, Sore Throat or New Loss of Taste or Smell, they must stay at home.
- 2) All Staff are daily checked for Temperature and Saturated Oxygen Levels.
- 3) All Staff are instructed for proper hand hygiene and PPE instructions. Hand washing or Sanitizing is done upon entry and between patient encounters. Masks are worn at all times. Gloves are worn during patient care and when cleaning and disinfection of office space, equipment and eyeglass frames.
- 4) Doctors will wear scrubs, masks, gloves and face shields during the examination. Gloves will be exchanged and face shield sanitized after each patient.

Patients:

- 1) To minimize the number of people in the office, patients will enter the office unaccompanied. If assistance is needed, the patient may be accompanied by one adult.
- 2) Patients entering the office will be screened for signs or symptoms of COVID-19. Their temperature will be taken, and will be asked to wait in their vehicle until they are ready to be seen for their appointment.
- 3) Patients will sanitize or wash their hands for 20 seconds upon entering the office.
- 4) Masks will be worn at all times when in the office.
- 5) If someone has tested positive for COVID-19, then they will not be allowed to enter the office for routine care without written permission by their physician to do so and/or it has been 4 weeks since they were symptom free.
- 6) If someone has been exposed to someone with COVID-19, then must wait until 14 days of quarantine have elapsed before being seen for routine care.
- 7) Patients will maintain social distancing between each other and other staff inside and outside of the office.

Office:

- 1) The office will be sanitized each morning and evening, with high touch areas like counter tops, chairs and display tables, sanitized throughout the day.
- 2) Exam room chairs, instruments, computer keyboard and mouse will be sanitized between each patient encounter.
- 3) Eyeglass frames on display will be put in a "to be cleaned tray" after a patient has handled it, then will be sanitized before being put back onto the display board.
- 4) Social distancing tapes of 6 feet has been laid out on the sidewalk in the front of the office and for the front desk.