

## AEC BEST PRACTICES FOR COVID-19 updated February 2022

**We will continue to follow the guidelines of the CDC and Ohio Health Department**

### Employees

1. Vaccinations are strongly recommended for all employees.
2. Unvaccinated employees should wear a N-95/KN-95 whenever in direct contact with other employees or patients. All vaccinated employees are asked to wear masks that cover their nose and mouth when interacting with others in the office. A surgical or cloth mask is acceptable provided it is 2-ply and covers the nose and mouth. This means always using a mask in the office with very few exceptions such as having one's lunch or sitting at one's desk with no one within 6 feet of one's personal work area. It is best to leave the mask on the rest of the time even when walking around the office as it is hard to predict when another individual may come within 6 feet and inadvertently sneeze or cough.
3. Please be mindful of not sharing your workspace with another employee but if needed, be sure to wipe down your immediate workspace with disinfectant cleaner after using it and before someone else does. It is best also to do that when you start work in the morning and after you finish in the afternoon, so it won't be neglected.
4. Exam rooms should be sanitized after every patient and the waiting rooms should be sanitized at the end of both morning and afternoon patients.
5. Some employees have had concern over possible transmission through the eye surface. There is no data to suggest that the virus can enter the body through the eyes. Infected individuals can exhibit conjunctivitis but that would come from hand to face contamination or through internal spread of the virus reaching the ocular surface. Nevertheless, although data is inconclusive regarding transmission directly into the eyes and subsequent spread throughout the body, we do suggest that employees wear their prescription glasses as an additional precaution whenever dealing any possible eye infections or red eyes. If you do not do wear prescription eye wear, please use non-prescription glasses which can be found in the surgery room at the Toledo office or have the optical shop fit you with a safety pair. Washing your glasses or goggles with soap and water frequently will keep them clean and free of the virus and it is best to avoid touching any part of your face, including your mask and glasses, when your hands are contaminated.
6. All employees should continue to monitor for symptoms or exposure. If any employee has symptoms including but not limited to fever, cough, generalized body aches, loss of smell or taste they are not to come into the office without first conferring with a team leader or Tammy.
7. We strongly recommend that all employees continue to exercise caution in their interactions outside the office and to adhere to the recommendations of the CDC, governor, and the state health officials as they pertain to the pandemic.

### Patients

1. All patients and anyone accompanying the patient should wear a mask unless a medical exemption is presented from a physician.
2. All patients should be screened upon check-in for COVID symptoms. If anyone has such symptoms, they will need to be rescheduled.
3. Only one person should accompany patient while in the office.

THANK YOU FOR YOUR COOPERATION AND WE HOPE EVERYONE STAYS SAFE