

### Ophthalmology Clinic Reopening during COVID-19 Checklist – May 12, 2020

Offices should follow the national, provincial and regional guidance for reopening and be prepared to reduce services if the situation changes.

	YES	NO	N/A
<b>Administration</b>			
Has the resumption of face-to-face nonurgent medical appointments been authorized by the appropriate authorities?			
Are staff who have been working from home, working reduced hours or laid off able to return?			
Have you updated your web page, text/email patient reminders, social media postings?			
Have policies and protocols been updated or developed to include additional precautions related to COVID-19?			
<ul style="list-style-type: none"> <li>• Infection prevention policies – equipment, lanes, waiting room, washroom</li> <li>• Screening policies for patients, accompanying individuals if required and staff (Figure 1)</li> <li>• PPE protocols for staff and patients (Suggestions for staff can be found <a href="#">here</a>)</li> <li>• Physical distancing including for staff in work spaces and lunch room</li> <li>• Scheduling limits</li> <li>• Patient triaging selection process</li> <li>• Contact tracing in case patient recently seen or staff test COVID-19 positive</li> <li>• Monitor COVID-19 trends in preparation for possible scale down of non essential appointments</li> </ul>			
Has signage been posted instructing patients not to enter if they have COVID-19 symptoms?			
<b>Scheduling</b>			
Have you updated your scheduling software to reduce volumes in order to maintain physical distancing given waiting room capacity and reduce time spent in waiting room?			
Have you developed a triaging system to ensure medically necessary visits are scheduled and equitable?			
Have you created a telephone script to screen for COVID-19 prior to appointment, advise to limit accompanying persons (and screen these individuals), to wear a mask for appointment and to arrive on time (not before or after)?			
Do you plan to ask patients to wait in their car prior to appointment readiness and have a process to contact them?			
Have you created a script for COVID screening on arrival for appointment and advise to limit talking?			

	YES	NO	N/A
<b>PPE</b>			
Do you have adequate inventory for masks, face shields, eye protection, gloves, gowns/uniforms and process to monitor?			
Will patients be instructed to wear masks?			
Have slit-lamp breath shields been applied to all slit-lamps and lasers?			
Has a plexiglass or similar barrier been installed at reception desk?			
Have staff been instructed on proper donning, doffing and how to discard <a href="#">PPE</a> ?			
<b>Disinfection</b>			
Do you have adequate inventory of sanitizers and disinfectants?			
Do you have a policy on disinfecting examining lane and equipment including tonometer, diagnostic lenses and testing equipment after each patient? (Information for perimeters can be found <a href="#">here</a> and for tonometer and diagnostic lenses can be found <a href="#">here</a> )			
Do you have a policy on disinfecting waiting room chairs and washroom(s) at a regular frequency?			
Do you have a policy on hand washing? (Consider doing in presence of patient)			
<b>Waiting Room</b>			
Have waiting room chairs been separated or roped off to comply with two meter physical distancing?			
Have you put marks on the floor in front of reception to ensure two meter distancing is observed?			
Is hand sanitizer available in patient view?			
Do you have a dedicated room for emergency COVID suspect or positive patients?			
Have you removed any loose material from the waiting room including magazines, patient information sheets and flyers?			
<b>Learner Education</b>			
If learners are involved, has their participation in workflow been thought through?			

Figure 1. Sample flowchart for COVID-19 patient screening.

