22nd May 2020

**Covid 19 Guidance for Practices - notice of change in practice opening hours**

The Covid-19 pandemic has seen many changes to society in general. The need for social distancing and more rigorous hygiene measures has changed the way in which optometry is practised. Currently, most optometry practices in Wales have closed or reduced their opening hours. All practices are receiving a financial package from Welsh Government to support them through the current financial uncertainty.

When practices reopen, there will be significant changes to the patient journey within the practice and infection control measures taken to ensure the safety of patients and practitioners alike.

This document details best practice in terms of social distancing and infection control in optometric practice during the pandemic to assist you to practise safely. It also allows practices to inform NWSSP of future amendments to their trading hours.

Please complete the Covid-19 self-declaration form and return to NWSSP Primary care Services using the link below ahead of any amendments to your current trading hours/closed status.nwssp-primarycareservices@wales.nhs.uk -



Helen Corson BScHons MCOptom

Optometric Advisor to NWSSP

**Practice reopening during the Covid-19 pandemic.**

The new normal means that we have to make changes to the way we practise.

The use of PPE, social distancing and the need for careful sanitisation means we have to make changes to the patient journey.

**To facilitate this you may consider**

1. Is it in the patients’ best interest to attend for a sight test? Telephone triage can establish if it is better to postpone a sight test if the patient is not experiencing visual difficulty. A triage sheet for virtual review can be found here.

<https://www.college-optometrists.org/uploads/assets/0d35dcdd-2d56-4bd1-a56fd53189cd429a/05811c78-2e22-4835-a2bf8252c340291c/Clinical-telephone-review-form-1-April-2020.pdf>

1. Telephone triage can establish what to do if a patient has damaged their spectacles. Repair or replication may be safer for the patient if they are not in visual difficulty. A remote supply triage sheet for spectacles can be found here. <https://www.college-optometrists.org/the-college/media-hub/news-listing/covid-19-telephone-consultancy-glasses-cl.html>
2. If a patient is due a contact lens check, remote revalidation of their specification may be appropriate. A triage sheet for the remote supply of contact lenses can be found here. https://www.college-optometrists.org/uploads/assets/ff21338f-9879-4131-8bfca68138d8d48d/Contact-lens-telephone-review-form-19-March-2020.pdf
3. Social distancing dictates that people need to remain 2m apart. You may need to reconfigure the practice layout. Removing chairs from the waiting area may enable social distancing; using floor decals to tell patients where to stand and looking at patient flow through practice may all be appropriate. Social distancing may be facilitated by extension of usual opening hours.
4. Do patients need to collect spectacles in person can they be posted out? A follow up courtesy call can establish if additional adjustment is required.
5. Removal of point of sale material can make sanitisation of surfaces easier. Cloth is difficult to sanitise as it is adversely affected by the cleaning chemicals. Consider removing and replacing with wipeable surfaces in the short term.
6. Consider splitting staff into teams to help the practice remaining open if a team member develops Covid-19.
7. All staff need training in the appropriate use of PPE and social distancing within the practice.
8. Provision must be made for sanitisation of the consulting room and equipment plus any frames used for dispensing after each patient having due regard for the materials from which the item is made. Not allowing patients to self-select spectacle frames can help reduce the number needing to be sanitised.
9. Practices who allow the use of their toilet facilities by the public may consider withdrawing this facility in the short term because of the extra level of sanitisation this will entail.
10. Patients should wash or sanitise their hands on arrival at the practice.
11. Patients should attend the practice with a companion/carer only where necessary.

Full guidance from the college of optometrists can be found here <https://www.college-optometrists.org/the-college/media-hub/news-listing/coronavirus-covid-19-guidance-for-optometrists.html>

**Ophthalmic Practice Self-Assessment Declaration Covid -19**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Health Board area:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Practice Details**

Name of Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trading as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Practice telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operation/Ownership**

Operated by: Sole Trader ( ) Partnership ( ) Limited Company ( )

Body Corporate ( ) GOC No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor/Director/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who is (delete as appropriate)**

(a) A Registered Optometrist (c) A Registered Medical Practitioner

(b) A Registered Dispensing Optician (d) A Lay Person

**Opening Hours**

Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday: \_\_\_\_\_\_\_\_\_\_\_\_\_ Sunday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Practice Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of practitioner** | **OL/SOL/OMP** | **GOC number** | **Expected number of working hours per week** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please complete the form below using the tick box column**

|  |  |  |  |
| --- | --- | --- | --- |
| Category  |  | More information can be found at  | TickBox |
| **Personal protective equipment (PPE)** |  |  |  |
| 1. Practice has an adequate supply of:-
 |  | <https://www.aop.org.uk/coronavirus-updates/ppe-guide> |  |
|  | Hand sanitiser 70% alcohol base |  |  |
|  | Disposable gloves |  |  |
|  | Disposable fluid resistant face masks |  |  |
|  | Disposable aprons |  |  |
|  | Visors/eye protection |  |  |
|  | Alcohol based wipes or cleaning spray |  |  |
|  |  |  |  |
| 1. All staff have been trained on what PPE to use and how to don and doff.
 |  | <https://www.aop.org.uk/coronavirus-updates/ppe-guide><https://www.youtube.com/watch?v=oUo5O1JmLH0&t=5s> |  |
| **Infection Control** |  |  |  |
| 1. Infection control measures for practice sanitisation have been implemented and staff trained.
 |  | <https://www.aop.org.uk/coronavirus-updates/coronavirus-how-to-disinfect-optical-equipment-and-premises> |  |
| 1. Aerosol generating proceedures have been discontinued. These include
 |  |  |  |
|  | Non-contact tonometry |  |  |
|  | Use of alger brush |  |  |
|  | Blephex treatment |  |  |
|  |  |  |  |
| 1. Practice has implemented social distancing measures in:-
 |  |  |  |
|  | Waiting room |  |  |
|  | Reception desk |  |  |
|  | Consulting room |  |  |
|  | Dispensing area |  |  |
|  | Back office areas |  |  |
|  | Canteen facilities |  |  |
|  | Staff toilets |  |  |
|  |  |  |  |
| 1. Breath guard fitted to all slit lamps
 |  | <https://www.youtube.com/watch?v=pXm624pBDUM> |  |
| 1. All clinical waste and PPE being disposed of appropriately.
 |  | [**www.wopec.co.uk**](http://www.wopec.co.uk)see appendix 1  |  |
|  |  |  |  |
| **Training** |  |  |  |
| 1. All contractors and performers have watched WOPEC training video by logging onto the WOPEC website.
 |  |  [**www.wopec.co.uk**](http://www.wopec.co.uk)see appendix 1  |  |
| 1. All staff trained in appropriate hand washing technique
 |  | [**www.wopec.co.uk**](http://www.wopec.co.uk)see appendix 1 <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  |  |
| 1. All staff trained on appropriate method for using hand sanitiser.
 |  | [**www.wopec.co.uk**](http://www.wopec.co.uk)see appendix 1  |  |

I certify that the guidelines outlined above are being adhered to within this practice.

Contractor signature. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1.

**Instructions to accessing the WOPEC COVID-19 presentation: A central information point for all optometry practices.**

1. To access the presentation go to the WOPEC website [**www.wopec.co.uk**](http://www.wopec.co.uk)and sign in. If you do not have a WOPEC account you can register at <https://wopec.co.uk/register?theme=ff>

**If you have any queries around accessing the presentation, please email** **WOPEC@cardiff.ac.uk**

1. On the WOPEC homepage, input the access codes (all uppercase) in the green ‘Code’ box and click ‘claim code’.

 English Version Prefix: **ENGCOVID** Code: **2019**

 Welsh Version Prefix: **WELCOVID** Code: **2019**

1. After entering the prefix and code, you will be taken to an instruction screen asking you to go to your dashboard. On your dashboard, scroll down and find the relevant course entitled EHEW COVID-19 (English) or EHEW COVID-19 (Welsh).
2. Click on the blue ‘View’ icon for the lecture presentation. This will take you to the opening page of the presentation. On this opening page, click the arrow at the bottom right of the page to take you to the instruction page.
3. Once you have completed the presentation, in order to confirm viewing on your WOPEC dashboard, you need to complete the ‘question’ page at the end of the presentation. You can re-watch the presentation at any time. The blue ‘View’ icon is replaced with a blue ‘Review’ icon.