

ISLE OF MAN OPTICAL PRACTICES

STANDARD OPERATION PROCEDURE

This document sets out the Standard Operating Procedure to be followed by all Optician practices in the Isle of Man with effect from 6th April 2021, taking into account the current Covid 19 status of the Isle of Man and the latest Primary Care Guidance.

1. Practice Premises

- 1.1 Requirements for social distancing should be in strict compliance with the social distancing guidance [here](#).
- 1.2 Hand sanitiser to be available in prominent positions within the practice premises.
- 1.3 Signage encouraging the regular use of sanitisers by staff and patients.
- 1.4 Practices should operate a closed door policy but with a clear communication to patients that it is still open for business.

2. Infection Control

- 2.1 Strict adherence to the appropriate Infection Control Policies and Procedures.

3. Making Appointments & Risk Assessing Patients

- 3.1 When contacted by a patient the Practice needs to use the Covid questions as set out in the "Primary Care Guidance 14.01.21" and listed below in (Appendix A), to identify whether a patient is high or low risk.
- 3.2 If a patient is low risk they can be treated as normal.
- 3.3 If a patient is high risk they will be asked to make contact with the Practice again once they fall into the low risk category.
- 3.4 If the patient is high risk and has an optical emergency they should be sign-posted to the Hospital's Emergency Department.
- 3.5 All types of testing, such as emergency, patients requiring spectacles, routine and contact lens work is to be carried out for low risk patients, as determined in accordance with this Standard Operating Procedure.
- 3.6 When making an appointment, patient to be asked the questions set out in the "Primary Care Guidance 14.01.21". Patients who answer 'no' to each of the questions are considered **low risk** and can be seen for their routine optical care. Patients who answer 'yes' to any of the questions are considered **high risk** and as above will not be seen for routine case. However patients who are symptomatic for covid-19 should be directed to

<https://covid19.gov.im/about-coronavirus/symptoms-and-self-assessment/> to undertake a self-assessment which will direct the patient for appropriate care.

- 3.7 It is compulsory that opticians, staff and patients wear face masks at all times.

4. Patient Arrival at Practice Premises and treatment

- 4.1 Patients, and anyone accompanying them (applicable in the case of children or vulnerable adult patients) should be asked the covid questions upon arrival at the optical practice to ensure they are still considered low risk.
- 4.2 Patients should be asked to sanitise their hands on arrival.
- 4.3 Patients and staff should socially distance whilst in the Practice, with the exception of an eye examination.
- 4.4 Optical Practices are responsible to ensure that a safe number of patients are in their practice at any one time.
- 4.5 A record of every patient/Visitor to the practice must be kept which includes the patient/visitor's name, contact number, arrival and departure time.

5. PPE

- 5.1 There is a requirement for patients, staff and opticians to wear masks at all times.
- 5.2 Ophthalmic professionals should be following the PPE guidance for use in a primary care setting <https://covid19.gov.im/public-health-guidance/>.

Risk Assessment

Every practice should carry out a risk assessment in line with their insurance and professional association for all elements of the practice.

Covid-19 Questions

To update the current guidance to reflect the above and update the Covid Questions – suggestion as follows:

- a) Do you have a new or persistent cough?
- b) Do you have a fever or temperature over 37.8C?
- c) Do you have a change in your sense of smell or taste?
- d) Are you suffering with new shortness of breath?
- e) Have you had contact with a person who has tested positive for COVID-19 in the last 21 days?

- f) Have you travelled off-Island in the last 21 days?

Supplementary Questions for dental and optical: Have you had a Covid Test on days 1, 6 and 13? Negative results? Can be seen as 'low risk' from Day 14 onwards if the answer is yes, consider as 'high risk' if the answer is no and treat via AAA approach where possible. If high risk patient needs to be seen appropriate facilities are already available to ensure patients are seen safely.

- g) Is there anybody currently in your household isolating?