

Disinfection/Cleaning Schedule June 2020

Locations and Devices	Disinfectant to be Used	Frequency	Responsibility
<b>GENERAL OFFICE</b>			
<b>Front Doors, Handles, Locks, Auto Open Plates,</b>	1:9 Diluted Bleach	After each patient.	Greeter
<b>Highly touched door handles, light switches, drawer pulls.</b>	1:9 Diluted Bleach	Doors will be open, lights turned on daily.If touched clean after use.	All Staff if touched.
<b>Reception area chairs and surfaces: only used in exceptional circumstances</b>	1:9 Diluted Bleach	After each patient use.	PreTester
<b>FRONT DESK AREA</b>			
<b>Plexiglas barrier-patient side</b>	1:9 Diluted Bleach	Once per hour.	Front Desk
<b>Plexiglass barrier - staff side</b>	1:9 Diluted Bleach	End of the day	Front Desk
<b>Counter Top</b>	1:9 Diluted Bleach	After any personal contact	Front Desk
<b>POS machine and public pen</b>	1:9 Diluted Bleach / 70%EtOH	After any personal contact	Front Desk
<b>Printer/Scanner</b>	1:9 Diluted Bleach / Disinfectant Wipe	Once per hour	Front Desk
<b>PRETEST</b>			
<b>All interior building surfaces touched</b>	1:9 Diluted Bleach	After each patient	PreTester
<b>Patient and examiner chairs</b>	1:9 Diluted Bleach	After each patient	PreTester
<b>TRK and OCT</b>	1:9 Diluted Bleach / 70% EtOH	After each patient	PreTester
<b>Lensometer</b>	1:9 Diluted Bleach / 70% EtOH	After each patient	PreTester
<b>Mouse and keyboard</b>	1:9 Diluted Bleach	After each patient	PreTester
<b>Work station surface</b>	1:9 Diluted Bleach	After each patient	PreTester
<b>EXAM ROOMS</b>			
<b>Patient exam chair</b>	1:9 Diluted Bleach	After each patient	Attending Optometrist
<b>OD's chair</b>	1:9 Diluted Bleach	After each patient	Attending Optometrist
<b>Phoropter</b>	70% EtOH	After each patient	Attending Optometrist
<b>Slit Lamp and Breath shield</b>	1:9 Diluted Bleach / 70% EtOH	After each patient	Attending Optometrist
<b>BIO</b>	70% EtOH	After each patient	Attending Optometrist
<b>Occluder, Fixation Targets, Handhelds</b>	70% EtOH	After each patient	Attending Optometrist
<b>Mouse, Keyboard, Counter Top</b>	1:9 Diluted Bleach / 70% EtOH	After each patient	Attending Optometrist
<b>Ocular Instruments</b>	70% EtOH / 2% Gluteraldehyde	After each patient	Attending Optometrist
<b>Sink Taps</b>	1:9 Diluted Bleach	C	Attending Optometrist
<b>Light Switches</b>	1:9 Diluted Bleach	After each patient	Attending Optometrist
<b>Any Interior building surfaces touched</b>	1:9 Diluted Bleach	After each patient	Attending Optometrist

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<b>OPTICAL DISPENSARY</b>			
<b>Frames</b>	Soap and water soak and wash.	After any personal touch	Optical or Free Staff
<b>Optical Trays</b>	1:9 Diluted Bleach	After any patient contact and any in office contact with unwashed hands	Optical Dispenser
<b>Adjustment and Fitting Tools</b>	70% EtOH / 2% Gluteraldehyde	After each use with a patient	Optical Dispenser
<b>Patient chairs and dispensing counters</b>	1:9 Diluted Bleach	After each patient	Optical Dispenser
<b>Plexiglass barriers</b>	1:9 Diluted Bleach	After each patient	Optical Dispenser
<b>Viewing miirors</b>	1:9 Diluted Bleach	After each patient	Optical Dispenser
<b>iRuler and iPad</b>	1:9 Diluted Bleach / Disinfectant Wipe	After each patient	Optical Dispenser
<b>Any building surface touched by patient</b>	1:9 Diluted Bleach	After each patient	Optical Dispenser
<b>PERSONAL WORK STATIONS</b>			
<b>These areas should be considered "private spaces" not be shared ever.</b>			
<b>Writing Utensils and clerical tools: should be kept in drawers and not shared</b>			
<b>Counter tops and drawer handles</b>	1:9 Diluted Bleach	After personal use as required	Owner of Station
<b>Telephone: Not to be shared ever</b>	1:9 Diluted Bleach / 70% EtOH	After personal use as required	Owner of Station
<b>Keyboard, mouse, printer, labeler</b>	1:9 Diluted Bleach / 70% EtOH	After personal use as required	Owner of Station
<b>LAB</b>			
<b>Counter tops and drawer handles</b>	1:9 Diluted Bleach	Before and then after edging is complete	Edger
<b>Hand held edging tools used</b>	1:9 Diluted Bleach / 70% EtOH	Before and then after edging is complete	Edger
<b>Edger surfaces touched</b>	1:9 Diluted Bleach / Disinfectant Wipe	Before and then after edging is complete	Edger
<b>Lensometer</b>	1:9 Diluted Bleach / 70% EtOH	Before and then after edging is complete	Edger
<b>PUBLIC WASHROOM</b>			
Closed at this time.			