

## COVID-19 sanitary instructions for DOT glasses dispensing

To prevent any COVID-19 transmission between you and customers or between customers themselves, please follow the following procedures when dispensing eyeglasses.

### General note

- If you do not feel well (fever, cough, sore throat, etc.) – DO NOT work with customers, and don't join any vision camp activities. You can't put your communities at risk in case you might have COVID-19.

### Protective equipment

- Always wear face masks (covering mouth AND nose) when dealing with customers. The main benefit is not protecting yourself but protecting the customer in case you are infected but not showing symptoms.
- If possible, ask your customers to wear face masks as well.
- Wearing gloves is not necessary. You are not dealing with infected patients (like a doctor in a hospital), but rather with a group of people where there is a small chance that someone could be infected.

### Location

- **Ventilation:** Conduct the vision testing and assembly in an open-air room or outside. If not possible, ensure good air ventilation (open doors and windows).
- **Design for social distancing (keeping distance between customers)**
  - If conducting a vision camp with multiple testing areas, ensure at least a 2-meter distance between the customers being tested.
  - For the waiting area, ensure it is outside in the open air, and create spaces between the chairs and benches of at least 2 meters.
- **Minimize contact to surfaces**
  - If possible, use chairs without armrests to prevent surface contamination.
  - Keep the door open to provide ventilation and reduce any surface transmission by people touching the door handles.

### Procedure

- **Sanitization / keeping things clean**
  - Wash your hands with warm water and soap or use hand sanitizer, at least after dealing with every 5 customers.
  - Always avoid touching your face with your unwashed hands.
  - Do not touch any other potentially contaminated objects (your smartphone, your pen) when working with customers.
  - Sanitize equipment (for example, vision testers or pens) and any surface areas susceptible to touching, every 30 minutes. Throw away newspapers (used for near-distance vision tests) every 30 minutes as well. Use any type of alcohol-based sanitizer for the cleaning, or warm water with soap.
- **Minimize surface contact / touching**
  - Do not touch the customer at any point in time. Always provide instructions orally.
  - Ask patients not to touch any of the equipment, such as vision testers.
  - Hold the newspaper / book for near-distance vision testing yourself.
  - After assembly, put the glasses on customer's head yourself. Then perform the ear-hook adjustment yourself, before allowing a customer to touch the frames. After that, do not touch the glasses yourself anymore.
  - Dedicate one person for collecting cash. This person should wear rubber/plastic gloves, minimize any other contact, and thoroughly wash hands after the vision camp.



- **Social distancing (keeping distance between people)**
  - Actively ask people to stand or sit 2 meters apart unless they live in the same household.
  - Discourage people with potential COVID-19 symptoms (high temperature, coughing, respiratory issues) from taking part in the vision testing. They can put other customers and the DOT Glasses team at risk.
  - After receiving their glasses, ask the customer to leave the indoor premise immediately.
- **Contact database maintenance**
  - For each person attending, collect information about their name, address and phone number to contact them, time arrived, and time departed.
  - In the unfortunate case of COVID19 occurrence, this data could be used for contact tracing by the health authorities