

## Opt Eyewear Boutique

### CV19- Changes

As of July 16, 2020

#### Coming into the store:

- If you are sick or have been sick in the past 2 weeks, we ask that you allow us to come out and meet your car side.
- Appointments can be made on-line, by phone or email.
- If the available times don't work for you, please call or email and we will arrange a time to meet that does.
- There is a screening form available online that you can fill out prior to coming to the store to make the interactions in the store, as brief as possible.
- The door will remain locked at all times to control the number of people entering.
- Every customer who enters will be asked a series of screening questions including name, phone number and city of residence, unless you've completed the form on line prior to coming in.
- All customers must wear facemasks. We have some available if you need!
- No more than 4 people in the store at a time. This includes 2 Opt staff members and 2 customers.
- We have divided the store into 2 stations. Upon entering, we will tell you which side to proceed to.
- An Opt staff member will bring your frames to you.
- Prior to making any adjustments, we will put all frames in the ultrasonic cleaner.

#### Trying on frames:

- Frames will not go back on shelf after being tried on.
  - They will be collected in a tray.
  - Then they will be cleaned in the UV light, washed with antibacterial soap and water, allowed to air dry and then put back on display

#### Measurements:

- PD's taken with Pupil-o-meter
  - Wipe down device before and after use with alcohol wipe
  - Fresh medical tape to be placed on nose pads & forehead bar prior to use and disposed of between customers
- All markers and pens wiped before and after each use
- Facemasks worn by staff and customers
- ifit device to be used as a 3<sup>rd</sup> measure

#### Dispensing:

- No reading cards are to be used. If possible, please bring something with you to read or you can use your phone.
- If you need to remove your mask you may do so either behind the glass or plexiglass, depending on which station you are working at.
- After a job is dispensed, the white tray is to be wiped with an alcohol wipe and set aside to dry.
- If you're planning to pay by credit card, you will not be allowed to sign the ipad for the receipt. We will write your name to limit the number of people touching the ipad.

#### Adjustments:

- Gloves are to be worn when possible
- All tools will be wiped with alcohol cloths before and after each use
- All surfaces to be wiped before and after each customer
- All used screws, nose pads etc., are to be disposed of immediately

#### General:

- Any food must be consumed in the newly disengaged "food cave"
- Beverages are permitted in travel mugs, Opt water bottles, blender bottle style containers. If a beverage has a screw cap, the cap may not be put back on the bottle once it's opened it must either stay open or be transferred to an Opt glass bottle. If something has a cork, it must be finished no matter where you are.....
- Any cash received must go into a sealed envelope with the date, amount and customer name written on the outside.
- Checks for the day should be collected in an envelope and sealed with a list of customers and amount received on envelope.
- All pens are to be wiped down after each use.
- All PD rulers are to be sanitized after each use for next customer.
- The lens-o-meter and pupil-o-meter must be wiped down after each use.
- Customers are not permitted to use the restroom.