To, Date: DD-MMM-2020

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**Subject** – Request for permission to organize COVID-19 Awareness and Eyeglasses Outreach Program for low income group communities and children in \_\_\_\_\_\_\_\_\_\_\_\_\_, India.

Respect Sir/Madam,

VisionSpring is a social organization working in eye care dispensing more than 1 million eyeglasses and touching more than 2.7 million people with eye-screenings each year. VisionSpring works with the low-income people across India and partners with state governments, NGOs, CSRs, and hospitals.

VisionSpring has decided to conduct free COVID-19 awareness and eyeglasses outreach programs among low income group communities, villages, slums and children. The outreach program will engage with population to educate, generate awareness and initiate behaviour change steps towards COVID-19 precautions and lead an alert lifestyle in the “New Normal”. Each beneficiary will be provided with a mask to use during outreach program. Post eye screening, we will dispense reading and prescription eyeglasses to those identified with the need of eyeglasses on a nominal voluntary contribution amounting to INR XX

**COVID-19 Prevention through the Outreach:**

As we are all aware, the global pandemic of COVID-19 has completely changed our society and has altered the way we all live. It is of utmost importance to bring in changes towards hygiene behaviour in society. The public health departments are doing their best to generate public awareness. VisionSpring now has a role to play in COVID-19 prevention via the community and specific target-based approaches for outreach programs. VisionSpring outreach programs aim to cover the following steps towards the cause during the outreach:

1. Multiple reinforcement of COVID-19 precautions during the beneficiary’s engagement in the outreach program and spreading awareness through prominent IEC materials, announcements, mobilization drives.
2. Demonstration by practice of mandatory mask wearing, social distancing, contactless transactions to avoid community transmission of infection. Beneficiaries are provided with masks to use.
3. Education on COVID-19 symptoms during symptomatic screening and temperature check. Any beneficiary with higher temperature is counselled to reach out to local medical facility or National COVID-19 Helpline number 1075.
4. Behaviour change introduction and practice of handwashing with water and soap for minimum 20 seconds and other preventive respiratory hygiene behaviour. Also, proper use of hand sanitisers for maximum effectiveness.
5. Local partner/ representatives are trained and engaged in COVID-19 infection prevention guidelines so that they can further the important message in the community.

**Employee and Beneficiary Safety:**

VisionSpring is committed to implement safety practices for protecting our employees and beneficiaries from infection. Therefore, we are taking all necessary precautions like compulsory mask for all, gloves, face shields, social distancing, non-crowding, sanitisation of instruments between two beneficiaries, contactless transactions etc for the safety of our employees, beneficiaries, and the community. All beneficiaries should undergo clear temperature and symptomatic screening check before entering the outreach. Further, we abide by the Government guidelines related to use of ArogyaSetu Application, and other hygiene protocols. VisionSpring is taking optimum care of disposal of any bio-medical waste generated in the form of sanitation wipes, used gloves and masks, via the government authorized and hospital supported waste management bodies.

**Scope of COVID-19 Awareness and Eye-screening Outreach program activities:**

VisionSpring will organize free COVID-19 Awareness and Eye-screening Outreach program between DD-MMM-2020 to 31-March 2021

1. VisionSpring will engage with population and local support bodies to mobilize and spread awareness on COVID-19.
2. VisionSpring will conduct eye examination, limited to identification of refractive error measurement, provision of eyeglasses and further check-up referrals for the cases with other complex eye condition like cataract etc.
3. VisionSpring will not use any medication, dilation or invasive procedure during the screening process.
4. Dispensing of reading and prescription eyeglasses at a subsidised rate to the beneficiary. In some cases, eyeglasses may be delivered within a defined timeframe (all eyeglasses will be delivered within 21 days of the outreach program).

**Outreach Program Implementation:**

VisionSpring Outreach implementation will be led by a Project Manager, who will be responsible for overall project. At the outreach site, a team of will be deputed, comprising of :

a) Optometrist b) Counsellor- Cum Optical Dispenser and c) Outreach coordinator d) Mobilizer

Please find attached the following for your perusal:

a) Degrees of optometrist deputed at the outreach sites; b) VisionSpring Registration Certificate; c) VisionSpring Brochure

We request you to provide us an acknowledgement of this information letter / permission letter for organising COVID-19 Awareness and Eyeglasses Outreach Program at the above-mentioned locations.

Thank you,

Authorised Signatory

VisionSpring