

**Guidelines for Providing a Safe and Healthy Establishment**

5/22/2020

**1. Please reschedule your appointment if you:**

- a. Have a fever (100.4 or higher) -- must be fever free for 48 hours.
- b. Have been in contact with anyone who has Covid-19 or flu (including being a caregiver or someone in your house is sick).
- c. Are experiencing any symptoms, including allergies, and you cannot control sneezing or coughing.
- d. Are considered high risk due to pre-existing conditions that make you more vulnerable, such as respiratory issues, immunocompromised, etc.

**2. Sanitizing and disinfecting procedures include:**

- a. All doors, handles, light switches, and hard surfaces will be sanitized after each person enters/exits the building.
- b. Each therapist changes linens, disinfects vinyl table cover, headrest, chairs, tables, stool, bolsters, doors, handles, etc. between each client.
- c. Therapists sanitize cell phone before/after checkout, and clients are encouraged to use their own pen, stylus, etc. when checking out.
  - For contact-free pre-payment options, please contact your therapist prior to your appointment.
- d. All used linens will be contained in a closed hamper until washing in hot water.

**3. Procedure for entering the building:**

- a. All clients will wait in their vehicles until the therapist comes out to get them.
- b. Therapists will check temperatures before clients exit the vehicle.
  - If you have a temperature of 100.4 or higher, you will be asked to reschedule the appointment and must be fever-free for 48 hours before you return.
- c. Clients should be prepared to bring their own mask as they will not be provided.
- d. Upon entering the building, therapists will sanitize thermometer, doors, handles, etc.
- e. Therapist and clients will sanitize hands before entering treatment rooms.

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#### **4. Social distancing guidelines:**

- a. No one will be permitted to enter the building without an appointment.
- b. The waiting room will be closed to everyone – all guests accompanying clients will have to wait outside or in their vehicle.
- c. To minimize exposure to other people, only one therapist and one client may be in the hallway or the entry/exit at the same time.
  - Therapists will keep clients in the treatment rooms until the hallway is clear.
  - We ask for everyone's patience and support as we adhere to social distancing guidelines by keeping minimal traffic in the hallway.
  - Please refrain from congregating in the hall, kitchen or entryway.

#### **5. Restrooms:**

- a. All restrooms will be thoroughly disinfected and sanitized at closing each day.
- b. Clients are encouraged to use paper towels to open/close the door, turn lights/faucets on/off, putting the toilet lid up/down, etc.
- c. Clients are free to use disinfecting wipes provided before/after using the restroom.
- d. Only clients with appointments and staff will be permitted to use the restrooms.
  - No clients or guests will be permitted in the building without an appointment.

**THANK YOU for your patience and understanding as we all navigate this TOGETHER!!**

If you have concerns or questions, please don't hesitate to contact me or your therapist.

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