

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.

Kathy Moore
Moore Medical Massage
(919) 222-1697 (text or call)
mooremedicalnc@gmail.com