

1. It will be every team member's responsibility to carry out all systems and protocols without fail. Consistency and accountability are imperative (without compromise) in order to protect the safety and health of every individual that enters our doors – staff and clients included.
2. Face masks will be utilized in treatment rooms to help prevent the spread of COVID-19 both by LMT's and clients. We will provide face masks, gloves and other PPE as needed for staff only.
3. We will use EPA-certified disinfectants on all surfaces, doorknobs, chairs, etc. that a client may have touched. The following are approved to be used only:
  - a. Basic G by Shaklee – must leave wet on surface for 1 minute; use only pre-mixed bottles located in the break room
  - b. 70% Isopropyl Alcohol – alcohol spray kills on contact
  - c. Other approved disinfectants by management only
  - d. Hand Sanitizer – apply liberally for 20-30 seconds
4. All CDC guidelines for **hand washing** are to be followed and practiced by all staff members with hot water and soap for 20 seconds.
  - a. each time cleaning and disinfecting procedures are carried out
  - b. after handling soiled linens
  - c. after removing aprons, masks and gloves
  - d. washroom activities
  - e. before and after eating
  - f. before and after client interaction
5. Keep what you bring into TK to a minimum. Leave purses in your car. If needed, only bring a cell phone and wallet into TK. All personal cell phones are to be left in your cubby and are not to be up at the front desk or in treatment rooms. Cell phones should be cleaned/sanitized before putting on any commonly used surfaces in the break room. It is advisable to leave coats on the coat rack outside of the break room. Bring a pair of shoes that you will leave/wear at work only.
6. The "Spin Cycle of Sanitation" will occur every hour on the hour. All staff members are expected to participate in all activities associated with safety and sanitation.
  - a. wear gloves while cleaning
  - b. use a hot/wet towel along with the disinfectant to wipe down surfaces being touched during the Spin Cycle
  - c. when finished, deposit it in the designated laundry bin (1 time use per cycle)
7. Every staff member and client will have their temperature, pulse rate and oxygen levels taken upon entering TK. Please remember to keep social distancing. No hand shaking.
8. Remember: treat everyone the same by thinking everyone is a carrier.

**Designated Areas for Sanitation & Cleaning Spin Cycles *(To be done On the HOUR - Every HOUR)***

## **Front Desk**

The following items will be cleaned at Spin Cycle intervals. Front Desk personnel will be responsible for ensuring this is done consistently.

1. Counters, credit readers, phones, keyboards, cabinet knobs, clipboards, binders, pens used, printers, computer screens, scanners and client tablets.
2. Entrance doors – handles and glass (inside and outside), clear partitions at FD.
3. Retail shelves and handled products before replacing on shelves.
4. All samples will be removed with the exception of hand sanitizer. Hand sanitizer bottle to be wiped down in Spin Cycle or after each client uses it.
5. Sample essential oil bottles used should be sanitized before replacing on shelf.
6. Files and work tickets will stay at the front desk.
7. Mop and vacuum front retail/desk area EVERY night at close or first thing in A.M.

## **Reception Area**

1. All magnifying glasses to be removed. No magazines or brochures/pamphlets.
2. All items on tables to be removed with exception of flowers/diffusers/salt lamps.
3. Paper cups for hot and cold will be used. No washable cups. Staff is to get water. Signs will be posted for clients to not get their own water.
4. Wipe down vinyl covers on armrests/chairs if a client must sit. Seat clients 6 feet apart.
5. Wipe down tables, water cooler, light switches, door knobs, cabinet knobs and tea box.
6. Empty trash. Replenish disinfectant spray as needed, use paper towels as needed.

## **Bathrooms**

1. Handrails, light switches, door knobs, faucet and toilet handles, top of toilet and seat, trash can lid, hand sanitizer and bottles, cabinet top and knobs, mirrors
2. Mop floor, clean toilet, empty trash
3. Replenish supplies

## **Wet Bar**

1. No hot towel caddy set up or service.
2. Wipe down Kangen machine, faucet, soap container, tongs, Hydroc handle, sink, and counter.
3. 1 set of dry Hydroc packs will be available for use. A stack of large towels will be next to Hydroc packs to be used with. Hydroc packs to be put in a marked laundry bin after each use. Replace with new dry packs from back hall cabinet/Hydroc area.
4. Do not store or place files/paper/clipboards in drawers. No progress notes or work tickets are allowed in the treatment room area. Wipe down any clipboards you are using, ensuring you are handling with washed hands.
5. Wipe down bolsters/wedge/Body Cushion.
6. Empty trash, wipe trash lid.
7. Hot stones and Foot Balls to be soaked in hot soapy water or Basic G bowl after each use.
8. Any trays/bowls used must be washed (NOT soaked) in hot soapy water and dried.

## **Kitchen/Break Room**

1. Bring food in Ziploc bags and label. At this time, there is to be no shared food or treats. Leftover/opened food must be taken home and not left in the fridge. Closed containers/fruit ok. Label all items
2. Cell phones must remain in your cubby/wiped down before placing on the table. Cubby should be cleaned weekly. Nail files, lip balms, opened food containers need to be sealed in Ziploc bags and labeled. No sharing of nail boards, clippers, etc. Wipe down the phone on the wall.
3. Wipe down pens, calculator, salt/pepper, sink, faucet, counters, door knobs, closet doors of cabinet, phone, microwave, coffee maker, refrigerator door handles, chairs, table, markers.
4. Empty trash/recycling.
5. No gathering - no more than 2-3 staff members at one time. Must use sealed water bottles with name on them. Wipe frequently and wash your own dishes after every use!
6. Mop floor and vacuum carpet EVERY Day!
7. Oil bottles in the cabinet need to be disinfected after every use.

### **Treatment Rooms**

1. Wipe down stool, bolsters, door handles, chair, mirror shelf, product sample used, oil bottle, tablet, speaker, hand sanitizer bottle and massage tools, picture frames and walls around the dressing area.
2. Wipe down face cradle, bar on the face cradle and wood trim.
3. Empty trash after every client. Remove dirty apron/massage cups/rag.
4. Wipe off the top of the fan/air purifier.
5. Medical blanket, disposable face cradle covers, replace pillow cases, wipe down massage table/pillow protectors.
6. Follow sheet wrapping protocol.
  - Fold white unfitted sheets into a square (fold sides into center, then top & bottom folder into the center).
7. Replace fitted sheet at end of day. Use disposable face cradle covers only.
8. Keep paper towels/disinfectant replenished.
9. Kleenex box to be on the therapist's shelf, not accessible to clients.
10. All clutter/knick knacks to be removed from rooms.

### **Laundry Area**

1. Wipe down cabinet knobs, washer/dryer handles, alarm, door handles and light switch.
2. Separate disposable face cradles, blankets, towels, etc. in MARKED containers.
3. Use gloves when handling dirty laundry to wash.
4. Wash everything in the warmest setting allowable.

### **Admin Office**

1. Wipe down printer, keyboards, phones, computer screens, desk tops, binders, chair handles, door handles, pens, staplers, paper punch.
2. Empty trash.
3. Cell phones wiped and sanitized if using during break.
4. Opened food must be in Ziploc bags and taken home.
5. Closed water bottles, wash cups after each use. No used dishes should be left in the office.
6. Nail clippers, files, lip balms must be in Ziploc bags and labeled.