



# Four Winds

## COVID-19

### Policies and Practices

### Safety Guide

**For our mutual protection clients are to stay home if they are not feeling well.**

The information in this document is produced by the Four Winds (Massage, Education, Consulting and Art with Spirit) and is based on information gathered from multiple sources including Washington State Massage Therapy Association (WSMTA), Therapeutic Training Center, Inc. CDC, OSHA, FDA, WA State DOH, University of WA, ADA, AMA and WA State L & I. Primary source documents can be found at the Washington State Massage Therapy Association (WSMTA) website at <http://www.mywsmta.org/page-1075460>. Please reference these documents for more detailed understanding behind the guidance. The documents are:

- WSMTA's Interim Guidance on PPE
- WSMTA's Interim Guidance on Sanitation
- WSMTA's Interim Guidance on Practice Guidelines

This Guide was created in response to the WA State Governor's Proclamations affecting healthcare providers. This document will be periodically updated to ensure compliance as updated information is received and as state authorities release new and updated proclamations or guidance.

#### **PPE Requirements For Practice**

- A N95, KN95 or Surgical facemask is required to be worn by the LMT for the duration of each session.
- Clients are expected wear face covering for the duration of the session (from arrival to departure and during the massage. Clients are expected to arrive with one on and if they do not have it one will be provided.
- Eye protection in the form of goggles or face shields are required to and will be worn by the LMT for the duration of the session.

- Clients will be provided protective eye glasses/shields to be worn during the session when face up or side lying. Eye protection will be removed when face down on the massage table
- Additional body/clothing cover is to be worn by the LMT while administering treatment. I have opted for use of an over shirt or lab coat. In addition a head cover will also be worn. Fresh coverings will be worn for each session.
- Nitrile powder free gloves are available should the client request their use by the LMT. If the LMT has any skin opening gloves will be worn, no exceptions.

## **Sanitation Guide**

- Office will be cleaned and disinfected before and after each session. This requires additional time between sessions so appointments are being scheduled to accommodate this requirement.
- All room fixtures touch point areas will be cleaned and disinfected as well as tables, chairs, office table and other surfaces and equipment are all included in the cleaning. EPA N list approved disinfectant sprays and wipes, as well as Sanicloth Germicidal Wipes are will be used depending on the surface being cleaned. Harsher chemical products will be used at the end of each day to allow time for the chemicals and odor to dissipate.
- Massage tables, are disinfected before fresh sheets are placed on them. This is to include spray on the table/cradle and/or wipes on the legs. After use, the table must again be cleaned and disinfected.
- Nitrile powder free gloves will be used for cleaning and disinfecting to minimize adverse impact on the LMTs hands.
- Fabric chair pads have been removed to minimize risk, as they cannot be adequately cleaned between uses.
- Thorough hand washing, as usual, is done before and after each session. Paper towels are used on knobs and doors when transitioning between restroom and the office space. Once reentered hand sanitizer will also be used for client closure interactions.
- Several hand sanitizer pump bottles are available for use by the LMT and clients. The LMT will wipe down these pumps between sessions as part of the general between session cleanings.
- Clients are asked to use hand sanitizer regularly between hand washings' as the LMT will be.
- As much as possible the window will be left open to improve airflow. It will remain closed if there is foot traffic or vehicle discharge/noise outside of the window. A high quality HEPA air filter is in use each day. Filters used are rated for clearing minute virus size particulates.
- Clients are asked to leave removed clothing on hooks, hangers or chairs away from the massage table. Plastic bags are available should they wish to place clothing under cover.

- The building air conditioning system is not under the LMTs control however the building management has agreed to change system filters regularly using high-level filters that meet EPA requirements for filtering virus particulates. Between sessions, during cleanings and occasionally during sessions the window will be opened to encourage “outside” air circulation.
- Sanitation will follow the highest requirements and recommendation standards outlined by the CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>, OSHA <https://www.osha.gov/SLTC/covid-19/healthcare-workers.html>, WA L&I <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf> as well the University of Washington's "[COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)".

### **Client Preparations for Sessions:**

- Clients are to wear a mask into the building and throughout the entire session.
- Clients are encouraged to only bring only the minimum belongings necessary for the session interactions leaving all else at home.
- Brown paper or plastic bags are available for storing or transporting belongings as needed.
- The water dispenser has been removed from the office and small 8 oz. individual commercially sealed bottles of water will be available as needed. The bottles are to be wiped down before opening.
- All chairs /stools are set up at the maintain 6' distance between client/LMT for initial check in and closure.
- A sign is posted on the outside of the door reminding clients of face coverage requirements and that health will be evaluated prior to entry.
- **Participants are to stay home if they are not feeling well.** If during session they begin to not feel well they are to immediately report that to the LMT and the session ended.

### **Arrival to Office:**

- Clients will each be checked upon entering office for COVID-19 symptoms as well as checked for signs of health (temperature using non contact thermometer, SpO2 levels using pulse oximeter). Anyone with symptoms of COVID-19 or out of normal range of signs of health will be asked to leave and asked to follow up with their PCP or go to the ER depending on the severity of the symptoms or diminished signs of health. Evaluation findings will be recorded for each session in the session notes. As usual all records are secured in compliance with HIPAA standards.
- LMT will post their signs of health readings each day for clients edification.
- Clients are required to sign a Health Disclosure and Acknowledgment of Risk statement. Pens used in the office are sanitized after each use.

- Restrooms are available to others who interact in the building and should be treated with additional care to minimize risk. Building management is responsible for regular cleaning. The LMT will clean the restroom door knobs/locks before and after each session to help minimize risk exposure. Hand washing and sanitizing signage is posted in restrooms to encourage folks of washing standards.

### **During Session:**

- During sessions clients will remain masked throughout their time in the office. Eye coverings will be provided for when clients are face up or side lying on the table (not necessary when face down).
- Hand sanitizer use is encouraged at any time contact is interrupted by touching anything not directly involved in the exchange.
- LMT will sanitize their hands whenever they contact something other than the client, linens or table.
- If clients or LMT experience any sense of feeling ill or have a change in signs of health they are to inform each other immediately.
- After clients leave the LMT will clean and disinfect equipment and the facility followed by airing out the space to minimize chemical odor.

### **Notification of COVID-19:**

- In the event that a client discovers that they either have contracted COVID-19 or came into contact with someone with COVID-19, they are to notify the LMT immediately. The LMT will immediately notify all other clients who may have been exposed relative to that client being in the office. Everyone exposed will be encouraged to isolate for at minimum 14 days and get tested.
- In the event that the LMT discovers that they either have contracted COVID-19 or came into contact with someone with COVID-19, they will immediately notify all clients. Everyone will be encouraged to get tested and isolate for at minimum 14 days post notification.
- In both situations noted above the LMT will duly notify health authorities.
- If health authorities request client or LMT contact information, it will be provided (as allowed by HIPAA relative to medical emergency situations). If a client does not wish their information to not be included they are to notify the LMT at the time exposure notice is delivered and prior to the LMT reporting to health authorities.
- The LMT will provide clients instructions of what to do, which can be found at: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDExposed.pdf> In addition the LMT will implement appropriate sanitation guidelines as found at: <https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf> section 2.