

Office Safety Protocols

- Keypad, door handles and handrailing are wiped down as I enter the building.
- Client arrives no more than 10min before their scheduled appointment.
- Office door kept open to greet clients so they don't have to touch it. I also open/close it when they leave
- No handshakes, hugs, or high-fives
- No-waiting policy in the office, and no guests can wait there while I am with the client.
- Masks are required in the office. One can be provided if necessary.
- Temperature taken with a no-touch forehead thermometer upon arrival.
- No-touch soap dispenser in the bathroom and paper towels.
- Step open trash can in the bathroom and outside the treatment room
- Tissues, hand sanitizing wipes, and hand sanitizer throughout the office to use to avoid touching high-contact surface areas.
- Arms of the client's chair along with the pen and clipboard (if used to fill out paperwork) are wiped down after they've been touched by the client.
- Air purifier in the treatment room
- Disposable face cradle covers on the massage table vs reusable cloth covers.
- Two additional face cradle cushions were purchased to have other options.
- Any sheet, blanket, pillowcase cover, and towel used during the session is removed from the table and stored in a closed laundry bag until it is washed at the end of the day.
- Therapist wears a mask the entire time in the office, plus a face shield during the session.
- Therapist's clothes are changed between each client, and are different from the clothes worn to/from the office.
- Method of payment (MOP) is provided online when making the first appointment. If you are an existing client and I don't already have a credit card number on file you can add that information online. I also accept credit cards via a contact-less Square reader, cash, check, or online via Zelle and PayPal.
- After the client leaves the massage table is disinfected, as well as the bathroom, handrail on the stairs, and main door handle (inside and outside).

Office Note: I am the only person in the suite Saturday – Wednesday with my clients. My suitemate is there Thursday and Friday, but does not see her counseling clients in person; only over Zoom. There is another suite across the hall from my office but is currently unoccupied.

Personal Note: Since March 16th I have kept a very low profile. I live alone, avoid restaurants and gatherings, and I wear a mask anytime I exit my apartment building even while I am outside exercising. I have been around – while 6ft away - about 6 people total; except for when I attended a protest in early June and wore 2 masks. Even though I have never had flu-like symptoms I have had 3 COVID tests (on 5/26, 6/9, and 8/17) and all were negative.

This is what I am doing to keep myself safe so you feel comfortable coming to the office.

Assess the risk of where you live and work, and how you socialize before deciding if you should come for a session.