

Office Safety Protocols

Updated July 2021

- 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
- Masks are required in the office. One can be provided if necessary.
- 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.
- Pen and clipboard are wiped down after they've been touched by the client.
- Air purifier in the treatment room that runs all the time, and on high between sessions.
- Disposable face cradle covers on the massage table vs reusable cloth covers.
- 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.
- Therapist's shirt is 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 initial appointment for first-time clients. 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, and main door handle (inside and outside).

Office Note: Currently 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. She is starting to see clients in person and sometimes on days when I am at the office. I will let you know if someone else will be in the office during your session. There is another suite across the hall from my office but is currently unoccupied.

Personal Note: I received my 2nd dose of the COVID vaccine on February 23, 2021. I still continue to wear a mask anytime I am in doors (at grocery stores, etc.) or outside in large groups.

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