

# Hygiene/Cleaning Guide:

- **For the health of all, if staff has any reason to suspect a client, student or other staff member is not completely healthy, that individual is not to attend campus.**
- **General Disinfection:** Wipe or spray down all hard surfaces of common areas and session rooms between every client session. If someone might have touched it or left respiratory droplets on it, disinfect it.
- IWC removed extra chairs, magazines, water pitchers, tea stations, etc. until a later reopening phase. If somebody touches it, it must be decontaminated before the next person uses it, therefore we are reducing the items in common areas to assist in ongoing cleaning/disinfecting.
- Hand sanitizer is available at the reception desk, in the union and in classrooms. Small bottles will be dispersed throughout the classroom, public and administrative areas.
- Air filters will be turned on with disinfectant UV Light ON.
- **Masks:** We don't like wearing masks but they are helpful at this point in reducing contagion risk and helping everyone feel safer. Masks are recommended for all, especially in customer service roles, and required during face to face therapy. Students/Clients face down in the headrest need not wear a mask. Students may feel free to provide their own (appropriate) mask. Masks are available for students which will be collected daily and washed; wearing of masks will be required during hands on time for both therapist and client. Masks and social distancing are not required in the current state re-opening stage but may still be prudent. Masks for public clients are required until the foreseeable future. Paper masks are available at front desk for purchase for \$1 to clients that may forget to bring their own. IWC will provide student masks which can be checked out and returned for washing daily if the student does not provide their own.
- **Gloves:** Gloves are available if any individual wishes to wear them at any time.
- **Breaks/Lunch:** Students should bring beverage cups to refill as disposable products will not be available where many individuals may touch them. Students and staff are encouraged to disperse during breaks to outside seating, vehicles, etc. to allow disinfection and ventilation of classroom, and to avoid congregation in the lobby.
- **Class Scheduling:** We have reorganized the class schedules so that being back on campus, we are still minimizing contact while still moving forward by working through clothes, or on body regions away from the face, or with client prone, or a combination of the previous depending on the quarter/course.

- Students and Staff **not feeling well are NOT to attend campus**. Notify a staff member & Zoom to class; quizzes will be held for after students return to campus with no penalty to grade.
- **Childcare:** What was your plan for childcare during the summer? Do you need to adapt that plan based on availability of care facilities and camps, neighbors and/or family? What was your orientation childcare backup plan? What preparations have you made during the past months of quarantine to prepare for the inevitable return to school? 'Success Forms' are available from staff to help you think through the logistics of childcare or other obstacles delaying your return to campus.
  - o Possible solutions: Local childcares are still open as an essential business. CCDF can help with childcare funding. Is a family or neighbor still at home on your class day to assist? Summer camps are now open.
- **Classroom Sanitation:** Students may spread out for didactic lessons to increase distancing and decrease mask necessity.
- Masks must be worn during hands-on class time and is recommended during close encounter activities.
- Hand sanitizing is recommended during hands-on after each practice time, before watching instructor demo to help minimize effects from unconscious face touching. Hand sanitizer/disinfectant and disinfectant soaked rags are available in all areas.
- Review of quizzes/questions will be performed following classroom quizzes as a group; students may check grades in Moodle and ask Coach if they have any questions. (this is to avoid passing papers back and forth multiple times)
- Coaches, as able, will help students between clients to wipe down Stools, bolsters, headrests, and headrest lock with disinfectant.
- Classroom coaches will disinfect door handles between hands-on sessions and after each break during didactic sessions.
- **Between Sessions:** Wipe down all hard surfaces that you or a client may have touched with disinfectant. This includes Stools, bolsters, headrests, and headrest lock, chairs, handrails, countertops, light switches, and doorknobs with disinfectant.
- Wipe down lubricant bottles with disinfectant after every client
- Fabrics that may have come into contact with any respiratory droplets are sprayed with EPA rated disinfectant: Curtains with Lysol or BotaniClean
- Therapists should continue to wash hands and disinfect between all client interactions, and after all cleaning duties.
- **Clinic Scheduling:** Clinic Students must notify Clinic staff via online RSVP through the Moodle system in advance if they will not be attending clinic so the schedule can be adjusted. A make-up shift will be required in the future to complete the program hours.

- **Your Massage Table:** Sanitize your stool, massage table, bolsters, and face cradle carefully between clients.
- **Table Warmers, Blankets and Pads:** Not to be used in clinic until further notice.
- **Linens and Towels:** Don't shake it. Double top sheet to increase heat and privacy until blankets return.
- **Ventilation:** Air filtration can remove dust and cleaning chemicals from the air improving the air quality in your session room. Air purifiers with UV lights are to Run continuously to circulate fresh air through the space. Running these air purifiers on high also produces a 'white noise' effect beneficial during hands-on sessions.
- **Talking During Sessions:** Therapists must still communicate about pressure, warmth, and comfort, during a session but unnecessary communication should be further reduced during sessions.
- **Session length:** Extra Cleaning will need extra time between sessions to complete. Sessions will be reduced in length by 5 minutes, clients will all receive 20% discount as compensation and 'thanks' for allowing increased safety to all.
- **Cancellation Policies:** No late cancellation policy for clients until further notice. If a client wakes up and feels unwell, the last thing we want is for the client to arrive at clinic sick because they are afraid of being charged for a session. Same applies to students though they must notify the clinic staff ASAP and will need to make up the shift at a later time to complete program hours; no, they cannot try to 'work through it.' Students/staff showing ANY signs of illness will not be allowed to attend class or clinic but will be expected to seek medical evaluation/assistance and make up a shift later as necessary to accumulate training hours/skills for program completion and career licensure. See <http://Lhi.care/covidtesting> and <https://www.coronavirus.in.gov/2524.htm> for health assistance. Sick Staff, Students, & Clients need to wait a designated time period identified below before returning to campus.

An employee or student who has had a fever and cough, but did not get confirmation they were infected with COVID-19, and has fully recovered from their illness with or without medical intervention, based on the CDC guidelines, **may be allowed them to return to campus only under all of the following conditions:**

- At least 3 days have passed since recovery, with no fever for a minimum of 72 hours. Must have no abnormal temperature for 72 hours **without** the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen)
  - Their respiratory symptoms have improved
  - 7 days have passed since the beginning of any symptoms
- **Clinic Scheduling:** Until further notice, clinic appointments are all "By Appointment Only."
  - To avoid large groups of students in the conference room, half the AM clinic students will begin sessions at 9 am, and half at 9:30 am. Likewise, half will begin sessions at 2 pm and half will begin at 2:30 pm. This splits huddle numbers and client flow decreasing congregation in both the conference room

and the lobby. This includes half an hour at the start & finish of each shift for enhanced cleaning tasks, and paperwork.

- **Payment:** Wipe down payment touch screens with cleaners formulated for electronics after each client use. Hand sanitizer is available at front desk area for both staff and clients involved in service payment.
- **High-Risk Clients:** Clients in poor health or with underlying conditions are encouraged to wait until risk of contagion is further reduced before attending any campus activity. Conditions may include:
  - o Older adults (65 years and older)
  - o People living in a nursing home or long-term care facility
  - o People with chronic lung disease
  - o People with moderate to severe asthma
  - o People with heart conditions
  - o People undergoing cancer treatment
  - o Bone marrow or organ transplant recipients
  - o People with immune deficiencies
  - o People with poorly controlled HIV or AIDS
  - o People with prolonged use of corticosteroids
  - o People with severe obesity
  - o People with diabetes
  - o People with chronic kidney disease and undergoing dialysis
  - o People with liver disease
  - o People who are smokers
- **Reception Area:** Avoid gathering in large groups (less than 25 until May 23<sup>rd</sup>, less than 100 after the 23<sup>rd</sup>) in any area including the lobby. When clinic resumes, clinic sessions will begin on a staggered schedule to reduce gatherings. Clients are encouraged to arrive not more than 10 minutes before their schedule time to reduce congregation. Anyone waiting for a client in a clinic session should wait in their vehicle to avoid congregation.
- **Client Paperwork:** Any item must be sanitized before use with another client. Plastic clipboards will be collected and sprayed with disinfectant before new paperwork is placed on them. Pens will be returned into a disinfection cup, then dried before going to the next client. Hand sanitizer will be at the front desk for clients to use after filling out paperwork. Front Desk will have 2 cups for pens labeled "Clean, Ready to Use"/"Needs to be Cleaned". The 'Needs to be Cleaned' pens will be completely wiped with disinfectant and allowed to dry for reuse.
- **Clinic Sessions:** Ask clients if they would like to stay face down during session or flip as normal. Face massage will be avoided through reopening phase 3.
- After clinic resumes, students will carry clean linens in a newly disinfected bin & dress the table in front of client. (Students explain to the client that the table, headrest, etc. was wiped with disinfectant and allowed to dry before client pickup.)

- **Additional Clinic Sanitation:** Signage was added throughout the facility where needed to instruct students on clinic flow and sanitary guidelines.
- Clinic coaches will disinfect door handles between all sessions, at x:15 & x:45.
- **Between Sessions:** Wipe down all hard surfaces that you or a client may have touched with disinfectant. This includes Stools, bolsters, headrests, and headrest lock, chairs, handrails, countertops, light switches, and doorknobs with disinfectant. (Use disinfectant rags moist with In-Cide or BotaniClean)
- 
- Wipe down lubricant bottles with disinfectant after every client
- Therapists should continue to wash hands and disinfect between all client interactions, and after all cleaning duties.

**At the end of each hands on period / shift, additional cleaning of the session room will be performed.**

- Wipe down all hard surfaces that you or a client may have touched with disinfectant. This includes chairs, handrails, countertops, light switches, and doorknobs.
- Wipe down lubricant bottles with disinfectant.
- Spray fabrics that may have come into contact with any respiratory droplets with disinfectant: Curtains with Lysol or BotaniClean; Floors with In-Cide or BotaniClean
- Take out the trash and wipe the trash bin with disinfectant.
- Clean the floor by vacuuming using a HEPA bag and mask, and spritzing with disinfectant (BotaniClean preferred).
- Restock session room supplies like massage lubricants, face tissue, and hand sanitizer.
- Disinfect linen storage containers. Decontaminate your hands with an alcohol-based hand sanitizer to restock clean sheets, pillowcases, and hand towels.
- Check baseboards for dust accumulations and wipe these down if they look dusty.
- Clean mirrors, windows, picture frames, lamps, and light fixtures with glass cleaner or a multi-surface cleaner.
- Catch up on laundry.
- Turn on air purification to HIGH using UV light system to ventilate the room overnight.
- Look around for any obvious cleaning needs. Does the mirror have a streak? Does the bookshelf look a little dusty? Is the music system tidy? Is the tissue box empty?

- No one loves to clean at the end of a busy day, but take a minute to look around for any obvious cleaning **needs**.

Health care officials offer these guidelines for the general prevention of COVID-19

- **Wash Your Hands:** Wash your hands often with soap and water for at least 20 seconds. Wash them carefully by paying attention to the areas between your fingers and thumb. Wash past your wrists.
- **Use Hand Sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer consisting of at least 60% alcohol. Cover all surfaces of your hands and pay attention to the areas between your fingers and thumb. Rub your hands together until the sanitizer dries completely.
- **Cover Your Mouth and Nose:** Cover your mouth and nose with a tissue when you cough or sneeze. Use the inside of your elbow if no tissue is available. Throw the tissue in the trash and immediately wash your hands with soap and water or use a hand sanitizer as described previously.
- **Avoid Touching Your Face:** Avoid touching your eyes, mouth, nose, and face as much as possible. The virus can get on your hands and then gain access to your body through your eyes, mouth, and nose.
- **Wash Your Face:** Wash your hands and then your face after being in a public place such as the grocery store.
- **Wear a Facemask:** Make sure the facemask fits properly.
- **If You're Sick – Stay Home:** If you have any symptoms that suggest you are sick, stay home to avoid infecting others. Only leave your home to obtain medical care. If you travel for medical care wear a facemask.
- **If You Need Medical Care:** Call before you travel to the hospital, an urgent care facility, or doctor's office and alert them to your symptoms. Wear a facemask unless it makes it difficult to breathe. They will prepare for your visit and reduce the risk that you will spread disease to others in the waiting area or to staff. If you are having trouble breathing or if you believe it is an emergency call 911.
- **Home Isolation:** Most people who get sick with COVID-19 experience mild symptoms and can recover at home. If you are sick, separate yourself from people in your home. Designate one room of your home a "sick room" and remain inside staying away from others as much as possible. Use a separate bathroom if possible or clean the bathroom carefully after each time you use it. Disinfect any surfaces you touch. Wear a facemask anytime you are around others.

Information about COVID-19 is regularly being updated on the CDC ([cdc.gov](http://cdc.gov)) and WHO ([who.int](http://who.int)) websites.

COVID testing and serviced are available via:

<http://Lhi.care/covidtesting>

<https://www.coronavirus.in.gov/2524.htm>

**Enhanced client health screening questions:** Clients, students, or staff in poor health should call to alert IWC staff they will be unable to attend any campus activity. If any of the following apply to you, then please do not attend IWC campus at this time. We look forward to working with you again when you are feeling better.

- Have you had any flu-like symptoms including a cough, sore throat, or shortness of breath?
- Can you verify that your temperature is normal / no higher than 100 °F?
- Have you recently been in contact with someone who has flu-like symptoms or tested positive for COVID-19 in the last 7 days?

For the health of all, if staff has any reason to suspect a client, student or other staff member is not completely healthy, that individual is not to attend campus.