Social Distancing & Clinic procedures:

We are following the guidelines of the Government and the Massage therapy Association (CMTO). We have implemented the following:

Prior to a treatment: a pre-Screening quiz must be completed. Either on the phone, or via a link on this webpage.

Treatment rooms before and after each treatment, the rooms are cleaned and disinfected. **When not in use**, bathrooms and treatment room doors are locked to avoid anyone contaminating the space.

Scheduling: We will continue with 15 to 30 minutes between each client to clean and prepare.

Clients are requested to wash/sanitize hands upon arrival and wear a mask in a face up and side lying positions. We have masks if you need along with hand sanitizer at the front entrance.

Disinfectant: We continue to use Cavicide as our main contaminant cleaner since 2008. (Hospital grade cleaner)

Separate lotion bottles: 6 rotating bottles of lotions for each room are cleaned & decontaminated. A different bottle is used for each client then sent to be cleaned/ decontaminated.

Therapist wears a mask and gloves(as usual) and may have a face shield. After each client scrubs/disposable gowns are changed hands and arms washed.

Entrance door: We have a touchless sensor that will automatically open the door ...just wave your hand over the switch (If you are not feeling comfortable we also have our secondary manual entrance left side of the clinic)

Bathrooms are cleaned after each use and the person who uses the bathroom is the only one allowed to use it until they leave the building or until it is cleaned. (This is to avoid any cross contamination).

What you should know

- Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- We don't know exactly how long the virus causing COVID-19 lives on different surfaces. However, evidence suggests it can live on objects and surfaces from a few hours to days, depending on the type of surface.

Choose a product that cleans and disinfects

- When cleaning and disinfecting public spaces, choose products that clean and disinfect all at once (e.g., premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - Cleaning with soap (or detergent) and water lowers the number of germs on surfaces. Cleaners don't necessarily kill germs, but cleaning can remove germs and lower their numbers. This can play a role in reducing the risk of spreading infection.
 - Disinfecting products kill germs on surfaces using chemicals.
- We Use only <u>approved hard-surface disinfectants</u> that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada. If an approved disinfectant isn't available due to supply issues, use a <u>diluted bleach solution</u>.

Create a cleaning and disinfecting procedure

Business owners and operators of community settings should develop or <u>review protocols and procedures for cleaning and disinfecting public spaces</u>. They should:

- be aware of occupational health and safety requirements
- know and meet the requirements under the <u>Workplace Hazardous Materials Information</u> System (WHMIS) about hazardous products in the workplace
- have or establish processes for cleaning and disinfecting the site, including precautions for if an employee or visitor develops COVID-19 symptoms

This will help determine where improvements or additional cleaning and disinfecting may be needed.

The following directions will help prevent the spread of infection.

- Clean surfaces before using disinfectant.
- Read and follow manufacturer's instructions for <u>safe use of cleaning and disinfection</u> <u>products</u> (e.g., wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- If using gloves, wash hands with soap and water for at least 20 seconds after removing gloves. If soap and water aren't available, use an <u>alcohol-based hand sanitizer</u> containing at least 60% alcohol.
- Damp cleaning methods (damp clean cloths and wet mops) are preferred over dry methods (dusting and sweeping). Damp methods of cleaning are less likely to distribute virus droplets into the air.
- Put used disposable cleaning items (e.g., mop heads, cloths) in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).
- In addition to routine cleaning and disinfecting, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- Shared spaces such as kitchens and bathrooms should also be cleaned and disinfected more often.

• Follow the manufacturer's instructions for cleaning regularly used electronics like keyboards, tablets and smartboards. If electronics can withstand the use of liquids, disinfect them with 70% alcohol, like alcohol prep wipes.

OUR CLEANING & DISINFECTING PROCEDURES:

DATHDOOM 1 (MAAIN EL OOD)

BATI	HROOM I (MAIN FLOOR)				
DEEF	PCLEANING: Cleaning & disinfecting all surfaces & areas within facility				
	FLOOR				
	WALLS				
	DOOR & DOOR HANDLE				
	2 NO TOUCH DOOR OPENERS				
	EMERGENCY BUTTON				
	MIRROR				
	SINK, FAUCET HANDLE, COUNTER TOPS				
	HAND SANITIZER DISPENSER				
	PAPER TOWL DISPENSER				
	TOILET & TOILET PAPER HOLDER				
	TRASH CANS				
	SOAP & SANITIZER BOTTLE				
	SHELVES & ALL DECORATIVE OBJECTS				
	STRAIGHT GRAB BAR				
	LIGHTSWITCH, AIR VENTILATOR SWITCH				
	CLOSET DOOR & HANDLE				
	RADIATOR & ELECTRICAL OUTLETS				
	I TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected frequently.				
	MIDDOD				
	SINK FAUCET & HANDLES, COUNTER TOPS HAND SANITIZER DISPENSER				
	DOOR & DOOR HANDLE				
	NO TOUCH DOOR OPENER				
	EMERGENCY BUTTON				
	TOILET & TOILET PAPER HOLDER				
П	SOAP & SANITIZER BOTTLE				
_	□ PAPER TOWL DISPENSER				
П	STRAIGHT GRAB BAR				
_	LIGHTSWITCH, AIR VENTILATOR SWITCH				
	CLOSET DOOR & HANDLE				

BATHROOM 2 (TOP FLOOR)

DEEP	CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR
	WALLS
	DOOR & DOOR HANDLE
	MIRROR
	SHOWER STRAIGHT GRAB BAR
	SHOWER (GLASS DOORS, SHOWER FAUCET, HEAD & HANDLE)
	SINK, FAUCET HANDLE, COUNTER TOPS
	HAND SANITIZER DISPENSER
	PAPER TOWL DISPENSER
	TOILET & TOILET PAPER HOLDER
	TRASH CANS
	SOAP & SANITIZER BOTTLE
	STRAIGHT GRAB BAR
	LIGHTSWITCH, AIR VENTILATOR SWITCH
	RADIATOR & ELECTRICAL OUTLETS
HIGH	I TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected
more i	frequently.
	MIRROR
	SHOWER (GLASS DOORS, SHOWER FAUCET, HEAD & HANDLE)
	SINK FAUCET & HANDLES, COUNTER TOPS
	HAND SANITIZER DISPENSER
	DOOR & DOOR HANDLE
	TOILET & TOILET PAPER HOLDER
	SOAP & SANITIZER BOTTLE
	PAPER TOWL DISPENSER
	STRAIGHT GRAB BAR
	LIGHTSWITCH, AIR VENTILATOR SWITCH

ROOM 1 (MAIN FLOOR)

DEEP	CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR
	WALLS, WINDOW & BLINDS
	DOOR & DOOR HANDLE
	MIRROR
	SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV)
	SPEAKER, CLOCK
	HAZARD WASTE BIN & TRASH CANS
	DRESSER, TABLE
	CHAIRS & ROTATING STOOL CHAIR
	GLOVE & TISSUE COMPARMTMENT
	RADIATOR & ELECTRICAL OUTLETS
	MASSAGE TABLE (SHEETS, HEADREST CUSHION, BOLSTERS, PILLOWS,
	TOWELS)
	ULTRASOUND MACHINE, TABLE & EQUIPMENT
	ENERGY RECOVERY VENTILATION (ERV)
	DUCTLESS AIR CONDITIONER
	RADIATOR, ELECTRICAL OUTLETS
	I TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected frequently.
	MIRROR DOOR & DOOR HANDLES SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV) GLOVE & TISSUE COMPARMTMENT DRESSER, DRAWERS, TABLE & COUNTERTOPS CHAIRS & STOOL MASSAGE TABLE & EQUIPMENT

ROOM 2 (TOP FLOOR)

DEE	P CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR
	WALLS, WINDOW & BLINDS
	DOOR & DOOR HANDLE
	MIRROR
	SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV)
	SPEAKER, CLOCK
	HAZARD WASTE BIN & TRASH CANS
	DRESSER, TABLES AND DRAWERS (EQUIPMENT INSIDE)
	CHAIRS & ROTATING STOOL CHAIR
	WOODEN TIER SHELF, BASKET, & ALL DECORATIVE OBJECTS (ARTWORK)
	GLOVE & TISSUE COMPARMTMENT
	RADIATOR & ELECTRICAL OUTLETS
	ULTRASOUND MACHINE, HYDROCOLLATOR UNIT, TABLE & EQUIPMENT
	MASSAGE TABLE (SHEETS, HEADREST CUSHION, BOLSTERS, PILLOWS,
	TOWELS)
	ENERGY RECOVERY VENTILATION (ERV)
	DUCTLESS AIR CONDITIONER
	RADIATOR, ELECTRICAL OUTLETS
	H TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected frequently.
	MIRROR
	DOOR & DOOR HANDLES
	SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV)
	GLOVE & TISSUE COMPARMTMENT
	DRESSER, DRAWERS, TABLE & COUNTERTOPS
	CHAIRS & STOOL
	MASSAGE TABLE & EQUIPMENT

ROOM 3 (TOP FLOOR)

DEEF	CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR
	WALLS, WINDOW & BLINDS
П	DOOR & DOOR HANDLE
П	MIRROR
	SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV)
	SPEAKER, CLOCK, ARTWORK
	HAZARD WASTE BIN & TRASH CANS
	DRESSER, TABLES AND DRAWERS (EQUIPMENT INSIDE), COUNTERTOPS
П	CHAIRS & ROTATING STOOL CHAIR
П	GLOVE & TISSUE COMPARMTMENT
П	RADIATOR & ELECTRICAL OUTLETS
	ULTRASOUND MACHINE, HYDROCOLLATOR UNIT, TABLE & EQUIPMENT
П	MASSAGE TABLE (SHEETS, HEADREST CUSHION, BOLSTERS, PILLOWS,
	TOWELS)
	MASSAGE CHAIR
П	ENERGY RECOVERY VENTILATION (ERV)
П	DUCTLESS AIR CONDITIONER
	RADIATOR, ELECTRICAL OUTLETS
	MOBILE FILE CABINET
П	COMPUTER, TABLE (MOUSE, KEYBOARD)
	COM CIER, MEDEL (MOOSE, RETBOME)
HIGH	I TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected
more	frequently.
	MIRROR
	DOOR & DOOR HANDLES
	SWITCHES (LIGHT, VOLUME, AIR CONDITIONER, ERV)
	GLOVE & TISSUE COMPARMTMENT
	DRESSER, DRAWERS, TABLE & COUNTERTOPS
	CHAIRS & STOOL
	MASSAGE TABLE, CHAIR & EQUIPMENT
	COMPUTER EQUIPMENT

MAIN ENTRANCE WAITING ROOM

DEEP	CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR (MATS & RUGS)
	WALLS
	DOOR & DOOR HANDLE
	WAVE TO OPEN DOOR SWITCH
	DOUBLE SEATING WITH TABLE
	FACE RECOGNITION BODY TEMPERATURE SCREENING
	HANGING PLEXIGLASS BARRIERS
	SINK & TABLE (WATER PITCHER, GLASSES, PLASTIC STORAGE UNITS)
	TRASH CAN
	CREDIT CARD MACHINE & TABLE
	CLEANING & DISINFECTANT PRODUCTS
	CUBE BOOKCASE TABLES
	HUMAN SKELETON MODEL, SCALE
	FIRST AID KIT
	DUCTLESS AIR CONDITION, AIR VENTILATOR, SMOKE DETECTOR, FIRE
	EXTINGUISHER
	RADIATOR, SPEAKER, ELECTRICAL OUTLETS
	HAND SANITIZER DISPENSER
	STAIRCASE (HANDRAIL & STAIRLIFT RAIL)
HIGH	TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected
	frequently.
	MIDDOD
	MIRROR SINK FALICET & HANDLES COUNTED TOPS
	SINK FAUCET & HANDLES, COUNTER TOPS
	HAND SANITIZER DISPENSER SWITCHES
	CREDIT CARD MACHINE & TABLE
	HANDRAILS, PLEXIGLASS BARRIER, TEMPERATURE SCREENING
	DOUBLE SEATING WITH TABLE

TOP FLOOR WAITING ROOM

DEEP	CLEANING: Cleaning & disinfecting all surfaces & areas within facility
	FLOOR (MATS & RUGS)
	ALL DOORS & DOOR HANDLES
	SWITCHES
	WALLS
	DOUBLE SEATING WITH TABLE
	HANGING PLEXIGLASS BARRIERS
	MIRROR CLOSET (MIRROR, PRINTER MINI FRIDGE, VACCUM)
	TRASH CAN
	SMOKE DETECTORS
	GLOVE & TISSUE COMPARTMENT
	GYM EQUIPMENT
	DUCTLESS AIR CONDITION, AIR VENTILATOR, SMOKE DETECTOR, FIRE
	EXTINGUISHER
	RADIATOR, SPEAKER, ELECTRICAL OUTLETS
	HAND SANITIZER DISPENSER
	STAIRLIFT SWITCH
	CUBE BOOKSHELF & EQUIPMENT
	WIFI MODEM & FLOATING WALL SHELF
	FOLDING ROLLATOR WALKER
	EXIT SIGN
	TOUCH CLEANING: High touch surfaces and areas are cleaned & disinfected requently.
	MIRROR HAND SANITIZER DISPENSER SWITCHES HANDRAILS, PLEXIGLASS BARRIER DOUBLE SEATING WITH TABLE ALL DOORS & HANDLES GYM EQUIPMENT

Example of our cleaning logs:

DAILY CLEANING LOG (BATHROOM 1):

Date	Cleaned By	Type of Cleaning	
		Deep Cleaning	High Touch surfaces/areas

DAILY CLEANING LOG (BATHROOM 2):

Date	Cleaned By	Type of Cleaning	
		Deep Cleaning	High Touch surfaces/areas

DAILY CLEANING LOG (ROOM 1):

Date	Cleaned By	Type of Cleaning	
		Deep Cleaning	High Touch surfaces/areas

DAILY CLEANING LOG (ROOM 2):

Date	Cleaned By	Type of Cleaning	
		Deep Cleaning	High Touch surfaces/areas

DAILY CLEANING LOG (ROOM 3):

Date	Cleaned By	Type of Cleaning	
		Deep Cleaning	High Touch surfaces/areas

DAILY CLEANING LOG (MAIN ENTRANCE WAITING ROOM):

Date	Cleaned By	Type of Cleaning		
		Deep Cleaning	High Touch surfaces/areas	

DAILY CLEANING LOG (TOP FLOOR WAITING ROOM):

Date	Cleaned By	Type of Cleaning		
		Deep Cleaning	High Touch surfaces/areas	

ENERGY RECOVERY VENTILATION (ERV) FILTER CHANGE LOG:

DATE	BY WHOM	ROOM	ROOM	ROOM	TYPE OF FILTER		
		1	2	3	MERV 8	MERV	OTHER
						13	

OPENING LOG:

DATE	BY WHOM

Opening procedure:

- 1. Open the front door (key found in lock box)
- 2. Turn on the lights for front and back
- 3. Put switch in lower position & unlock the door
- 4. Power up the temperature scanner (plug wire into unit)
- 5. Start up sonos system
- 6. Pour out water from pitcher and refill with new filtered water
- 7. Turn on clinic ERV system (switch found in Bathroom 1 storage closet)
- 8. Turn off air conditioning for clinic (remote in each room)

CLOSING LOG:

DATE	BY WHOM

Closing Procedure:

- 1. Deep clean & disinfect all rooms and equipment (surface cleaner & disinfectant found in waiting room downstairs by kitchen sink)
- 2. Refill hand sanitizer dispenser for Purell found in storage closet in room 3 upstairs
- 3. Refill paper towel dispenser (key found in lock box)
- 4. Load dishwasher at night for glasses and cups (storage for cups should be cleaned and sealed)

- 5. Make sure all garbage bins are lined with garbage bags
- 6. Turn off lights in all rooms
- 7. Disconnect the wire for the temperature scanner from the unit
- 8. Turn off the sonos system
- 9. Turn off clinic ERV system (found in bathroom 1 storage closet)
- 10. Lock the front door using key

CLINIC CLEANING PROCEDURES:

- 1. Before any cleaning & disinfecting ensure hands are washed properly, then put on protective gear such as gloves and face mask (gloves can be found in the glove compartment in the waiting rooms and room 1, 2 or 3)
- 2. Dispose of any waste/garbage in the correct bins
- 3. All common areas and equipment should be wiped down with wipe cloth using an all-purpose cleaner
- 4. Where disinfectant is necessary, let the all purpose cleaner dry for 2-4 minutes, before using disinfectant
- 5. Safely dispose any protection gear and non-reusable cleaning material in the waste bin
- 6. Any reusable cleaning cloths should be put in the washer for cleaning (separated from other materials)