

Therapeutic Massage & Training Center
Classroom AND Clinic Sanitation Protocol

BEFORE CLINIC OR CLASS – NJ STATE’S RULES	
	All staff, students, therapists, and clients are to undergo a prescreening temperature reading prior to entering the classroom or the office. Any temperature above 100.4 will mean that person will be sent home. If the person has over 100.4 temperature, a CoVID screening will be required and a negative CoVID test before returning to classes & clinic.
	The Staff Member performing the thermometer check will wear a face mask, face screen and gloves while performing the thermometer test. The staff member will clean the equipment with alcohol between each use.
	Staff, students, therapists, and clients will be required to sign the Liability Release Form to attest that they have no symptoms of CoVID-19, and have not been exposed to anyone with symptoms of CoVID-19.
	Hand sanitizer stations will be posted outside and inside the classroom and office for all staff, student, therapist and client use.
	Face masks are required for anyone entering the school and office. Face mask must cover nose and mouth AT ALL TIMES while in the Office, Therapy room, or Classroom.
	TMTC will provide all staff and students with disposable masks, should the staff, student, therapist or client not bring their own.
	Face masks for CLIENTS may be removed ONLY while face down on the massage table – and mask placed by client at chin level. Therapist must provide a cloth to place under the face cradle on the floor for to be washed BY THE THERAPIST after each use. There will be no face massages; scalp massage is acceptable.
CLASS ROOM & OFFICE THERAPY ROOMS	
	No more than 6 massage tables will be set up in the classroom to allow for safer distancing. Therefore, no more than 6 therapists and 6 clients will be in the classroom at any time. One or no more than two staff members will be in the classroom at any given time.
	The office therapy rooms will be in use when needed and at TMTC Staff discretion. A maximum of 2 therapists and 2 clients and 1-2 staff member(s) will be allowed in the office at any one time.
	Staff Members will be required to wear face shields when facing clients.
	TMTC has supplied bins with the signs "Clean" and "Soiled" that will be under every therapy table so that the therapist can easily transfer linens without cross contamination.
	IT IS EACH THERAPIST’S responsibility to clean the “Soiled” bin after finishing their massage(s). Paper towels and alcohol spray will be supplied by TMTC.
	Both the Classroom and the Office will be equipped with a HEPA Air Purifier that will be in constant operation.
EACH THERAPIST	
	Therapists must supply their own nail file to prevent transmission of CoVID.
	Each therapist is required to bring their own beach or bath towel or blanket to cover the client. The cover will be for SINGLE use only with each client
	Additionally, Therapists will bring a pillow case to place on the floor under the face cradle. Use the massage table legs to keep the pillow case or hand towel in place during the massage session.
	Therapists should bring their linens in disposable or washable (i.e. canvas or cotton) bags that can either be discarded or washed with dirty linens.
	Upon arrival, the therapist will place their clean linens into the “Clean” bin under the table and cover the bin.
	Bags will be supplied to staff, students, therapists and clients for shoes. No shoes will be allowed to be worn inside the classroom. Students should keep their shoes in plastic bags under their massage table.
	Avoid any unnecessary contact with client outside of session, which includes shaking hands.
	Massage Cream will be dispensed by staff on a per client basis. Therapist will wash jars and exterior of massage bottles after each client. (Tea tree oil is not acceptable per NJ state mandate)
	Therapists MUST stay within the allotted time for the massage! Clients must be checking out of the massage area or therapy room no later than 10 minutes after the massage has finished. This includes the therapist’s post session discussion. NO EXCEPTIONS. Clients must be out of the classroom or office before the next client arrives.

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	Students will not be required to do SOAP Notes or ask for Client Evaluations for the immediate future.
	Sanitizer is attached to the right leg of each massage table. Use the sanitizer AS you leave your client.
	Ask your client if they want water before you get it. Fill their cup half way to reduce the chance of contamination.
	When your client leaves, disinfect the <u>center room</u> table and lightly spray the chair where the client sat using alcohol spray. DO NOT USE ALCOHOL on the MASSAGE table!
	Re-enter the massage work area, fold all used linens internally and place them immediately in the bin marked "Soiled" (do NOT put them on any other surface i.e. chair, credenza, floor). Please keep your mask on at all times while removing the linens and sanitizing/disinfecting your area.
	EVERYTHING has to be thoroughly wiped down using soap and water solution. Every section of the table, including the sides, and especially the legs by the face cradle. <ul style="list-style-type: none"> • The face cradle in its entirety, including the crossbar and adjustment handle. • The bolster and stool, including the stool height adjustment paddle. • If you're in the sections with the credenzas/dressers, please wipe down those surfaces as well.
	After finishing with the client, go directly to the rest room and wash your hands and arms for at least 30 seconds using the nail brush on your fingers and nails (TMTC will provide to students free of charge).
	Return to your massage table and set up your table with the fresh sheets. Come to the desk to get your next portion of cream (and client).
END OF SESSIONS	
	Therapists should bring a change of shirt to change into before heading home. (Keep mask on while changing your shirt). Put your "soiled" shirt in with your soiled linens.
	AT HOME or in your car: Take off your mask at the loops and fold it in half with the outside folded in.
	At the end of the sessions, Staff will spray the curtains with alcohol (Please do not use the SOAP formula).
CLIENTS	
	Clients will be required to have a temperature check before entry to clinic or therapy. A temperature of 100.4 or higher and the client will not be allowed into the session.
	Clients will be required to fill out and sign the Liability Release Form outside of the classroom or office prior to being allowed to enter.
	All clients will also be required to use the hand sanitizer before entering the classroom or office.
	Clients will be required to have a face mask on at all times to enter the school or office. Clients may place their face masks at their chin in the face down position ONLY. And must be replaced upon turning over to the face up position. There will be no face massages allowed.
	Any client who refuses to wear a mask will not be allowed to enter. Face masks MUST cover nose and mouth completely. If a client does not wear their mask correctly, they will not be allowed to receive a massage. If they do not want to wear theirs in the supine position, their session is over. THERAPISTS WILL ADHERE TO THIS or will not be allowed to continue the massage! This is required for your safe and the safety of everyone.
	If a client cannot wear a face mask for medical reasons, the client will not be able to receive a massage in clinic, but may schedule a professional massage.
	All clients must exit prior to the next round of clients entering. This will serve to reduce exposure, allow for better distancing and most importantly, allow time for the proper sanitation and turnover before the next clients enter.
CLASS ROOM	
	NO STAFF OR THERAPIST LEAVES until the Massage Table, Table legs, Cradle, crossbar, Stool and paddle, credenza tables are cleaned with the soap and water solution.
	NO STAFF OR THERAPIST LEAVES until the Center room tables, Chairs, curtains, door knobs, bathroom knobs and sink are sprayed with alcohol and ROOM IS CLEAN!