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**MINIMUM PANDEMIC WORKPLACE OPERATIONAL REQUIREMENTS FOR
THERAPEUTIC MASSAGE / SPA ESTABLISHMENTS –
COVID-19 MITIGATION PLAN FOR PCOR3**

GUESTS, VENDORS & OUTSIDE CONTACTS:

- ✓ Temperature check all guests at entrance / reception (guests with 100F+ are not allowed)
- ✓ Require guest to sanitize hands with at least 60% alcohol solution.
- ✓ Verbal client screening questionnaire
- ✓ Guest with coughs, cold or flu-like symptoms on the day and time of the treatment will not be accepted
- ✓ Customers to sign-in a visitor log prior to entry, which shall include the following information:
 - Date and time of the visit;
 - Name of individual(s);
 - Total number of people in the party;
 - Phone number and/or email address.
 - Our business will retain the written records for a period of 30 days from the date of service.

COMMON AREA:

Limit the number of customers in our Establishment based on the current authorized occupancy rate.

- Guest must wear masks in common area
- Ensure 6 ft distance between unrelated parties. Post signage and actively monitor & inform guests regarding the six feet social distancing requirements.
- Post signage to emphasize social distancing and other rules in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures for

employees, and customers. These signs include properly wearing a face mask, practicing social distancing, and proper hand wash hygiene.

Thoroughly clean/ disinfect high touch surfaces such as doorknobs, table and sofa regularly

Remove all unnecessary items and discourage guest from touching surfaces unnecessarily

- Our business limits the number of people in shared spaces at one time and ensures necessary social distancing is practiced.
- Regularly service and maintain HVAC system and filters.
- Minimize air from fans blowing from one person directly to another individual.
- Routinely open windows and doors to allow sufficient airflow and air circulation.
- Provide hand sanitizers or stations at the entrance and throughout the establishment.
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FACILITIES:

- Adjust appointment times for enhanced sanitation/ disinfection between guests
- Only guests with confirmed appointment are allowed to enter the establishment
- Recommend service by appointment only

EMPLOYEES

- Ensure proper mask use and sanitation technique training available to all employees
- Temperature check all employees daily on arrival. 100F+ will not be allowed to work
- Employee with coughs, cold or flu-like symptoms are not allowed to work
- **All employees are required to wear masks at all times**
- Change any protective garments on a regular basis and sanitize reusable garments
- Our business staggers employee use of shared spaces (e.g., break rooms) and requires mask use at all times, except for actively eating, drinking, or smoking in designated areas.

- Our business limits the number of people in shared spaces at one time and ensures necessary social distancing is practiced.
- Require every employee to properly wash hands before, during, and after work; before and after removing gloves; after touching garbage; using the bathroom; taking breaks; or after coughing or sneezing.
- Ensures that employees wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, especially after massage session or handling payments.

RECEPTIONIST

- Minimizes contact between individuals by installing physical barrier at reception
- Sanitize hands and table counter between each transaction
- Ensure 6 ft distance between unrelated parties, minimize interaction
- Post signage to emphasize social distancing and mask wearing, bring awareness regarding covid-19 symptoms.
- Thoroughly clean/ disinfect reception desk and common area after each use
- Sanitize pen after each use
- Menus to be disinfected between each use
- Receptionist to wear disposable gloves as much as possible
- Provide contactless payment options as much as possible

TREATMENT ROOM:

- ✓ Limit one guest per room. No room to be shared unless requested by couple or related parties
- ✓ Reflexology room has a divider per seating, customer is advised to keep mask on during foot reflexology treatment
- ✓ **Masks must be worn at all times by employees and customers (per DPHSS Guidance Memo 2020-22)**

TREATMENT

- Wear latex disposable gloves and also thoroughly sanitize hands between each treatment
- The bottles of oils and creams sanitized after each use, ensure kept in closed container

- Sanitize massage table and replace sheets after each use

- Sanitize entrance and treatment room doorknobs after each guest

LINEN/LAUNDRY

- Change guest linen such as bed sheets, bath towel and hand towel after each use

- Laundry should be stored in covered, sanitized containers that are clearly delineated clean

- Disposable gloves should be worn when handling soiled laundry

- Use appropriate temperatures for washers and dryers to ensure thorough sanitization of linens

FACILITY/EQUIPMENT

- Remove unnecessary decorations and items that cannot be sanitized

- Hand sanitizer available inside entrance and throughout the establishment.

- Rubbing Alcohol or Antiseptic solution available

- Massage table accessories such as pillows, cushions and bolsters used during services should be covered with a material that can be sanitized or disposable material

CLEANING AND DISINFECTING

Our business ensures the availability of adequate cleaning and disinfecting supplies (e.g., paper towels, tissues, disinfectant wipes, masks).

- a. Cleans and disinfects high touched surfaces (e.g., door handles, cash registers, bathroom stalls) between each use.
- b. Developed a schedule for routine cleaning and disinfection.
- c. Cleans and disinfects shared objects (e.g., payment terminals, tables, receipt trays, and pens) between each use.

- d. Our business uses cleaning and disinfection products that meet EPA disinfection criteria and that are appropriate for the surface.

RESTROOMS

- Clean and disinfect ALL restroom surfaces including floors, sinks and toilet bowls
- Store paper products in a closed cabinet
- Place trash can near to the door or within reach of the door
- Restroom must be supplied with liquid soap and paper towels. No cloth towels
- Post hand washing signs in the restrooms - Our business encourages employees to avoid touching their masks, and washing their hands with soap and water for at least 20 seconds or using hand sanitizer that contains 60% alcohol, after touching masks on their faces.