# Safety & Cleaning Procedure

### Before COVID-19:

Morning before open cleaning procedures: Clean and disinfectant waiting room area include:

- Front door
- Door knobs
- All light switch
- Restroom
- Vacuum and Mop the floor
- Dusting all pictures and counter area

Our Therapist Must:

- Washing hand before and after each treatment
- Use soap to wash oil or lotion bottle after each treatment
- We use Valley City Linen Service (All linen are sterilized)

After each treatment in the treatment room, we use disinfectant cleaner to wipe off:

- Massage table
- Face cradle
- Bolster
- Light switch
- Chair
- Door knob

The end of the day cleaning:

- Empty all trash cans
- Clean the restroom
- Vacuum all treatment room, hallway, and waiting room area

Massage and acupuncture treatment is appointment only

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### After COVID-19:

The New Change In Our Office Respond To State of Michigan Office of the Governor EXECUTIVE ORDER No. 2020-114 Safeguards to protect Michigan's workers from COVID-19 Rescission of Executive Order 2020-97

#### All of cleaning procedures as before plus:

- Sneeze guard at the reception desk
- Use UV sterilizer lamp to sterilize waiting room, restroom, and hallway at the end of the day
- After each treatment use UV sterilizer lamp to sterilize the treatment room
- UV sterilizer box to sterilize all oil and lotion bottles after each treatment
- Disinfect the restroom after each client use
- Disinfect the front deck after each client visit
- Disinfect and clean the credit card machine after each use
- All magazine is removed from the waiting room
- Water dispenser removed from the waiting room
- Our therapist will be wearing face mask, (face shield and glove as need) during treatment

For Clients: ... Please

- Wear Face Mask in the waiting room area at all time
- Remain 6 FT Distance
- Only 2 Clients in the waiting area
- Temperature will be taking before treatment
- Wash your hand before & after treatment
- Reschedule if you feel sick or have fever

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