

GCMT

**The Council for
Soft Tissue Therapies**

The Resource Pack

A series of examples to

Guide your Return to Work

Issued 03 June 2020

ARE YOUR MEMBERS READY TO RETURN TO WORK?

Before you go any further you need to be absolutely sure that your members are ready to go back to work. Legally, mentally, and to be physically prepared...

Has the government given massage therapists the green light?

If yes, then fine – if not then no, they must not - as they may be breaking the law, open to prosecution, and possibly invalidate their insurance. Plus, as a consequence, they may bring the profession and/or your organisation into disrepute.

The **CNHC** and **GCMT** are working to position soft tissue therapy – in its broadest remit - on the list of essential therapeutic services. This we do not want to jeopardise.

If yes - your members must read the **GCMT** recommendations and guidelines thoroughly and fully understood all the implications. Returning to work in these new conditions may be a hugely different experience for them and their clients. No, it is not ideal to have to strip out your practice space, to massage in PPE and to disinfect the whole area between each client – but the essence of the guidelines is your members’ and your clients’ safety.

It is worth noting that we have been living with the use of PPE in every-day life for several months and people are no longer bothered by it. And clients will respect the need for mutual safety.

These strictures will no doubt reduce as time goes on – maybe some even before the return to work. The situation is fluid so best to be prepared.

Most important to remember, even with the most stringent of safety standards, one can never be 100% certain – and as they say it “takes just one contact” ...

So, if you are sure – read on...

NB: It is currently recommended that therapists upload the new NHS Track & Trace app when it is fully operative.

For up-to-date info:

GCMT website: www.gcmt.org.uk

GCMT Facebook page: www.facebook.com/GCMTcouncilsofttissuetherapies

PARAMETERS OF THE GCMT RESOURCE PACK

This **Resource Pack** has been developed by the **GCMT** as a resource for assisting our member organisations in making informed decisions around the eventual return to work

It is noted that the **GCMT** represents a range of therapies and practices, so one size may not fit all

We therefore recognise that the content of the pack will need to be adapted to suit specific disciplines such as Sports Therapy and Sports Massage, for example

In these instances, we ask that organisations extract relevant content in line with their practices

For organisations who require further clarification, please contact the **GCMT**

Therapists must not take this document “as written”, but adjust it as guided by their Professional Association - and most importantly by their personal circumstances

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- **NB:** Please note this is an all-aspects risk assessment

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THE GCMT QUICK GUIDE RETURN TO WORK

How to be ready with an Open Mind...

Consider

- Should I / should I not return to work?

First Steps

- Read the full **GCMT** recommendations and guidelines – twice. Be sure...
 - Watch the Healwell video – <https://healwell.thinkific.com/courses/back-to-practice>
 - Do a full Risk Assessment of your practice space. You may also want to do a COSHH course
 - Buy all the cleaning, disinfecting & PPE kit you will require – within above guidelines. Do not forget bins for your practice space and bathroom
- NB:** Do not over-purchase PPE as guidelines may be relaxed slowly

Your Practice Space

- Prepare your working environment – to **GCMT** standards. Be rigorous
- Print off signage and all new documentation. Laminate if possible where required

Documentation required

- All the new documentation included here: risk assessment, privacy policy update, consultation & consent forms, check lists, signage, client & website info

CLIENTS

New information

- Update info on clinic website & social media outlets
- Contact all clients with full information on what will happen when they book next
- Include a temperature chart to complete and make aware of Covid-19 symptoms
- New clients – initial consultation will be via phone or video conferencing, not face to face
- Existing clients – status update & Covid-19 awareness – also via phone or video conferencing
- During the consultation, do a risk assessment of suitability of client for soft tissue therapy

Potential key contra-indications, that you need to assess relevant risk factors

- Pregnancy
- Multiple high-risk health issues, including shielding (clinical extremely vulnerable)
- The elderly – over 70 years of age
- NHS front line personnel and carers
- Anyone who has either had Covid-19 (including post Covid-19 circulatory problems) or been exposed to it
- **NB:** There is a longer list on the Risk Assessment, Page 14. Take a look at this comprehensive NHS website: www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk

It is currently NOT advised to perform massage in the following circumstances:

- Facial – due to wearing a mask, and by putting faces close together
- Home visits – unable to control the environment
- Office visits – unable to control the environment

Things to remind each client prior to session – if going ahead with booking

- Check their temperature and any possible symptoms. If in doubt, postpone the session
- Bring their own pen, and any signed documents
- Bring their own water
- Bring their own mask if they have one
- What to expect when they arrive

Managing client on arrival – use a check list of instructions or signage if helpful

- Do not touch anything on the premises as they walk in
- Take off their shoes
- Wash hands – dry with paper towels and dispose into a lined pedal bin
- Don a mask

Managing client on departure

- Leave all linens on massage table (including mask if obtained from clinic)
- Wash hands
- Put on shoes
- Do not touch anything on the premises on exit
- Preferably the session fee will have been pre-paid

PPE – items for use

- Gloves, apron or gown, mask or visor – observe current Government guidance as this will be updated regularly. It is thought that use of IIR masks is recommended
- Perspex screen for receptionist if in a large multi-therapy practice

Suggested PPE Suppliers

- The Massage Warehouse: www.massagewarehouse.co.uk/collections/hygiene
- Medisave, Dorset: www.medisave.co.uk
- Physique: 02392 471346 www.physique.co.uk
- Vivomed: 028 4461 7666 - www.vivomed.com
- Trimbio: 01403 597597 - www.trimbio.co.uk
- Tower Health: 0800 953 1666 - www.tower-health.co.uk
- Canonbury: 01280 706661 - www.canonbury.com
- Phoenix Healthcare: 0115 965 6634 - www.phoenix-healthcare.co.uk
- AI Rehab Ltd: 07771 996334 - www.airehab.com
- Niche Office Solutions: email Steven Cheeseman: Steven@nicheofficesolutions.co.uk

THERAPIST OR CLIENT NAME

CHART OF TEMPERATURE READINGS – 37.8°C is the threshold for fever

| DATE | AM | PM | | DATE | AM | PM |
|------------|------|------|--|------|----|----|
| 04.07.2020 | 36.4 | 36.4 | | | | |
| 05.07.2020 | | | | | | |
| 06.07.2020 | | | | | | |
| 07.07.2020 | | | | | | |
| 08.07.2020 | | | | | | |
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GCMT RISK ASSESSMENT GUIDELINES - EXAMPLE

| RISK | ASSESSMENT OF RISK |
|-----------------------------|--|
| Before you accept bookings | <ul style="list-style-type: none"> • Have you had the green light to return to work by the Government and your professional association? • Have you checked your insurance? • Have you sourced PPE and cleaning equipment? |
| Before client enters clinic | <ul style="list-style-type: none"> • Where do you want your client to wait before their appointment? Stay in their car until you text / phone them to say you are ready for them? What if they come by public transport and the weather is bad? What if they have a companion? • Key workers to change out of work clothing and shower before coming to their appointment, especially NHS frontline staff • Client to arrive as close to appointment time as possible • Client to leave coats / bags in car if possible (out of sight in boot) • Clients to come alone to their appointment, whenever possible • Client to don face mask / covering if they have one, otherwise there will be one for them inside front door <p>DOCUMENT ALL THESE DECISIONS and FILE (either in hard copy or electronically, revisit and update regularly)</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. source face masks for therapists and clients to use 2. communicate these points to your client database via email, posted letter, phone call just before you return to work |
| Front door | <ul style="list-style-type: none"> • Who is going to open the front door? • If the client is going to open the door then the bell / door handle will need to be sanitised before each client arrives • If they have to use stairs or a lift, all those touchable surfaces will also need to be sanitised before each client arrives • If you are going to open the front door, then a sign should be put on the outside of the door reminding clients to wait until their appointment time and that you will open the door for them • You should advise the client where they should go once in the building. This might be directly into the clinic room, to the bathroom to wash their hands or to use hand sanitiser to disinfect their hands, on arrival and exit. • You should also advise them to remove footwear <p>DOCUMENT ALL THESE DECISIONS and FILE</p> |

| | |
|-----------------------|---|
| | <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. make weather-proof laminated signs for front door advising clients of opening / entry procedure and where they should then go once inside the building 2. communicate these points to your client database |
| <p>Reception desk</p> | <ul style="list-style-type: none"> • If you work on your own, you probably do not have a reception desk • If you have a reception area you have a duty of care to the receptionist. Consider erecting a Perspex screen to protect them from mucus spray as clients speak or cough over them • Receptionists will need face mask / covering, face visor and gloves if touching paper and money. The face visor and screen will need to be washed down each day with some fairy liquid and warm water and reused, but a fresh face mask / covering will be required each day <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. source Perspex screen, face masks / coverings, face visor and gloves for reception staff 2. communicate these points to your client database |
| <p>Waiting area</p> | <ul style="list-style-type: none"> • If you work on your own, you probably do not have a waiting area • If you are part of a group of therapists all working from the one clinic, then you need to consider whether all of you can have clients waiting in the one area and them being able to remain 2 metres apart to socially distance • Consider spreading start times so only one client is in the waiting at any time e.g. take bookings for 14.00, 14.20, 14.40 • All magazines, books, plants and flowers should be removed from the waiting area, anything that could harbour infection • All cushions, rugs etc should be removed. Chairs should be plastic or metal so the waiting area can be quickly wiped down after each client. Or ask clients to simply stand – remove all chairs <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> 1. communicate these points to your client database |

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| <p>Bathroom facilities</p> | <ul style="list-style-type: none"> • Will clients wash their hands in the bathroom when they arrive and before they leave, or will you use anti-microbial hand gel? • The bathroom should be cleaned after each client, especially the taps. Must have pump-action soap. Use paper towels instead of fabric ones. Use foot-operated bin or wastepaper bin so no one touches a bin lid. With bin liner • Can you ensure nobody else uses the room between clients arriving and leaving? • Decide where you are going to place hand sanitiser, once client is in clinic. Inside front door / in practice room? <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. make signs for toilet/bathroom door advising clients of new cleaning procedures. Create daily cleaning recording sheet 2. communicate these points to your client database |
| <p>Surface areas including desk in clinic/practice room</p> | <ul style="list-style-type: none"> • All surfaces must be kept clear of clutter, books etc., so it is quick and easy to disinfect the whole surface between clients • Clients' notes should be kept in drawer or plastic folder (so easily cleaned) and not left lying out (GDPR regulations apply) <p>DOCUMENT ALL THESE DECISIONS and FILE</p> |
| <p>Remove all books, testers, products for sale, posters etc from clinic/practice room</p> | <ul style="list-style-type: none"> • The practice room should be cleared of all books, posters, products for sale, testers, fliers, business cards etc. Nothing should be left out but instead put away in cupboards, so accessible if required <p>DOCUMENT ALL THESE DECISIONS and FILE</p> |
| <p>Chair for client</p> | <ul style="list-style-type: none"> • Ideally you should have 2 plastic or metal chairs for your clinic space so they can easily be cleaned between appointments - washed with fairy liquid / sprayed down with anti-microbial cleaner • If this is not possible, then couch roll should cover the chair your client is going to sit on. The couch roll should be changed for each client <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> 1. communicate these points to your client database |
| <p>Storage of client's belongings</p> | <ul style="list-style-type: none"> • When clients disrobe where are they going to put their belongings? Where are you going to put your belongings? • Ideally source plastic storage containers / laundry basket / bin liner bag that clients can put all their belongings in • If a chair needs to be used, then chair should be plastic or metal and covered with some couch roll |

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| | <ul style="list-style-type: none"> • Containers and chair should be cleaned after each client and couch roll disposed of appropriately <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. source storage containers / laundry basket / bin liners 2. communicate these points to your client database |
| <p>Massage couch, pillows, towels etc</p> | <ul style="list-style-type: none"> • Will you use couch covers or not? • If you use couch covers then they must be replaced for each client, folding carefully. Do you have enough for a full day's work? Source more • Sanitise couch after each use, especially around the face cradle • Easier not to use couch covers and then to sanitise massage couch after each use, especially around the face cradle • A sheet of couch roll can be used around the face cradle to pad area. This should be changed with each client • Pillows should have a water-resistant non-porous cover on them which can be wiped down after each client. Pillowcases can be used but must be changed after each client • Clean set of towels for each client <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. source more couch covers, couch roll, water-resistant pillow covers 2. communicate these points to your client database |
| <p>Laundry procedure</p> | <ul style="list-style-type: none"> • After each client, all used couch covers, pillowcases, towels should be put into a lidded container / laundry basket / bin liner, tied, and then put in another room, to be washed later. All materials should be washed at 60°+ or as hot as materials allow. Make sure you wear a face mask and gloves when putting washing in machine. Sanitise container / laundry basket • All couch roll, cleaning clothes and used PPE, face masks and aprons should be disposed of in a separate bin liner and kept in another room. Store for 72 hours before putting into the non-recyclable household bin. Where will this be stored? <p>DOCUMENT ALL THESE DECISIONS and FILE</p> <p>ACTION POINTS:</p> <ol style="list-style-type: none"> 1. purchase rolls of bin liners / black bags 2. communicate these points to your client database |

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| <p>Contact cleaning time for sanitising</p> | <ul style="list-style-type: none"> • Be mindful of contact time for sanitising products (the time wet products must be in contact with the surface can be up to 10 minutes before it is effective). Refer to instructions on cleaning fluid bottles <p>DOCUMENT TIME REQUIRED FOR SANITISERS TO WORK FULLY</p> |
| <p>Time for full clean of premises</p> | <ul style="list-style-type: none"> • Do a trial run of a full clean and calculate what time you need between clients • We suggest a minimum of 30 mins needs to be left between clients, to ensure cleaning products have time to work properly, before the next client arrives. Ensure your diary / booking system leaves enough time between appointments for cleaning • If you use aggressive cleaning materials or are cleaning a building rather than a room - consider taking a COSHH course <p>DOCUMENT TIME REQUIRED FOR A FULL CLEAN BETWEEN CLIENTS</p> |
| <p>Ventilating clinic/practice room</p> | <ul style="list-style-type: none"> • Keep practice room well ventilated between clients. Open windows while cleaning. Use an extractor fan • Do <u>NOT</u> use air conditioning <p>DOCUMENT ROOM TO BE VENTILATED BETWEEN CLIENTS</p> |
| <p>Therapist's hygiene protocols</p> | <ul style="list-style-type: none"> • Jewellery should be removed before coming into work • Therapist to wash hands with soap and warm water (for at least 20 seconds) on entering clinic and then sanitise hands • If travelling to work on public transport, therapist should change into work clothing at clinic. Store travel clothing in a storage box / bin liner in another room. Wash hands again • Therapist should put on face mask / covering before client arrives and wear at all times when dealing with clients • Therapist should open all doors for client • Therapist will get client a glass of water if required but better to ask client to bring their own drink • Therapist to wash hands with soap and warm water (for at least 20 seconds) after each client • Therapist to wash hands with soap and warm water (for at least 20 seconds) after cleaning practice room between clients • Therapist to put travel clothes back on before using public transport to get home • If working from home remove all work clothes after cleaning practice room • Take all work clothes home to be washed in a washable bag / bin liner (see laundry procedure above) • All clothes to be washed at 60° or above to kill virus <p>DOCUMENT ALL HYGIENE PROTOCOLS and FILE</p> |

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| <p>Use of Oils and Wax</p> | <ul style="list-style-type: none"> • Consider use of carrier oil vs waxes. If your preference is wax, rather than double-dip the wax pot – use a wooden spatula or teaspoon • Use small easy to squeeze oil bottles. Have several – use one per each client. Wash out every day with hot soapy water <p>DOCUMENT CHOICE OF OILS and WAX</p> |
| <p>Personal Care</p> | <ul style="list-style-type: none"> • If you change your top between clients, rather than wear a PPE apron, can you remove it without pulling it over your head? • Have you considered button up tops/shirts instead – as long as they are close fitting? Easier to remove • Does wearing gloves, frequent hand washing and use of disinfectant have an adverse effect on your hands? <p>DOCUMENT PERSONAL CARE METHODS</p> |
| <p>Client Consultations</p> | <ul style="list-style-type: none"> • Face-to-face consultations should be kept to a minimum amount of time. Instead, carry them out in advance over the phone or via video conferencing • New clients should be sent the new consultation & declaration form, plus the standard consultation document via email a few days before, to be completed and emailed back • Existing clients should also be contacted before their appointment to check on their health, follow up to previous therapies etc., and complete the new consultation and declaration form • NB: Note health issues and allergies to assess suitability as a client in view of contraindications • Make allowance regarding cancellation fees, should someone cancel at short notice due to Covid-19 symptoms • Ask all clients to bring their own pen to sign forms, or have a large supply, which you can either clean or throw away <p>DOCUMENT NEW CONSULTATION PROCESS and FILE</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> 1. communicate these points to your client database |
| <p>Booking Schedule</p> | <ul style="list-style-type: none"> • Ensure you leave plenty of time between booking clients to enable adequate cleaning & disinfecting time – and to get them in and out of the building. Make allowances for lateness etc <p>DOCUMENT UPDATED BOOKING PROCESS</p> |

PAYMENTS

Taking Payment

- Consider using direct bank transfer or other electronic methods to take payment prior to each session, to avoid using card machines or cash
- Cash payments should be put in an envelope and left until the end of the day
- Electronic card machines should be sanitised between each client

DOCUMENT PAYMENT METHODS AVAILABLE TO CLIENTS

ACTION POINT:

1. communicate these points to your client database

ASSESSMENT OF VULNERABLE CLIENTS – CONTRA-INDICATIONS

New potential contra-indications

People with the following health issues are considered a RED FLAG – and may need a referral from their GP

- Those shielding vulnerable family members, front-line NHS staff & carers
- Anyone currently receiving treatment for cancer, any serious lung condition, anyone recently post-operative
- Experiencing severe post Covid-19 circulatory complications – DVT, micro-embolisms, CVA or PE
- Aged 70 years or older
- Pregnancy
- Mild heart & respiratory conditions – and suppressed immune systems
- Diabetes
- BMI over 39
- Anyone who has been in contact with someone with Covid-19
- For a more comprehensive list, go to: www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk

Assess each client on their own merit to decide whether to give therapy not. Use your own professional judgement. If you choose to go ahead be extremely strict with hygiene

NB: You are under no obligation to see anyone. The choice is entirely yours

DOCUMENT REASONS FOR ANY CHANGE – and choice to give massage

ACTION POINT:

1. communicate these points to your client database

| RISK | ASSESSMENT OF RISK / ACTIONS TAKEN PRIOR TO STARTING WORK | DATE | INITIALS |
|--|--|-------------|-----------------|
| Before client enters clinic | | | |
| Front door | | | |
| Reception desk | | | |
| Waiting area | | | |
| Bathroom facilities | | | |
| Surface areas including desk in clinic room | | | |
| Remove all books, testers, posters from clinic room | | | |
| Chair for client | | | |
| Storage of client's belongings | | | |
| Massage couch, pillows, towels etc | | | |
| Laundry procedure | | | |
| Contact cleaning time for sanitising | | | |
| Time for full clean of practice space | | | |
| Ventilating practice room | | | |
| Therapist's hygiene protocols | | | |
| Use of oils | | | |
| Personal Care | | | |
| Client Consultations | | | |
| Booking Schedule | | | |
| Taking Payments | | | |
| Contra-indications | | | |

IDEAS FOR INFORMATION FOR CLIENTS

Via telephone, email, newsletter or any communication means

Lockdown has now been relaxed enough and massage therapists have been given the green light to return to work. Therefore, I am now ready to make appointments. There will be some changes in the process both before and during each session, to help ensure both yours and my safety.

Before you leave your home, please check your temperature, and consider if you are experiencing any Covid-19 symptoms. If yes to any of those questions, please postpone or cancel your appointment.

If you are a first-time client, your pre-session consultation will now take place via the phone or video-conferencing – rather than face to face. And/or a consultation form emailed for completion prior to the visit.

If you are an existing client there will be a short update consultation – to see how you have been since pre lockdown and whether you have any Covid-19 issues. Also, via phone or video conferencing.

There will also be a consent form to complete regarding exposure to Covid-19. If you are considered a high-risk client, it may not be possible to massage you at this time. (If appropriate, add list of high risks for the client to see).

All consultation & consent documents can be signed & brought on the day or emailed beforehand. Please bring your own pen if you need one.

Please also bring your own water – so we do not use any glassware.

Please wear easy to remove clothes. You will be given a container in which to put them when you undress. Please avoid wearing jewellery as this makes the process simpler.

When you arrive, you will be required to take off your shoes, wash your hands (drying them with paper towels) – and walk into the practice room without touching anything.

If there are soft furnishings in the practice room, they will be covered by couch roll. Cushions and soft furnishings will have been removed.

The massage table will have been thoroughly disinfected. The linens are all clean, and you will be encouraged to wear a mask.

The therapist will be using personal protective equipment – until the requirement relaxes. The apron may be replaced with a button up top, but they will wear gloves, mask and a visor. Being massaged in gloves is not unpleasant – you will barely feel it. *(This information is likely to change as the situation regarding use of PPE is fluid).*

The massage will continue as per usual, though would recommend not chatting to avoid droplet formation.

When the massage is over, please leave all the linens, towels, and mask on the table – unless the mask is yours. Put your clothes back on and exit again without touching anything. You may also wish to use the bathroom and wash your hands before you put your shoes back on.

Payment ideally should be made prior to the appointment via Direct Transfer or PayPal to avoid touching card machines or money.

There will be an approximate 30-minute gap between clients, to enable disinfection of the practice space, therapy table and equipment, hallways and bathrooms etc, with enough time to dry and take effect.

CHECK LIST FOR CLIENT ARRIVAL

(ADD OR SUBTRACT DETAILS AS APPROPRIATE)

DATE:

CLIENT NAME:

| ACTION | COMMENTS | YES | NO |
|------------------------------------|-----------------|------------|-----------|
| Confirm email with what to expect | | | |
| 30-minute gap from previous client | | | |
| No symptoms | | | |
| Pre-paid | | | |
| Consultation complete | | | |
| Decision made to massage or not | | | |
| Consent forms signed | | | |
| Brought own pen & water | | | |
| All external areas cleaned | | | |
| Practice space cleaned | | | |
| New linens | | | |
| Wearing clean clothes | | | |
| Fresh PPE | | | |
| Client clothes container ready | | | |
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PRIVACY POLICY - ADDITIONAL PARAGRAPH

When massage sessions resume, there will be an additional declaration form to complete stating that:

- a) There has not been in contact with anyone with Covid-19, in the last 14 days, to your knowledge
- b) There have not been any symptoms: - dry cough, temp over 37.8°C, loss of smell and/or taste
- c) Should the client contract the virus you must inform the therapist as soon as possible
- d) Should the client contract the virus we are obliged to inform NHS Track & Trace

There will also be a signed declaration from the therapist stating the same declaration

All first-time and follow-up consultations will be carried out either on the phone or via video conferencing rather than face to face

NB: There is no variation required to your GDPR policy statement. However, there is a relevant clause on the consent form regarding NHS Track & Trace.

CONSULTATION & CONSENT DOCUMENT – SPECIFIC COVID-19 SCREENING

| | | |
|--|------------------------------|-----------------------------|
| FULL NAME | | |
| FULL ADDRESS | | |
| POST CODE | | |
| EMAIL ADDRESS | | |
| MOBILE NUMBER | | |
| TESTING | | |
| Have you had a Covid-19 test | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Did you self-isolate | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| What was the date you tested negative | | |
| Do you still have symptoms | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are you registered on the NHS Track & Trace app | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| SYMPTOMS - Are you experiencing any of the following? | | |
| Severe breathing difficulties or chest pain | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Difficulty in waking or confusion | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If yes to any of the above call 999 | | |
| Fever | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Previous symptoms getting worse: cough | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Sore throat or runny nose | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If any of the above, the advice is to self-isolate for 7 days | | |
| Chills or headache | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Painful swallowing | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Muscle & joint ache | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Fatigue or exhaustion | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Loss of taste or smell | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If any of the above, the advice is to self-isolate for 7 days. Then taking a test will be necessary. Call 119 | | |
| Shortness of breath or difficulty lying down due to chest issues | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If any of the above, contact your GP or call 111 | | |

| | | |
|--|------------------------------|-----------------------------|
| Have you been in contact with anyone with Covid-19 symptoms? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you had or are you now experiencing Covid-10 symptoms? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are you taking your temperature regularly? If so, what is the latest? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you recently been hospitalised? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If so, why – please describe: | | |
| Do you have any of the following health issues | | |
| High blood pressure or other heart condition | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Diabetes Type 1 or 2 – if so, which? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Cancer | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Lung condition | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Any other conditions – please list: | | |
| Are you? | | |
| An NHS front line worker | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| A carer – home or care home | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Shielding a vulnerable adult | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Pregnant – how many weeks? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Over 70 – will you have a companion with you? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Allergic to latex gloves | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Allergic to cleaning products – if yes please specify | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| SIGNED | | |
| <p>I solemnly and sincerely declare that the information I have provided is true and correct and I make this solemn declaration conscientiously believing the same to be true. If any person should suffer as a result of the information being found to be untrue and false, then I am aware I can be prosecuted for making a false declaration.</p> <p>If either I or someone I have been in contact with tests positive for Covid-19 or have been contacted by NHS Track & Trace I will inform you.</p> <p>I consent for you to inform NHS Track & Trace if so required.</p> <p>Full name:</p> <p>Date:</p> | | |

THERAPIST DECLARATION & CONSENT FORM – COPY FOR CLIENT

| | |
|---|--|
| FULL NAME | |
| FULL ADDRESS | |
| POST CODE | |
| EMAIL ADDRESS | |
| MOBILE NUMBER | |
| | |
| I do not have Covid-19 to my knowledge | |
| I have/ have not been tested for Covid-19 | |
| The test was negative | |
| I take my temperature every day | |
| I have not been in contact with anyone with Covid-19, to my knowledge | |
| I am connected to the NHS Track & Trace app | |
| If either I, or a client, tests positive for Covid-19 I will inform you immediately | |
| SIGNED | |
| <p>I solemnly and sincerely declare that the information I have provided is true and correct and I make this solemn declaration conscientiously believing the same to be true.</p> <p>If any person should suffer as a result of the information being found to be untrue and false, then I am aware I can be prosecuted for making a false declaration.</p> <p>Full name:</p> <p>Date:</p> | |

SIGNAGE

The use of signage, particularly in the first few weeks back at work, will help both you and your clients get used to the changes.

Our recommendation is to print them off as A4 sheets and laminate them. Then attach to the doors.

We have given you a couple of templates to create your own specifically relevant to your practice. We have used the GCMT logo, to which you can add your own to personalise them. Particularly if you work in a multiple therapy venue.

The cleaning chart is a reminder to you to clean between each client – but also to show each successive client that it is done. Tick and record the time for each action.

- CLEANING CHART
- SIGNAGE TEMPLATE

SUGGESTIONS

- PLEASE WAIT – YOU WILL BE ADMITTED WHEN YOUR APPOINTMENT STARTS
- PLEASE WALK RIGHT IN
- PLEASE DON'T TOUCH ANYTHING
- PLEASE TAKE OFF YOUR SHOES
- PLEASE WASH YOUR HANDS & DRY ON PAPER TOWELS
- PLEASE PLACE YOUR CLOTHES IN THIS CONTAINER
- BATHROOM
- PRACTICE ROOM

CLEANING CHART
ONE FOR EACH DAY (*amend as appropriate*)

| ITEM | TIME | TIME | TIME | TIME | TIME | TIME | TIME |
|--------------------|------|------|------|------|------|------|------|
| Outside doors | | | | | | | |
| Inside doors | | | | | | | |
| Bathroom | | | | | | | |
| Massage table | | | | | | | |
| Cradle | | | | | | | |
| Chairs | | | | | | | |
| Desk / table | | | | | | | |
| | | | | | | | |
| Fresh linens | | | | | | | |
| New oil container | | | | | | | |
| | | | | | | | |
| Fresh couch roll | | | | | | | |
| Fresh cradle cover | | | | | | | |
| | | | | | | | |
| Room aired | | | | | | | |
| 30-minute gap | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**PLEASE TAKE OFF YOUR SHOES
THEN WASH YOUR HANDS**

TEMPLATE

- Last page left intentionally blank -