

Yellow = updated since October 2021

I have been fully vaccinated against COVID-19 since two weeks after 29 January 2021 (Pfizer). I received my Pfizer booster on 05 October 2021.

A vaccine is *not* required to work with me. However, if you are not vaccinated, some protocols may be different. See below!

### SUMMARY

- ♥ **Wellness and maintenance are important, and risk may outweigh benefits. We'll assess each session if it is appropriate for you to come.**
- ♥ Face-covering requirements are more specific.
- ♥ As our knowledge and wisdom grows, we'll adapt together. With care and humor! As things change, if policies and processes need to change, I will actively reach out to let you know.
- ♥ Stress relief, supportive nutrition and a bolstered immune system matter. We all need more buffer, greater health and wellness reserves than ever.
- ♥ We will each take more precautions by covering our faces in certain instances and washing hands more frequently.
- ♥ I clean differently.
- ♥ Telehealth and open-air appointments are now available and will be ongoing.
- ♥ **Prescreening happens before each visit, and always has. Do not come when you are sick or think you might be.**
- ♥ If you are at greater risk of serious illness, let's reassess your session.
- ♥ If either of us have even mild symptoms, we will cancel our appointments. We'll communicate to each other if we experience after we see each other.
- ♥ We'll get creative to help you stay healthy and well!

### New Processes: All the DETAILS

- ♥ As per pre-existing policy, I reserve the right to cancel an appointment at any time if I deem that it would not be safe for you, me, or others in my practice. I expect, as usual, that you will cancel for the same reason.
1. Some of the scenarios listed below are not negotiable. Cancel if you:
    - a. Are contagious with ANYthing, as always. Generally, with sickness and inclement weather, I waive late cancellation fees.
    - b. Are not vaccinated and have been in proximity to someone with symptoms of (confirmed or suspected) or positive test for COVID-19 in the past two weeks.  
If you think you may have been exposed to someone who has COVID-19 see [HERE](#).
    - c. Have COVID – 19 symptoms or positive test currently or any time within the past 10- 14 days. **This time frame may vary as the evidence and guidance change.**

1. If you have **traveled or been part of a social gathering** recently, **let's talk by phone or video before your appointment.**
2. OPTIONS to In-Person Appointments:
  - a. *Telehealth* – video or telephone appointments. I will continue to offer these moving forward. See below for details.
  - b. *Outdoor/open air appointments.* We may be able to find a place to meet out of doors that suits your goals and is safe! This will not include table work but may include a massage chair or work on a mat on the ground, if needed.
  - c. *Pre-recorded video instruction.*
  - d. *Recommendations/referral* to other materials or providers as needed.
3. Specifics for in-office:
  - a. Face coverings
    - i. **If you are not vaccinated** against COVID-19, I ask that you wear a **well-fitting mask/face covering** during your appointment, from one of the following (even if there is no longer a mask mandate in place in Dane County, Wisconsin):
      1. N95, KN95, **or KN94** mask (based on availability)
      2. Surgical mask with mask fitter (to better seal) OR securely-fitted cloth mask over.
      3. Securely-fitted 2-or more- ply cloth mask with approved filter inside.
    - ii. If your face covering is not adequate, I will ask you to wear one that I provide and may ask you to cover the cost.
    - iii. **If you are vaccinated** (please present your card) and at maximum immunity (2-weeks past last vaccine) for COVID-19, if a mask mandate is in place for Dane County, Wisconsin you must wear a well-fitted face covering from one of the following:
      1. A well-fitting mask – 2- or 3-ply cloth, surgical mask or any of the above.
      2. Any listed above for those who are unvaccinated.If there is no longer a mandate, as long as you are asymptomatic for anything contagious (COVID or otherwise), I may allow you to go mask-free during some or all of the session, **based on all factors available.**
    - iv. If you are in the office and have coughing or sneezing or other symptoms, I will ask that we immediately terminate and reschedule your appointment.

- b. Hand washing/hygiene
  - i. When you arrive, I will ask that you thoroughly wash hands. This will continue indefinitely. [Handy video instructions HERE](#). This is my gift to you! I recommend this technique when out in public! It really works.
  - ii. Please wash hands thoroughly each time you use the rest room. I have *lots* of Bambooe® towels!
  - iii. If you touch your face during our session, I will ask you to sanitize your hands with hand sanitizer or by hand washing.
  
- c. Appointments
  - i. At times, it is appropriate or desirable to have another person with you (with a minor; as a caregiver, advocate, partner in therapy). We may make additional special arrangements to keep all of us safe and well during the session.
  - ii. If you become symptomatic of COVID-19\*--or discover that you have been in the presence with someone who is symptomatic or known positive—
    1. Contact all people (including me) with whom you have been in contact up to 5 days prior to onset of symptoms. This will allow me to immediately respond by letting those know with whom I have had contact, limiting further contact, potentially sequestering or getting a COVID-19 test in order to stop potential spread of the illness.
    2. Any appointments scheduled will be put on hold until it can be determined that you a) do not have COVID-19 and b) do not have any other communicable illness.
  
- d. More washables
  - i. Blankets washed after every use with the always single-use linens (face cradle cover, sheets)
  - ii. Washable paper towels ([Bambooe](#)) with a convenient bin in which to discard them. Those are placed in the laundry basket after each person, and each person gets new towels.

- e. Cleaning
  - i. If I ask you to try an exercise that requires using an object, I will only offer you one which has been disinfected (ball, weights, etc.) and/or is single use for you to take home with you (resistance bands, etc.).
  - ii. [Bambooe](#)® washable paper towels for lots more safety in the restroom and for cleaning without the waste.
  - iii. Lots and lots of isopropyl alcohol. This will be my cleaner of choice, as it is an effective disinfectant, [approved by the EPA](#) for use with SARS – CoV – 2 (the virus causing COVID-19) while being relatively environmentally friendly with 100% known ingredients.
  - iv. I will be wiping high – touch surfaces before and after your visit with disinfectant. These include bathroom sink handles, toilet handle, toilet seat, doorknobs, railings, light switches, pens, etc.
- f. Other protections
  - i. An air purifier will run during and between sessions.
- g. Money handling
  - a. I accept cash (exact amount appreciated) and checks at this time, which incur no fees and I thank you for paying by this method!
  - b. If cards are the best way for you to pay, I also have that ability.
  - c. I also continue to accept Medicare.
  - d. If you have other insurance, I can provide a special receipt after payment that you may submit to your insurance company for potential reimbursement.
- h. Lubricant – will continue to be dispensed by me, only, with washable scoop or squeeze tube.
- i. Documents and HIPAA compliance
  - i. I have updated my Waiver to reflect telehealth. I will ask you to sign this updated Waiver prior to our next session.
  - ii. G Suite (offering of Google), providing HIPAA compliant ways for us to virtually share documents, photos and videos, virtually meet, and even calendar or email if needed.

**Me:**

1. I plan to stay well so that I may continue to work with you safely!
2. I will continue to monitor myself for symptoms of COVID-19\* or other illness.
3. I will continue to practice universal precautions, assuming that all people may be infectious, even when they or I do not think they are.
4. At this time, I will wear a secure face covering at all times while in the office with you and others.

5. I will CANCEL if I think I have been exposed to someone with COVID-19 (or other contagious illness).
6. I will wash hands thoroughly before and after each session, after touching my face or using tissues.
7. If I become symptomatic of COVID-19\* or other illness, I will contact all people (including you) with whom I have been in contact up to 5 days prior to onset of symptoms. I will immediately cancel all appointments and connect you with alternate resources for therapy if needed.

#### Telehealth: What can we do?

1. Assess, evaluate, triage. We can get information from your experience and history about what is happening and if an in-person appointment is right for you.
2. We also may be able to decide on treatments you can perform yourself – like self-massage, exercises, or other activities.
3. Refer. It might be appropriate for you to talk with or see (an)other provider(s), including your primary care provider, nutritionist, or other therapist or specialist. Information gathered during a telehealth session can help with this, too.
4. Check in. These are no-charge appointments after other telehealth or in-person appointments to see how you are doing, allow your P.T. to observe movement, pain or symptom location, and more.
5. Wellness and prevention are always part of our work.

#### Open-air: What can we do? What should we expect?

1. We are able to do movement of all kinds, posture, strength, coordination, balance and more. We can also do hands-on work on mats on the ground. Wellness and prevention are always part of our work.
2. Open-air appointments will be evaluated for weather conditions or other environmental issues **up to two hours prior** to your session time. If you wish to change to telehealth or in-office session, please contact me. I will also assess and let you know if it would be more appropriate to change.
3. We will discuss any tools, props or other items you may need to bring.
4. Plan for layering to adapt to weather and outdoor issues.
5. Location will be determined at the time of the appointment.

If you have ANY CONCERNS or QUESTIONS about the procedures – whether before, during, or after our sessions – do not hesitate to contact me right away. Your comfort and safety have always been my primary concern.

### **SCREENING**

**\*Symptoms and Self-Evaluation Checklist: Do any of the following apply to you now or in the past month? For current information about symptoms of COVID-19:**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- ♥ Fever (over 99F)
- ♥ Cough
- ♥ Shortness of breath
- ♥ Sneezing
- ♥ Feeling unwell generally
- ♥ Chills
- ♥ Headache
- ♥ Muscle pain/achiness
- ♥ Sore throat
- ♥ New loss of taste or smell
- ♥ New congestion and/or mucous production
- ♥ Inflamed/red mucous membranes
- ♥ GI symptoms: Diarrhea, nausea, vomiting
- ♥ Any new rashes, swelling, fatigue, malaise, difficulty sleeping, infection or wound, injury, dizziness/vertigo, confusion, tingling/numbness, weakness, weight loss/gain.

### **GRATITUDE**

These guidelines, practices and protocols have been developed by researching and using the resources of our governmental agencies (CDC, NIH, NIAID, FDA, State of Wisconsin and Dane County Health Departments) and importantly in conversation and with the support of many friends and colleagues in the physical therapy, massage therapy and wider wellness community. I thank the following: BeWell Madison community; The Federation of State Massage Therapy Boards; the American Physical Therapy Association; Gigi Decker, LMT; Laura Novak, LMT; Dr. Laura Konopacki; Dr. Allison Becker (ND, LaC), Institute of Physical Art community.

I am grateful to YOU who choose to work with me. I am grateful to you for your trust, and for all that I learn from you.

Susan