Lafayette Physical Therapy, Inc.

Social Distancing Protocol

Adapted from the Contra Costa County Order No. HO-COVID19-09 dated April 29, 2020.

- 1. Clients and staff will be screened upon entry into the facility and must:
 - a. Allow for their temperature to be taken via contactless forehead scanning thermometer. A fever will be defined as a temperature above 99.5 degrees Fahrenheit
 - b. Answer all questions on our verbal "Symptom and Status Screening."
- 2. Please do not enter the facility if you are sick, have a fever, dry cough, shortness of breath, persistent pain or pressure in the chest, or other COVID-19 symptoms.
- 3. We will be limiting the number of people who can enter the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete Essential Business activity.
 - a. Only scheduled clients and parent(s) or legal guardians of clients may enter the building to attend appointments. All others must wait outside.
 - b. Solicitors are not permitted to enter the building
 - c. We are providing floor markings in areas where lines may form in the facility. These markings will be in 6 foot increments indicating where individuals should stand to maintain adequate social distancing
- 4. Face masks or coverings are required to be worn by all persons entering the facility (except for clients for whom face coverings are not recommended, like very young children) in compliance with the county health order.
- 5. We are providing hand hygiene options at the entrance of the facility:
 - a. Hand sanitizers are available upon entry to the building and all staff and clients are required to wash their hands with soap and water upon entry to the facility.
 - Hand washing is available in 5 areas of the facility Women's restroom, Men's restroom, Wellness Area Restroom, Massage C, Gym area, and Specialty Suite Room 4 (reserved for higher risk clients).
 - c. Hand sanitizer is available throughout the facility including treatment rooms, throughout the gym areas, the front desk, and individual offices.
- 6. Payment collection safety:
 - a. We are providing options for contactless payments via:
 - i. Our online payment form available at lafayettept.com/paynow
 - ii. Easy Pay option for secure payment storage Clients can fill out a form putting your credit card on file via our secure credit card portal and the front desk will run your card each visit without the client needing to pay at each visit.
 - iii. Tap and Pay options through the two main front desk credit card terminals.
 - iv. We strongly encourage pre-pay. If clients are coming in twice a week, it is recommended that they pre-pay their standard amount for 1 or more weeks to reduce the need to collect payment at each session.

- b. The following procedures are in place for use of the in-office credit card terminals to ensure hygienic transactions:
 - i. Tap and pay transactions will be strongly encouraged, or use of the pay now option on the website instead of a physical transaction.
 - ii. Credit Card terminals will be wrapped in Gladwrap and wiped down with disinfectant after each transaction.
 - iii. Upon initiation of a transaction, the front desk will provide the terminal to the client for them to hover the card over for tap and pay or to swipe or insert the card for physical transaction.
 - iv. No physical signature will be required on receipts at this time.
- 7. We are transitioning client paperwork to primarily online completion through DocuSign and other services.
- 8. We will regularly disinfect all high-touch surfaces and objects such as:
 - a. Counters, chairs, door handles, water cooler, etc.
- 9. We will regularly disinfect all tools including pens, clipboards, etc. after each use.
 - a. We will have containers clearly marked with New vs. Used items.
 - b. Laptops will be covered in gladwrap allowing for ventilation as needed. Staff should handle laptops by touching the areas wrapped in gladwrap only, and disinfect them using disinfecting wipes regularly.
- 10. We are posting signs at the entrance to our facility to inform staff and clients that they should:
 - a. Avoid entering the facility if they have any COVID-19 symptoms
 - b. Maintain a minimum six-foot distance from one another except when receiving essential services during treatment. Please discuss your comfort level with your Therapist regarding proximity, personal protective equipment and contact.
 - c. Sneeze and cough into tissue or fabric, or if not possible into the sleeve or elbow (but not the hands), and then properly dispose of tissue and wash hands.
 - d. Do not shake hands or engage in any unnecessary physical contact.

These procedures are on top of our regular safety and cleaning procedures and protocols.