

**4/23/30**

## **RE: UPDATED STAFF/CLIENT COVID-19 SAFETY PROCEDURES**

The US Department of Homeland Security announced that physical and occupational therapists are considered “essential infrastructure workers.” Under- strict adherence to CDC guidelines and local government mandates, we are committed to the health and wellbeing of our patients and staff as we have taken the necessary steps to ensure sanitation and safety precautions within our facility including the following:

- *Requiring anyone, including patients or staff, with any signs of respiratory illness, a fever, cough, or shortness of breath to cancel appointments until they are healthy. We will waive any cancellation fees and gladly reschedule your appointment.*
- *Ask anyone who has traveled within the past 14 days, knowingly been in contact with another person testing positive with COVID-19 or has traveled to Summit, Eagle, Pitkin counties in the past 14 days, to not attend appointments until they have cleared the recommended 14 day period.*

**Until COVID-19 no longer poses a public health threat, Pace West PT is implementing the following clinical safety procedures and asks that you strictly adhere to them when working or visiting the clinic.**

- Our waiting area has been moved outside. We have covered all cloth reception chairs in the atrium and in treatment rooms with plastic. Chairs in atrium will be disinfected periodically. Treatment room chairs will be disinfected before and after each session and at the end the day with bleach.
- Signs have been placed on a few chairs in the atrium reserving them for post-op patients or those who can't tolerate standing while waiting for their appointment. We encourage you to pace or stand in the atrium while waiting for your appointment.
- We ask that everyone abide by the 6 foot physical distancing mandate at all times except when treatment is administered. This applies to our staff as well when conversing with clients and fellow staff even when gloved and masked.
- We have installed a plexiglass barrier between the front office personnel and incoming patients.
- Before entering the clinic everyone will be required to either wash their hands in the bathroom down the hall, sanitize their hands and/or wear gloves with supplies provided on the “sanitation station” outside the clinic entrance.

- We encourage all patients to wear masks of some kind during their treatment. Unfortunately our stock is limited and we can't offer masks to patients we treat.
- Therapists will be responsible for retrieving their patients from the atrium and escorting them directly back to their disinfected treatment space, attempting to avoid others in the clinic. Please do not congregate at the front office desk.
- All staff will wear N95/P95 masks and gloves while working with patients. At the end of the day masks will be sprayed with alcohol and placed in a paper bag (with your name on it) or left out on a disinfected surface to dry overnight.
- All staff will be asked to change into work clothing or scrubs while treating patients in the clinic and change back to clean pedestrian clothes before leaving to minimize possible transmission between the community and the clinic.
- We are staggering appointment times to minimize patient/practitioner volume and allow for "breathing time" in the spaces within the clinic space.
- We are disinfecting all contact surfaces and hand washing between every patient and have instituted regular cleanings of all common areas multiple times per day with alcohol based cleaning agents. At the end of the day we are disinfecting the clinic with bleach for overnight sanitation.
- We have established Telehealth services for those patients who are at risk , or are education and exercise based and need program progression or self management information.
- We have implemented non-physical payment transactions. The front office staff will coach you through the process. Please be prepared to pay at your time of service with a credit card.

Be advised, these protocols may change day-to-day depending on the latest COVID-19 updates.

Thank you for your flexibility and patronage during this trying time.

Be Healthy! Be Well! Be Immune!

Owners of PWPT,  
Trevor, Chris and Darcy