

MWCA/ACA COVID 19 Safety Protocols

We will carefully be following safety guidelines as recommended by the CDC and MA Department of Health, and this document is written based on those recommendations.

No patients will be seen if they have tested positive for COVID19, until after they have been symptom free for two weeks. No patients will be seen if they, or someone in their household, have a COVID 19 test awaiting results, or if they are showing symptoms such as fever, cough, sore throat, unexplained rashes or sores, fatigue, or body aches that cannot be attributed to another illness. No patients will be seen who have been exposed to someone who they know tested positive to COVID 19, or is awaiting results of a COVID 19 test. . Staff will not come to work if they are ill.

If a patient notifies us of a positive COVID 19 test within 2 weeks after receiving treatment, we will notify all patients who were in the clinic since that patient came in for treatment. The staff member who treated the COVID 19 positive patient will self isolate for 2 weeks and not come to work.

If a staff member tests positive for COVID 19, all patients that were seen by that staff member for 2 weeks before their symptoms appeared, or 2 weeks before their positive test, shall be notified via phone or email.

- All people in the clinic, both patients and acupuncturists, will be required to wear a mask for their entire stay.
- To minimize number of people in the clinic: No front desk staff to start. Only acupuncturist on duty.
- 2 patients per hour, with 10+ minutes in between for cleaning. Staggered scheduling.
- If patients arrive early for their appointment, they must wait in their car. If someone drives patient to their appointment, and/or picks them up, driver must wait in their car, or outside the building. If a patient needs assistance to get to their chair, they may bring someone to assist them. Their assistant must also wear a mask, and must leave the clinic after assisting the patient. Nobody waits in the waiting room at all.
- No one lingers in reception area. Patients come in, pay, go into tx room. All appointments booked online or over the phone. Appointments are required - we will not be taking any walk-ins. Cash or check payment will be received in a box, and not touched by acupuncturist until the end of the shift.
- Patients sanitize hands immediately upon entering, and will touch as little as possible inside the clinic. All patients will be required to sign the AAC COVID 19 waiver on their first visit, and will be verbally screened for symptoms at each visit going forward. After signing the waiver, their pen will be disinfected.
- Cups have been removed (and tea at MWCA). Patients may request water but cannot use machine themselves. Cover magazines/books with sheet, remove brochures/ business cards.
- Waiting room chairs and tables are arranged around front desk at MWCA to create distance between patient and staff. In Ashland, clinic doors will remain open to reduce touchpoints.
- Chairs in treatment room are spaced at least 10 feet apart, unless 2 members of the same household are sitting next to each other - their chairs may be closer together. Each chair has a boot tray next to it for patient shoes, belongings. Patients are asked to bring as few personal belongings as possible to minimize contamination.

-Patients leave after treatment ends. No lingering in reception area. In Milford, patients will exit out back door after their treatment is over.

Acupuncturist duties:

-At opening of clinic, ensure that hand sanitizers are full. Kleenex and trash can available at treatment room door.

-Cover chairs with paper sheets. Make sure needle stations are stocked with needles, cotton balls, tissues, etc.

-Acupuncturist will wash hands before patient contact, and immediately after - both inserting AND removing needles.

-After patient leaves chair, dispose of paper sheets. Wipe down chair, boot tray. Allow to dry. Replace paper sheets. After last patient has left the chair, spray with disinfectant and allow to dry uncovered.

-In between patients, sanitize door handles, pen, credit card machine, surfaces in reception area. All cleaning products will be on the EPA approved list.

-Acupuncturist will wear clean clothes for each work day, and a mask at all times. Gloves are not required while treating patients, but are recommended while cleaning.

-Please refer to the CDC website for instructions on how to properly put on and take off mask and gloves:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

-Staff will be practicing "limited reuse" of KN95 & surgical masks. Please read the CDC guidelines so you know how to properly store and reuse your masks:

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>