

These are the safety procedures Lake Highlands Acupuncture will enact after reopening during the Covid-19 pandemic and after the lifting of TX Stay-at-Home Orders. Lake Highlands Acupuncture closed its doors to in-person/contact appointments on March 14th. Our reopening date is planned for Monday, June 1st in limited capacity. Procedures below follow guidelines set forth by the Texas Department of State Health Services, the Centers for Disease Control and Prevention, Council of Colleges of Acupuncture and Oriental Medicine. Procedures will be updated to abide by state and county guidelines and only relaxed upon state/county instructions, or when we as a clinic feel it is safe to do so, whichever is later.

Screening upon entering clinic:

- Patients must be wearing a mask (can be homemade cloth mask). No mask, no entry.
- Upon entering the clinic, patients will wait behind a screening table until the clinic employee screens them.
- Screening Patients: Employee will screen all patients who enter the clinic, taking their temperature and having Patient Advisory concerning Covid-19 symptoms filled out before patients go deeper than the front desk area into the clinic.
- Patients must sanitize hands at the sanitation and screening table upon entering the clinic, and before entering the treatment room. No stopping/sitting in waiting area.
- Practitioners will record that the patient was screened in the patient's electronic health records.

Clinic Set Up:

- Entire office: Removed cloth and non-wipeable objects (example: no more cloth chairs, brochures, etc). Minimize clutter.
- Treatment rooms: 1 table/patient per closed room. 2 rooms (3rd room is set aside for practitioner between clients).
- Treatment tables: Pillows replaced with wipeable medical pillows, tables wipeable or covered in wipeable cover for disinfection after each client. All cloth sheets and pillowcases replaced by disposable paper.
- No contact easily accessible trash bins.
- Hand sanitizer and disinfectant cleaners available.
- Items such as pamphlets will be kept behind the reception desk and handed out to patients. No items left out that might be handled by more than one patient.
- Wipe down every surface in reception at least during each shift, but more often when possible.
- Alerts for new hygiene practices and social distancing procedures on posters, website and voicemail (in writing and audible). Pinned up at the top of website, and voicemail.

Patient Protection Procedures:

- No contact payment: attempts will be made to prepay over the phone. If we have to take payment in person, practitioners will wear gloves and wipe down all surfaces after payment is taken.
- Separate treatment rooms (one table and one patient per room).
- Personal Items: patients will bring all personal items into the treatment room and place them under the table in the bin. Bin is changed or sterilized between patients.
- Inform patients to come at appointment time, not early or late. Patients are asked to wait in car until their scheduled time.
- Scheduling: Rooms are scheduled with 30 minutes between clients to allow for adequate cleaning.
- Treatments will be 30-45 minutes (as short as medically necessary). Cupping appointments available separately.
- Patients are asked to come alone. If they must bring someone (such as a driver) then the other person will not be permitted into the clinic and asked to wait in their car. **No one** is permitted to wait in the waiting room.

Acupuncturist: PPE, CNT, and other procedures for staff

- Daily employee screening: using Employee Health Screening Form.
- Acupuncturists and employees must wear surgical masks at a minimum.
- Individual paper bags will be provided for storing each employee's mask after shifts.
- Acupuncturists will wear scrubs and/or lab coats when treating patients: clean scrubs/lab coats will be donned upon entering the clinic and removed at the end of shift and put in dirty laundry. Street clothes will be put in a clean bag during shift.
- Acupuncturists and employees should wear gloves when at the reception area, while cleaning treatment rooms between each patient and when disinfecting the clinic (not required by law, but highly suggested). May wear gloves during treatment if he or she prefers to.
- Continue to follow clean needle technique (recently updated—produced by the Council of Colleges of Acupuncture and Oriental Medicine).
- Wash hands before entering and upon leaving the treatment room and before putting on gloves and immediately after removal. Use hand sanitizer if the room doesn't have a sink.
- Cleaning Checklist for each room: disinfect all surfaces and plastic bin between patients, change paper sheets.
- Cups for Cupping Therapy: After use, immerse in disinfectant products (such as bleach) and wash with soap and water.