

From the office of:
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You are receiving this correspondence because you have either set or plan on setting up an appointment with me for a massage. Need to let you know what is needed, what you can expect, and how the procedure will go. These are based on new State-mandated guidelines that we *have* to comply with. This may seem lengthy and complicated but, after a while, it will run smoothly. For each and every visit:

- 1) You will need to receive and understand a list of what to expect.
- 2) You will need to do a checklist at home 24 hours before your visit to assure both you and I that you do not and/or have not: felt ill; had any COVID-19-related symptoms; done any air or other public transportation travel, domestic or international, recently; been exposed (to the best of your knowledge) to anyone with COVID-19; traveled to any places with a high infection rate, where people have not been isolating; or been in any groups of people where social distancing was not observed; had a fever, cough, sore throat, shortness of breath, fatigue, chills, nasal or sinus congestion; experienced sudden onset body aches; not worn a mask or done social distancing in public places.

Please inform your therapist if you have been tested for COVID-19.

At home, before your visit, you will need to:

- 1) Check your temperature at home (if you can) just before coming over (temp. will also be checked when you arrive and if it is 100 or more, you will not be able to receive a treatment that day; will be re-scheduled to the first available opening that works for you, no penalty).
- 2) At home, complete the new COVID-19-related intake and consent form.
- 3) Run through the checklist/questionnaire, before each and every visit, and call me if there are any “yes” answers to the questionnaire. **Wear or bring clean socks. (Explained on page 2.)
- 4) Please avoid any extraneous stops along the way (shopping, errands, etc.) where you might be exposed to or touch a contaminated surface. (Save errands for afterward.)

When you arrive:

- 1) Wait in your car until I come outside and wave you in. (This is to insure that you will not have any contact with a client who may be leaving and that I have sufficient time to complete the sanitizing process that is required of us.)
- 2) Wear a clean mask to come over and keep it on throughout the treatment.
- 3) Leave all unnecessary items in your car (phone, water bottles, purse, or anything else you may have put down in an un-sanitized area).

- 4) I will greet you at the door, run through that checklist one more time, and check temperature *before* you enter the office. (This is the State law, not mine. I have to document all of this and be able to show that document if asked.)
- 5) We will both hand-sanitize as soon as you come in.

(page two)

During the treatment and while you are here:

- 1) Try not touch your eyes, nose, mouth, or face, or adjust your face mask without first sanitizing hands. *After* touching face or adjusting mask, hands must be sanitized. Hand sanitizer will be everywhere.
- 2) Please avoid touching any surfaces or objects unnecessarily while you are here. If you see a business card that you want on the shelf behind the desk, I will hand it to you. I will have a clean, sanitized pen for you if needed and will set it aside to be sanitized when you leave.
- 3) ****Wear or bring socks.** (And this is my personal rule. I'll explain more thoroughly when you get here.) I know the warmer weather is here and many of you will be wearing sandals, so at least bring a pair of clean socks with you. You will be asked to put them on before walking into the treatment area and keep them on even as you get onto the table. I will remove and put them back on for you before you get off the table.

I know this is a lot to digest and you certainly don't have to memorize all of this. Just read this over when you receive it and review it briefly before you leave the house. I will be taking the time to explain and re-explain things as needed. I beg your patience in all of this. It will become much easier and will run smoothly over time.

(And although I have greatly appreciated and have much gratitude for your referrals, I will be unable to take in new clients, or clients who come in sporadically, for a while.)

These rules are so stringent due to the highly contagious nature of COVID -19 as well as the fact that one can be infected and never show symptoms.

Thank you for keeping us all safe.