



Policy & Procedure Changes: Effective Immediately

* NO LONGER SEEING PATIENTS IN MY HOME OFFICE IN MEDIAPOLIS

Prior to appointment:

You will receive a link to a 'Coronavirus Liability Release Form' with your appointment reminder

This form **MUST be filled out & returned before** your appointment

* this form is for the safety and peace of mind for all clients

If you have any symptoms you must cancel your appointment. Please give 24 hours' notice. Symptoms include: body aches, fever, sore throat, chills, loss of taste and smell, fatigue.

Upon arrival:

Only **1 person is allowed** in the office at a time. Please wait till your appointment time to enter the building.

If you arrive early, please be prepared to sit in the hallway

Currently appointment times are the same, this is subject to change if more time is needed in-between for (new) disinfecting process. **There may be a change in schedule coming... stay tuned!**

Temperature will be taken with touchless, infrared thermometer upon arrival.

After massage:

Payment options: Touchless payment options are available.

Android or Apple pay are available.

If you choose to pay with credit card but do not have 'touchless' pay, **we can an invoice (prior to appointment)** and you can pay from your phone.

As always, you can leave a check or cash.

Rescheduling: because we need to leave plenty of time between patients to properly disinfect and sanitize

If you are **NOT** on a rotating schedule, we will need to reschedule via text message. This can be done before or after your appointment during regular **business hours of Monday – Friday 8-6 and Saturday 9-12**. I will reply during these posted hours within 24 hours.

* Please note, I am generally in a massage and cannot respond right away.

Although I love to catch up, we will need to keep conversation/ rescheduling to a minimum to ensure we adhere to 'social distancing' protocol as well as allow for proper disinfecting process.