



**THERAPY**  
NETWORK OF NEW JERSEY

# Strategies for Your Practice During COVID-19



Employers must **educate** their employees on policies and regulations regarding universal precautions, hand hygiene, and disinfection protocols in the work area

An employee will be **designated** to handle COVID-19-related situations

Sick day policies should be **flexible** for those employees who need to stay at home to care for a family member

An **alternative work plan** will be established in case of a high volume of employee absenteeism

Implement **social distancing** -- maintaining 6 ft between one another by allowing:

- Flexible worksites;
- Staggered shifts.

The staff should **stay at home** if they:

- Are experiencing symptoms related to COVID-19;
- Have been in close (direct) contact with someone who is suspected to have, or was diagnosed with COVID-19;
- Have traveled recently;
- Are not feeling well for any other reason.

Promote **healthy habits**, such as covering mouth while coughing or sneezing

The employer must provide each employee with their **own personal protective** Equipment (PPE): Mask, Gown, Medical Coat, Gloves, Shoe Covers, Cap, Eye & or Face protection

**Note:** This content is provided in good faith and for general information purposes only. We do not make any representations/warranties about the completeness/reliability/accuracy of this information.

# Scheduling appointments

Make appointments over **phone** or **email** instead of in person

Schedule patients so that **they don't coincide** in the waiting room

Schedule patients with enough time to **disinfect the area for at least 5 minutes.**

To avoid **over crowding**, have the patient **wait outside** the waiting area

If possible, **have the patient wait in their car** and call them inside when ready

Include **other office instructions** along with their appointment reminders

## **Ask the patient:**

Have you recently been in contact with someone diagnosed with COVID-19?

## **Ask the patient:**

Have you had a fever, cough, myalgia or any symptom related to COVID-19?

## **Ask the patient:**

Have you had a fever in the past 14 days? Are they "at risk population"?

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# When a patient arrives to the appointment

Patients should wear a **mask at all times** (surgical if possible)

If possible, patients **should not be accompanied** by someone else to their appointment

Patients **should not visibly appear** to have any COVID-19 symptoms

If a patient tested positive for COVID-19, they must be **without any symptoms** for at least 21 days or have a negative PCR test

Take the **patients temperature** at the entrance and patient will not be seen if their temperature **exceeds 99.5°F**

A patient should not be treated if they have been in **contact with someone positive** to COVID-19

Prior to the session, the **patient** will be guided to the bathroom to **wash their hands** or be provided with hand sanitizer

Remind the patient to **avoid touching** door handles and other objects in the hallways

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**One pen per employee;**  
disinfect after each use

Clean telephones or  
digital signature pad  
before and **after each  
patient use**

**Informative poster**  
indicating to maintain at  
least 6 feet away from  
reception desk/area and  
to help maintain universal  
precautions

Disinfect phones,  
keyboards, mouse pads,  
and other work space  
supplies **after each use**

**Relocate seats** with  
the appropriate safety  
distance (6 feet)

Remove all **unessential  
decoration**

**Limit capacity** as much  
as possible and if unable  
to maintain appropriate  
distance, waiting should  
be done **outside or in the  
car**

Only keep **essential  
supplies** in reception  
area

**Eliminate use of water  
fountain**

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# Bathroom / treatment room

Utilize soap and paper towels

Printed and visible log with **cleaning and disinfecting times**

Use a **disinfectant spray** or bleach on objects that may have been touched and **let it sit for 10 minutes**

Have an informative poster on how to perform **correct hand hygiene**

**Remove all unessential decoration**

**Group sessions will not be held** — only provide one on one patient care in order to reduce risk of infection

Attempt to have all materials accessible; **use a cart for materials** instead of storing materials in drawers

**Avoid unnecessary contact** between equipment and patient

Disinfect all equipment **before and after** every use

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# During the appointment

The **patient must avoid touching any objects** during the appointment

The **patient must wear the mask** at all time

**No towels should be used** for treatment

**Gloves** must be worn at all times

Disinfect the examination table **before and after treatment** with disposable material (cavi-wipes, paper towel, alcohol, etc)

Pay attention to the **examination table's face** support. If possible, the patient should be covered with their own clothes

Take **special precautions** with techniques that requires a direct contact with the patient

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# After appointment & at the end of day

**Dispose of the gloves**  
in front of the patient and  
wash your hands

Have the patient **pay**  
**electronically**

Accompany the patient  
and **open the exit door**  
**for them**

Disinfect all door  
handles, light switches,  
examination table and  
**anything else that was**  
**touched**

After performing previous  
step, **disinfect your**  
**hands again**

Remove personal  
protective equipment  
(PPE) **correctly**

**Use gloves to remove**  
**the trash bags**

**Scrub the floor** using  
bleach and other  
disinfectants

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# Recommendations for Home Care

**Verify you have all the essential equipment:** PPE (gown, mask, gloves), protective barrier paper, hand-wash solution, paper towel, disinfectant products, **small trash bag**, and work bag.

Maintain a distance of at least 6 feet between you and the patient, family members, and pets. If possible, **recommend family members and pets to stay in a different room** during the session.

Conduct the visit in a **well-ventilated space**

Before entering the home, **bring all the necessary equipment with you.** Avoid going back and forth to your car.

Wear a **face mask** at all times.

Apply hand sanitizer to your hands for **20-30 seconds.**

Put a **protective barrier** and place your equipment on it, including the disinfectant products (hand sanitizer, soap, alcohol swab, and disinfectant wipes).

After session, **disinfect the equipment** and put them inside a bag

**Wash your hands** with soap and water and leave the home and remove your mask

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- <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.phe.gov/preparedness/covid19/documents/covid-19%20healthcare%20planning%20checklist.pdf>
- [http://www.hpso.com/risk-education/individuals/articles/Documents/PT1%20TemplateV2\\_Home%20Care\\_Copy.pdf](http://www.hpso.com/risk-education/individuals/articles/Documents/PT1%20TemplateV2_Home%20Care_Copy.pdf)
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