

# COVID-19 PREPAREDNESS AND RESPONSE PLAN

## INTRODUCTION

It is the intent of this document to provide the documentation required by the State of Michigan to address Coronavirus and COVID-19 concerns, issues, protocols, etc.

We know that these new policies and protocols will be an adjustment at first. They are set forth and informed by OSHA, CDC, and the DHHS and are intended for the safety and security of everyone.

If you have any questions about Fiery Maple Wholistic Healing' preparedness and response to COVID-19, please contact Shalina N. Rankin at [shalina@fierymaple.com](mailto:shalina@fierymaple.com) or 734.315.0105.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all to take precautions. To that end this document has been prepared to show that 7 Notes Natural Health, LLC is taking steps to provide the safest possible work environment for our employees, renters, and clients.

## ABOUT COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

### How COVID-19 Spreads:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- By touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

## How COVID-19 Spreads ctd.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

## COVID-19 SANITATION PROCEDURES

These are based on recommendations from OSHA, CDC, and the DHHS:

- Clients and Practitioners must wear face masks at all times (per executive order 2020-114).
- Clients are asked to provide their own face masks. At times our therapists may wear goggles or a face shield. Please do not wear medical (latex or latex-free) gloves to your appointment.
- Upon entry to the office clients are asked to either wash their hands at the sink or use hand sanitizer.
- Enhanced sanitation of all surfaces between client appointments.
- Installation of handsfree, lid-closing trash and garbage receptacles throughout the studio.
- HEPA filter air purifiers are installed in rooms without windows.
- All practitioners will conduct daily self-screening for symptoms of COVID-19.
- Touch-less temperature screening of all clients upon arrival.

## CLIENT PROTOCOLS/RESPONSIBILITIES

- ARRIVAL - Clients are asked to arrive 5 minutes prior to their appointment time. Please remain in your car once you arrive at your appointment. **Please call or text when you arrive. To ensure safety and an empty waiting room please wait for confirmation from Fiery Maple before entering the office suite. 734.315.0105.**
- Clients and Practitioners must wear face masks at all times (per executive order 2020-114).
- Clients will provide their own face masks. Note - At times our therapists may wear goggles or a face shield. **Please do not wear medical (latex or latex-free) gloves to your appointment.**
- Upon entry to the office clients are asked to either wash their hands at the sink or use hand sanitizer.
- Clients are encouraged to bring their own bottled water to drink following the appointment.
- Please have your mask on before you enter the building.

- Clients must complete a new intake form, including updated COVID-19 pre-screening and waiver prior to their first appointment.

### **PUBLIC SPACE NOTIFICATION**

Since our office is located in a public office building, we have no control over the direct cleanliness of the building's restrooms, or the exposure risk associated with using those bathrooms. We strongly urge you to use the restroom as you are able, before coming to your appointment.

Our waiting room will be closed to the public.

### **ADDITIONAL MEASURES**

- Limited number of client appointments will be scheduled per day to ensure proper time for sanitization.
- Additional time has been scheduled in between client sessions to allow for sanitization of all surfaces in the treatment room and waiting area.
- Cancellation fees for cancellations due to COVID-19 concerns are waived.
- In accordance with Executive Order 2020-114, informational signs about COVID-19 symptoms, office procedures, and hand washing/sanitizing have been posted in and around the facility.

### **COVID-19 EXPOSURE**

Should a practitioner or client identify with a confirmed case of COVID-19 the following steps will be taken.

#### **Practitioners**

- In the event that a practitioner suspects that they have been exposed to COVID-19 they will self-quarantine until they can obtain testing and be cleared of infection.
- If a client calls to report that they have tested positive for COVID-19 within 2 weeks of the session, the practitioner will self-quarantine until they can obtain testing and be cleared of infection.

#### **Clients**

- In the event that a client tests positive for a current infection of COVID-19, Fiery Maple Wholistic Healing, complies with contact tracing efforts, working with the local Department of Health.

- Clients of the practitioner who have had close contact with them in will be notified that they may have been exposed. (Public health statements recommend that they also self-quarantine for 14 days after their exposure.)

## COMMUNICATION

- Communication about procedures and policies will be shared on social media, business website, and email newsletters.
- Communication about potential COVID-19 exposure will only be shared by phone call.

A copy of this document is available upon request

## CONTACT INFORMATION

Fiery Maple Wholistic Healing, LLC  
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facebook.com/fierymaple  
instagram.com/ fiery.maple

## GROUP EVENTS ADDENDUM

Currently group events are currently canceled.

