

Ownzone Covid-19 Policy and safe system of work

Safe system of work for activities being undertaken at Ownzone

1. Anyone with any Covid symptoms must self-isolate for 10 days.
2. All persons working will adopt a high standard of personal hygiene. Hands must be washed thoroughly before and after each session. When entering the building, please ensure hands are washed and where possible use sanitising gel after. Ownzone has gel available on each floor and in each room, but please also bring your own if you have any.
3. It is important to maintain at least one metre distance, or 2 metres if viable, between yourself and anyone else (please see note 4 below). Please ensure the furniture in the room is arranged to your satisfaction to achieve this.
4. Visitors to Ownzone must provide their name and contact details using the official NHS QR code poster in Reception, If not possible, this must be provided to the therapist they are meeting with.
5. Please check with your professional body (such as the IFA or CNHC) for specific guidelines for your area of practice to ensure you are able to practice and the guidelines you should follow. As guidance for close contact services, practitioners must wear both a clear visor or goggles and a Type II face mask. Type II face masks are medical face masks made up of a protective 3-ply construction that prevents large particles from reaching the client or working surfaces. More detailed advice can be found here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>
6. Face coverings are mandatory for customers of those receiving close contact services such as massage. Face coverings should not be removed unless essential for a particular treatment – for example, for a treatment on the face area covered by the mask.
7. When in the common areas of Ownzone (Reception, kitchen, stairwells, landings) it is now required that members and their clients **wear a mask if other people are present.**
8. Only members to use the kitchen and its facilities. All items used from the kitchen must be placed in the dishwasher for proper cleaning.
9. Any contact surfaces touched must be cleaned with antibacterial spray and disposable cloths or wipes to minimise the risk of infection. This must be undertaken every time the room is used. Spray and disposable towels will be available in each restroom and the kitchen.
10. You should avoid touching your eyes nose and mouth. Hands should be washed with soap and water for at least 20 seconds after each meeting.

11. If any client with an arranged session is known to have COVID-19 the meeting will not be able to take place until the person has self isolated for a period of 14 days.
12. All rooms must be sanitised and well ventilated before the client(s) can enter. Please ask your client(s) to wash their hands. Where possible windows should be opened whilst the rooms are in use.
13. Toilets should be cleaned and sanitised after use by clients.
14. The number of people on site should be kept to a minimum. Where possible only those with a booking should enter the building, family or friends should remain outside.
15. You need to ensure that there is time between clients to allow for the room to be thoroughly cleaned and for the air to flow.
16. If expecting more than one person, please arrange for them to arrive at staggered times to allow minimum gatherings of people in smaller spaces (e.g. Reception and stairwells).

The COVID-19 advice on the spread of the disease is evolving therefore government guidance will be checked to ensure safety measures are adhered to.