



Canadian College of Shiatsu Therapy

Guideline for COVID-19

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GOOD PERSONAL PRACTICES

A return to work or study is not a return to normal. These rules apply to everyone as you do your part to help slow the spread of COVID-19.

HOW COVID-19 SPREADS

Health experts believe that Coronavirus is transmitted via liquid droplets when a person coughs, sneezes or talks within a proximity.

- It is believed that COVID-19 spreads when infected droplets reach the eyes, nose or mouth.
- The virus is not known to be transmitted through airborne transmission (by much smaller evaporated particles containing the microorganism floating in the air for long periods of time).
- Coronavirus does not transmit through the skin.
- The virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough.
- Be aware that COVID-19 may be spread by those not showing symptoms.

EVERYONE SHOULD

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available a hand sanitizer that contains at least 60% alcohol can be used. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect high touch surfaces frequently.
- Keep 2 meters or 6 feet apart (social distancing).

AVOID CLOSE CONTACT

- Avoid close contact with people who are sick.
- Other than when you are treating put distance between yourself and other people. Remember that some people without symptoms may be able to spread the virus.
- Be particularly mindful of those who are at the highest risk of getting very sick: those over 65, individuals in a care home or long term care facility, those with underlying medical conditions - particularly if not well controlled, those with chronic lung disease or moderate to severe asthma, those with heart conditions, those who are immunocompromised, those who are severely obese, those with diabetes, those with chronic kidney disease undergoing dialysis and those with liver disease.

COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS

- You could spread COVID-19 to others even if you do not feel sick.
- Masks and cloth face covers act as a barrier to help prevent you from spreading tiny droplets to others when you cough or sneeze and when you are unable to practice social distancing.
- Even with a mask when possible continue to keep 6 feet between yourself and others - the mask is not a substitute for social distancing.

COVER COUGHS AND SNEEZES

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available clean your hands with hand sanitizer that contains at least 60% alcohol.

CLEAN AND DISINFECT

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

WORKERS, TEACHERS, AND STUDENTS SCREENING

GENERAL

While we look at returning to work or study it is important to think ahead about what you can do to stay healthy and prevent the spread of COVID-19 within your practice and your community. What you do in your day to day life matters.

- Be conscious of the number of places you are going to before and after work or study and on your days off.
- Avoid non-essential trips within your community.
- Do not gather in groups.
- Limit contact with those at high risk.
- Go outside to exercise but stay close to home.
- Practice social distancing (stay at least 2 meters apart) outside of your home to the best of your ability.

DAILY SELF-MONITORING

Symptoms associated with a COVID-19 infection may range significantly and be similar to that of a cold or flu. Both those who are asymptomatic and those who are symptomatic may transmit the virus to others.

Symptoms have included:

- Cough
- Fever
- Difficulty breathing
- Pneumonia in both lungs

We are recommended self-monitor by recording our temperature, symptoms, and number of contacts each day outside the office, reception, teacher's room, and classroom. Do not use medicines that reduce fever e.g. acetaminophen or ibuprofen. If you have taken a fever reducing medicine wait at least 4 hours after your last dose to take your temperature. Other symptoms may include muscle aches, fatigue, sore throat, headache, loss of appetite, chills, runny nose, nausea and vomiting, diarrhea, loss of sense of smell or taste. Normal body temperature by mouth is 37 degrees Celsius and can range as much as 0.6 degrees Celsius per day depending on how active you are. Recording the number of places practitioners visit or stop at on their way to and from work is done with the intention of creating self-awareness about what each of us can do best to protect ourselves, clients, and the community. Workers, teachers, and students are discouraged from running errands before work or study and during their lunch breaks to minimize the number of contacts they have during the day.

NOT FEELING WELL?

Do not come to work or study if you are not feeling well - even if your symptoms are mild and you are uncertain of whether it is COVID-19 or not. Please protect co-workers, teachers, and students, and stay home if there is any doubt in your mind. Expect to miss more work than usual to make sure that you are taking care of yourself, co-workers, students, and your community.

- If you feel mildly ill stay home, do not come to work or study, do not go to public places, do not use public transit, taxis, or ride shares. Do not have visitors to your home.
- Call your family physician, a walk-in clinic, your local public health unit, complete the COVID-19 self-assessment by visiting <https://bc.thrive.health/> or call 811 and follow their instructions.
- If you live with others stay and sleep in a separate room and use a separate bathroom if possible.
- If tested positive for COVID19, immediately report Senior Educational Administrator (or Administrator) to inform to monitor for symptoms. Senior Educational Administrator (or Administrator) reports Provincial Health Office (PHO) immediately after that. For instructions on how to isolate follow the instructions of them. Also, Senior Educational Administrator (or Administrator) will identify the intense contacts of students who are positive on the test and will contact them by phone or email. In addition, we will ask those individuals to contact PHO. For more information see <http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>.
- If you become ill with COVID-19 stay away from work or study for at least 10 days beyond the onset of symptoms, AND until the fever is gone without medication, AND you are feeling better AND you have been cleared by a public health official.

ILLNESS AMONGST CLOSE CONTACTS

If a close contact, a spouse, those you live with or your child becomes ill stay home and self-isolate with your family. Care for yourself and your family following the instructions from the BC Centre for Disease Control: http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf

Only return to work or study when:

- Your close contact has been tested and the results for COVID-19 come back negative and you are well.
- OR after self-isolating for 14 days and having no symptoms or fever develop.
- OR being cleared by a public health official.

MENTAL HEALTH

Workers, teachers, and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including Here2Talk offering mental-health counselling available 24/7: <https://here2talk.ca/home>
- The Province offers a range of virtual mental health programs and services to support mental health and wellness: Mental Health Commission of Canada - National Standard for Psychological Health and Safety in the workplace <https://www.mentalhealthcommission.ca/English/what-we-do/workplace/national-standard>

COMMUNICATION

Communicate with each other by using posters, emails, and such and repeat key messages. Do not assume the message has already been understood. Also, we share our email addresses among workers and teachers, some communication tools such as Line among students, so that we can communicate each other frequently. We have an easy access to our website as well to get information that we might be concerned.

- Remind workers, teachers, and students that all health and safety measures administered prior to the pandemic are still in place.
- If possible, give them an appropriate amount of time to review this guideline, and to respond with questions.

FOR ENROLLONG INTERNATIONAL STUDENTS

In our school they usually come to Canada alone not with their immediate family members.

PRE-ARRICAL (STUDENTS TRAVELLING TO CANADA)

- Pre-arrival requirements are communicated to international students in advance of travel to Canada.
- We encourage International students to download the Government of Canada's ArriveCAN application prior to arrival at the border and complete the information required.
- We provide information of appropriate transportation and a 14-day quarantine location for international students, which is consistent with Government of Canada recommendations (i.e. wearing a mask for onward domestic travel, travelling directly to place of quarantine).
- Mandatory 14-day quarantine by international students is provided at a private quarantine location that meets the requirements set out under 14-Day Quarantine Requirements, is arranged prior to arrival by the international students themselves, based on information provided by the school, and is assessed to be acceptable by the Government of Canada at the time and point of entry.

14-DAY QUARANTINE REQUESTMENTS

- We have developed and implemented restart plans that include providing information.
- International students are responsible for on-going self-monitoring and assessment of COVID-19 symptoms.

- The ArriveCAN application will be used by international students within 48 hours after arrival in Canada, and for their daily symptom reporting.
- We provide information of appropriate individual accommodation options for the 14-day quarantine period for international students, which is consistent with current orders in Council under the Quarantine Act and guidelines of the Government of Canada, as well as the requirements of our local and provincial public health authorities.
- Confirmation that students are symptom free, and have a suitable isolation plan ensuring they will not be staying with vulnerable populations or living in a communal or group setting, and will have access to the necessities of life, such as support for all quarantined individuals throughout the 14-day quarantine period, including but not limited to food, medical care and COVID-19 infection control information and training.
- Regular and robust our monitoring of quarantined individuals throughout the 14-day quarantine period for COVID-19 symptoms, general well-being, compliance with quarantine requirements, with emphasis on individual COVID-19 infection control practices.
- Promotion of reliable, accurate messages about COVID-19, including messaging around COVID-19 related stigma <https://www.who.int/docs/defaultsource/coronaviruse/covid19-stigmaguide.pdf> and anti-racisms supports.
- Mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.

POST-QUARANTINE REQUESTMENTS

- We will continue to support international students after completion of their 14- day quarantine period.
- This includes offering mental and physical health supports, antiracism and COVID-19 stigma supports, and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.

CLIENTS SCREENING AND ARRIVAL INSTRUCTIONS

After confirming that the workers and students are well, a careful screening for all clients who enter the clinic is provided an extra level. Be aware that practice will look and feel different to clients. Clear communication before individuals enter the clinic will help clients understand the new process and what to expect at their visit.

THREE SCREENS

It is common for clients to deny their symptoms at first. Clearly, we need to go through these questions before they come in, however, it is imperative that there be a protocol in place so that clients are screened multiple times. Document that the screening was done.

QUESTIONS

For the safety of clients, workers, teachers, students and visitors that you (clients) answer these questions to the best of your ability.

1. Are you experiencing any of the following: a fever, a new cough, a worsening chronic cough, shortness of breath or difficulty breathing?
2. Have you had close contact with anyone with acute respiratory illness or have you travelled outside of Canada in the past 14 days?
3. Do you have a confirmed case of COVID-19 or had close contact with a confirmed case of COVID-19?
4. Do you have 2 or more of the following symptoms:
sore throat, runny nose/sneezing, nasal congestion, hoarse voice, difficulty swallowing, decrease or loss of sense of smell, chills, headaches, unexplained fatigue/malaise, diarrhea, abdominal pain, or nausea/vomiting?
5. If you are over 65 years of age, are you experiencing any of the following: delirium, falls, acute functional decline, or worsening of chronic conditions?

If the response to any of the screening questions is yes, the client cannot have a treatment. Instruct the client to do one of the following call 811, go to <https://bc.thrive.health/> or to contact their physician for further guidance and advice. The client can reschedule later after they are safe to be treated.

CLIENTS ARRIVAL AT CLINIC AND INSTRUCTIONS

When arriving at the clinic earlier, clients are asked to wait outside or come back again until 5 minutes prior to the start of their treatment.

Unless required for mobility or personal assistance, clients are asked to come into the clinic alone and not bring spouses or children. This is important to promote social distancing the clinic space.

Upon entry into the clinic clients are encouraged to use hand sanitizer and must put their own mask on. (If they do not bring their mask, they can not receive the treatment.) All our staff are protected by a screening device at the reception area.

TREATMENT ROOM AND SUPPLY CONSIDERATIONS

Furnishing Considerations	Do not touch garbage bins in common/treatment areas Acrylic shields between reception area and clients
Personal Items for students and therapists	Clients, students, and therapists must wear masks whole day Tenugui is prohibited to use for clients! We provide another material instead of it
Cleaning supplies	Spray bottles: for hard surface cleaner, vinyl surface cleaner (coated surface cover, massage mats, face pads, pillows, etc.) Hard-surface disinfectant: Lemon Tree (00628891) * visit https://health-products.canada.ca/dpd-bdpp/index-eng.jsp to check it
Hygiene supplies	Hand sanitizer must contain at least 60% alcohol at reception Hand Sanitizer: Sani Hands (02242309) * visit https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html to check it Hand soap in the washrooms Paper towels
Others	* Previous sheets/blankets are also prohibited ** paper towel for face pad, eye and wiping as usual and for washroom *** wrap card machine to protect buttons from direct touch and easy to clean up

CLIENTS, WORKERS, TEACHERS, STUDENTS AND VISITORS INFECTION CONTROL & FACILITY PRACTICES

Generally, clients, workers, teachers, students, and visitors can keep social distance in Canadian College of Shiatsu Therapy since there is plenty of room. However, further cross transmission is a risk given that clients, workers, teachers, students, and visitors will interact with how many of clients and visitors in a day. It is essential that people who are related to health care industry should keep healthy, safe, and are able to perform their work in providing care and service in all settings.

Our waiting area will be closed. Clutter will be minimized (e.g. no magazines, books, or flyers) and all items that cannot be washed are removed (e.g. Fabric upholstered waiting room chairs).

We will establish an appropriate clinic operation and school schedule to reduce density of people on site at any one time. For example, we will operate the clinic and the school separately in different days.

ENTRANCE

Signage that indicate washing/sanitizing your hands, wearing a mask, keeping social distance, and encouraging self-monitoring will be placed on the door and the hallway. All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

Every surface that clients, workers, teachers, students, and visitors touch need to be cleaned and sanitized several times a day. This includes the door, the handrail, etc.

RECEPTION

All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

Hand sanitizer is on the reception desk so that clients, workers, teachers, students, and visitors can use anytime they are in Canadian College of Shiatsu Therapy.

Every surface that clients, workers, teachers, students, and visitors touch need to be cleaned and sanitized several times a day. This includes the reception desk, chairs, etc.

Installing an acrylic shield to separate reception from other areas. Answering the questions or quick consultation must be done between an acrylic shield.

We do **NOT accept cash** for a while, **accept VISA/Mastercard/Interac** for all transaction. We must clean up the card machine with alcoholic sanitizer each transaction.

Social distancing applies to all of us. Encourage to have workers' and students' lunches in their own rooms cleaning and disinfecting both before and afterwards.

Clients, workers, teachers, students can check their temperature anytime by using a thermometer at the reception.

CLASSROOM

All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

Hand sanitizer is available so that teachers and students can use anytime they are in their classroom.

Every surface that teachers and students touch need to be cleaned and sanitized several times a day. This includes desks, chairs, a whiteboard, models of body, etc.

Social distancing applies to teachers and students. Encourage to have workers' and students' lunches in their own rooms cleaning and disinfecting both before and afterwards.

Remain opening the window as much as possible to ventilate rooms.

TEACHER'S ROOM

All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

Every surface that workers and teachers touch need to be cleaned and sanitized several times a day. This includes desks, chairs, shelves, etc.

Social distancing applies to workers and teachers. Encourage to have workers' and teachers' lunches in their own rooms cleaning and disinfecting both before and afterwards.

Remain opening the window as much as possible to ventilate rooms.

WASHROOM

All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

For both men and ladies hand washing signs are encouraged in all washrooms. Use touchless trash receptacles, soap dispensers and paper towel dispensers. Washrooms should be more thoroughly cleaned twice per day with common contact points wiped down each time workers use the washroom to wash their own hands.

Handwashing sign: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Remain opening the window as much as possible to rooms.

KITCHEN

All clutter, decorations, and items that cannot be washed/wiped and sanitized are removed.

Use touchless trash receptacles, soap dispensers and paper towel dispensers.

Every surface that workers, teachers, and students touch need to be cleaned and sanitized several times a day. This includes the tap, sink, a water pot, etc.

TREATMENT ROOM

Refer to **CLIENTS SCREENING AND ARRIVAL INSTRUCTIONS** as above

CLEANING PROCEDURE

Locate a cleaner/disinfection product in the kitchen and the reception area (Sani Hands/Lemon Tree). Further double checks any safety precautions around the cleaner, have enough supplies such as paper towels for each day and ensure adequate ventilation while you clean.

Safe practice as always mandates frequent and proper hand washing: this means after you cough, sneeze or touch your face, after using chemicals, and after touching any other items and surfaces within Canadian College of Shiatsu Therapy.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following items are **required OR recommended OR unnecessary** for use Canadian College of Shiatsu Therapy:

- **Required:** Masks (prepared by yourself)
- **Recommended:** Safety glasses/goggles for workers when they offer the treatment, for teachers and students when they practice Shiatsu in class (prepared by yourself)
- **Unnecessary** Gloves*

* Note: Gloves do not offer any protection over regular and rigorous handwashing that is typical of Shiatsu practice.

<https://www.canada.ca/en/health-canada/services/video/personal-protective-equipment-lower-risk-exposure.html>

NOTE: As Shiatsu therapist, our PPE is different and trained monitors are unnecessary in our setting. This video is for purposes of understanding the principles only.

TREATMENT TIME OR LESSON TIME MODIFICATIONS

Treatment and class schedule for adequate time between treatments or lessons: between every treatment or lesson, they are subject to be adequate additional scheduled time for proper cleaning and disinfecting of all surfaces in the treatment room or the classroom.

CANADIAN COLLEGE OF SHIATSU THERAPY CLEANING SCHEDULE

Surfaces that are frequently touched are most likely to be contaminated. These include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops and electronics.

All common touch areas of Canadian College of Shiatsu Therapy are cleaned and sanitized frequently. Paper towels and cleaning wipes need to be properly disposed of between every use. Remove trash each day and reline the receptacles before leaving work and study.

When workers, teachers, and students go home, they have a protocol for ensure that their work or study areas are cleaned and disinfected.

WAIVER FOR COMPANY

Please read/understand this guideline as your knowledge and make our safety operation a top priority.

1. I understand Canadian College of Shiatsu Therapy guideline for COVID-19 above
2. I agree to follow Canadian College of Shiatsu Therapy guideline for COVID-19 above
3. Canadian College of Shiatsu Therapy guideline for COVID-19 will be subject to change/update
4. I agree to help updating Canadian College of Shiatsu Therapy guideline for COVID-19 with your ideas