

## COVID-19 Social Distancing Protocol

Hand Health Resources, Inc. DBA Hand Therapy & Occupational Fitness Center  
2323 De La Vina, #106, Santa Barbara, CA 93105

### SIGNAGE:

- Signage will be placed at the public entrance to inform employees and patients:
  - that they should avoid entering the facility if they have a cough or fever
  - that they should maintain six-feet of distance from one another
  - that they should sneeze and cough into their elbow
  - that they should not shake hands or engage in unnecessary physical contact.
- Signage will be placed at the public entrance posting the Social Distancing Protocol of maintaining a minimum of six-foot distance from one another.

### MEASURES TO PROTECT PATIENT AND EMPLOYEE HEALTH:

- Employees & Patients who are ill or who have been exposed to COVID-19 have been directed to stay home.
- Temperature and Symptom checks will be conducted upon Patient & Employee arrival at the clinic
- All employees will wear personal protective equipment. This will include a mask; therapists in direct contact with patient will wear protective eyewear; gloves will be worn as patient care activity dictates and allows.
- All patients will wear a mask upon entering the clinic.
- Desks and work stations have been separated by at least 6 feet.
- Hand Sanitizer effective against COVID-19 is available at the front desk and at the clinic sink
- Soap and water are available at the three sink locations in the clinic.
- Employees & Patients will wash their hands before and after each therapy session.
- A copy of this Hand Health Resources Social Distancing Protocol will be posted at or near the facility entrance.

### MEASURES TO PREVENT CROWDS FROM GATHERING

- Based on square footage, the number of patients in the clinic at any one time will be limited to 4 maximum allowing patients and employees to maintain a 6 foot distance from one another at all practicable times.
- The Telehealth appointment option will continue to be encouraged, particularly for the high-risk population. In-clinic appointments will be limited in frequency and duration to ensure proper social distancing.
- Appointments will be scheduled without overlap. Appointment times will be shortened to 30-40 minutes to prevent outgoing appointments from over-lapping with in-coming appointments and to allow staff time to provide proper sanitization of patient stations and equipment between appointments.
- No visitors will be allowed in the clinic unless essential for patient care.
- Patients waiting for an appointment or the public referred to establish a clinic relationship will wait outside the clinic until spacing in the clinic allows entrance and service.
- Staff will ensure that the maximum number of patients in the facility is not exceeded.

### MEASURES TO KEEP PEOPLE AT LEAST 6 FEET APART

- Signs will be placed at the front entrance as a reminder to maintain social distancing.
- Patient-care stations have been reduced and arranged to ensure appropriate social distancing.
- Employees have been directed to maintain a 6 foot distance from patients and from each other except when necessary to accept payment, to deliver essential direct patient-care services, or to perform other essential work functions that are needed to perform job duties.

### MEASURES TO PREVENT UNNECESSARY CONTACT

- Preventing self-service of food-items: The public water cooler has been removed and bottled water will be available for staff and for patients upon request. Food items will not be shared or consumed by another patient or staff unless it is a purchased item contained in a sealed container. Employees will wear gloves when portioning out any bulk food items.
- The facility will provide a contactless payment system as well as sanitize the payment system after each use.

### MEASURES TO INCREASE SANITIZATION

- The restroom which is normally open to the public shall remain open to the public.
- The Reception Area, Break rooms, Restrooms, and other common areas will be disinfected every 2-3 hours.
  - Between 9-10 AM, Between 12-1 PM, Between 3-4 PM, At the end of day
- Hand sanitizer, soap and water, or an effective disinfectant against COVID-19 will be available to the public at or near the entrance of the facility and at each of the three sinks in the clinic.
- The payment portal as well as the pens used for sign-in will be disinfected after each use. When possible, the front desk staff will check patients in.
- All high-contact surfaces will be disinfected frequently.
- Each patient station will be disinfected after each use including table, chairs, equipment used.
- Only exercise equipment and clinic supplies that can be sanitized after each use will be used.