**SIGNAGE**

The use of signage, particularly in the first few weeks back at work, will help both you and your clients get used to the changes.

Our recommendation is to print them off as A4 sheets and laminate them. Then attach to the doors.

We have given you a couple of templates to create your own specifically relevant to your practice. We have used the CThA logo, to which you can add your own to personalise them. Particularly if you work in a multiple therapy venue.

The cleaning chart is a reminder to you to clean between each client – but also to show each successive client that it is done. Tick and record the time for each action.

* CLEANING CHART
* SIGNAGE TEMPLATE

**SUGGESTIONS**

* PLEASE WAIT – YOU WILL BE ADMITTED WHEN YOUR APPOINTMENT STARTS
* PLEASE WALK RIGHT IN
* PLEASE DON’T TOUCH ANYTHING
* PLEASE TAKE OFF YOUR SHOES
* PLEASE WASH YOUR HANDS & DRY ON PAPER TOWELS
* PLEASE PLACE YOUR CLOTHES IN THIS CONTAINER
* BATHROOM
* PRACTICE ROOM

**CLEANING CHART**

**ONE FOR EACH DAY *(amend as appropriate)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **TIME** | **TIME** | **TIME** | **TIME** | **TIME** | **TIME** | **TIME** |
| Outside doors |  |  |  |  |  |  |  |
| Inside doors |  |  |  |  |  |  |  |
| Bathroom |  |  |  |  |  |  |  |
| Massage table |  |  |  |  |  |  |  |
| Cradle |  |  |  |  |  |  |  |
| Chairs |  |  |  |  |  |  |  |
| Desk / table |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Fresh linens |  |  |  |  |  |  |  |
| New oil container |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Fresh couch roll |  |  |  |  |  |  |  |
| Fresh cradle cover |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Room aired |  |  |  |  |  |  |  |
| 30-minute gap |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**PLEASE TAKE OFF YOUR SHOES**

**THEN WASH YOUR HANDS**