

**GCMT**

The Council for  
Soft Tissue Therapies

# **Resource Pack for Training Providers**

**To Guide the Return to Close  
Contact Teaching in a  
Covid-19 Secure Environment**

Version 1. Issued August 2020

## PARAMETERS OF THE TRAINING PROVIDERS RESOURCE PACK

This pack has been developed by the **GCMT** as an advisory resource and sharing of best practice for Professional Associations, designed to help and support their accredited training providers in their return to close contact teaching.

- It is noted that the **GCMT** represents a wide range of organisations with differing styles and approaches, so one size may not fit all.
- We therefore recognise that the content of the pack will need to be adapted to suit different Professional Associations and their respective training providers.
- In these instances, we ask that organisations extract the relevant content in line with their needs.
- For any organisation who requires further clarification, please contact the **GCMT**
- Please note that all information contained therein is guidance and should be considered as such
- Training providers must not take this document “as written”, but adjust it as guided by their Professional Association - and most importantly by their individual requirements and any local regulations.

### For up-to-date info:

GCMT website: [www.gcmt.org.uk](http://www.gcmt.org.uk)  
GCMT Facebook page: [www.facebook.com/GCMTcouncilsofttissuetherapies](http://www.facebook.com/GCMTcouncilsofttissuetherapies)

### Government Guidance web links

**England:** <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

**Wales:** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-individuals-and-businesses-in-wales>

**Scotland:** <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

**NI:** <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-and-what-they-mean-you>

## ARE YOUR TRAINING PROVIDERS READY TO RESUME CLOSE CONTACT TEACHING?

Before you go any further you need to be certain that your training providers are ready to return to the workplace: legally, mentally, and to be physically prepared.

Are they all fully insured – the organisation, the premises, the tutors, the students?

**If yes** - your training providers are advised to read the accompanying **GCMT** Guidance thoroughly and fully understand all the implications. Returning to close contact teaching in these new conditions may be a hugely different experience for your tutors and students.

No, it is not ideal to have to strip out your premises, to teach and learn wearing full PPE and to cleanse and disinfect the whole premises several times a day – but the principle of this guidance is to ensure the safety of both tutor and student by maintaining best practice in an education environment at all times.

It is worth noting that we have been living with the use of PPE in every-day life since March 2020. People are becoming used to its presence. And all will – in the main - respect the need for mutual safety.

The situation remains fluid, and it is best to be fully prepared for all conceivable eventualities identified by the risk assessment. Local regulations may be applied if there are local outbreaks, so always be mindful of any local situations and regulations.

Most important to remember, even with the most stringent of safety standards, one can never be 100% certain – and as they say it “takes just one contact”.

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## THE GCMT TRAINING PROVIDERS GUIDE AT A GLANCE

### First Steps

- Read the accompanying **GCMT** guidance
- Carry out a full Risk Assessment of the teaching premises, and all equipment therein
- Recommend that all teaching & admin personnel take a COSHH course. This covers use and storage of cleaning materials – and how to don & doff PPE
- Buy all the cleaning, disinfecting & PPE kit you will require

### Your School Premises

- Prepare the entire working environment – Use GCMT standards to aid your preparation. Be rigorous
- Print off signage. Laminate if possible where required
- How many rooms do you have access to?
  - What size are they?
  - How much space do you require per massage couch/training station?
  - How many students do you have?
  - How many students are permitted per training station?
  - How many training stations do you need to accommodate your students?
  - How many training stations can you accommodate in your premises?
  - How many staff are required to facilitate each/all training stations?
  - What equipment is required for each/all training stations?

### Documentation required

- All the new documentation included in this document: risk assessment, Covid-19 consultation & consent forms, temperature charts, check lists, signage as above

## TUTORS

- Complete a daily temperature chart
- Take a COSHH course
- Be sure of all PPE guidance
- Be sure to follow all guidance when demonstrating or observing at training stations

## STUDENTS

### New information

- Update information on school website & social media outlets
- Include a temperature chart for each student to complete daily – and help make aware of Covid-19 symptoms

- New students – initial interview will be via phone or video conferencing, not face to face
- Existing students – status update & Covid-19 awareness – also via phone or video conferencing

### Things to remind each student prior to each training day

- Check their temperature & any symptoms before leaving home. If in doubt, do not go
- What to bring – dependant on training provider: -
  - Bring their own pen
  - Bring their own food and water
  - Bring their own mask and visor (PPE) if they have one
  - Change of clothes and indoor footwear
- Procedures for when they arrive - and throughout the day
- NB
  - Linens are provided and laundered by training providers
  - Whether PPE is provided by training providers (each training provider must make it clear if PPE is being supplied or if the students have to bring their own)

### Managing students on arrival – use a check list of instructions or signage if helpful

- Do not touch anything on the premises as they walk in
- Don a mask - before arrival if their own. Inside the front door if not
- Wash hands – dry with paper towels and dispose into a lined pedal bin
- Change into working clothes, including indoor footwear or foot coverings if required
- Follow teaching procedures

### PPE – items for daily use

- Gloves, apron, type II mask and visor – observe current Professional Association guidance as this is updated regularly and the insurers support them over and above government guidance.
- GCMT requires greater use of PPE than minimum government guidance – which was updated on 14th August. Both mask & visor to be worn at all times – and mask for client.
- The use of IIR fluid resistant surgical masks is recommended
- Possible use of shoe coverings to be explored if risk assessment demonstrates need

### Suggested PPE Suppliers

- The Massage Warehouse: [www.massagewarehouse.co.uk/collections/hygiene](http://www.massagewarehouse.co.uk/collections/hygiene)
- Medisave, Dorset: [www.medisave.co.uk](http://www.medisave.co.uk)
- Physique: 02392 471346 [www.physique.co.uk](http://www.physique.co.uk)
- Vivomed: 028 4461 7666 - [www.vivomed.com](http://www.vivomed.com)
- Trimbio: 01403 597597 - [www.trimbio.co.uk](http://www.trimbio.co.uk)
- Tower Health: 0800 953 1666 - [www.tower-health.co.uk](http://www.tower-health.co.uk)
- Canonbury: 01280 706661 - [www.canonbury.com](http://www.canonbury.com)
- Phoenix Healthcare: 0115 965 6634 - [www.phoenix-healthcare.co.uk](http://www.phoenix-healthcare.co.uk)
- AI Rehab Ltd: 07771 996334 - [www.airehab.com](http://www.airehab.com)
- Niche Office Solutions: email Steven Cheeseman: [Steven@nicheofficesolutions.co.uk](mailto:Steven@nicheofficesolutions.co.uk)



## GCMT TRAINING PROVIDERS RISK ASSESSMENT GUIDELINES - EXAMPLE

| RISK                     | ASSESSMENT OF POTENTIAL RISKS  |
|--------------------------|--|
| Pre-attendance at School | <ul style="list-style-type: none"> <li>• Have you received clearance to return to close contact teaching by both the Government and your Professional Association (PA)?</li> <li>• Have you confirmed insurance – school, premises, tutors and students</li> <li>• Have you sourced PPE and cleaning products?</li> <li>• Have all your admin &amp; teaching personnel taken a COSHH course?</li> <li>• Have you sent the Covid-19 initial screening document to all students and tutors prior to first session?</li> <li>• Advise students that their details may be released to NHS Test and Trace for contact tracing if necessary</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINTS:</b></p> <ol style="list-style-type: none"> <li>1. Source PPE and cleaning products</li> <li>2. COSHH risk assessment of cleaning products should be carried out</li> </ol>   |
| Arrival at School        | <ul style="list-style-type: none"> <li>• Where do you want your students to wait before entering premises? Stay in their car until you text / phone them to say you are ready for them?</li> <li>• Plan for those arriving by public transport or if the weather is bad? Where will they sit/wait?</li> <li>• Students to arrive as close as possible to start time</li> <li>• Student to leave coats / bags in car if possible (out of sight in boot)</li> <li>• Tutors don PPE prior to student arrival</li> <li>• Take students' temperature on arrival – discretionary – and each sign a single page Covid-19 screening declaration</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINTS:</b></p> <ol style="list-style-type: none"> <li>1. Communicate new regime to students via email, posted letter, phone call before you return to work</li> <li>2. Familiarise self with donning and doffing PPE procedures</li> <li>3. Consider printing signage for donning and doffing PPE for clinic walls</li> <li>4. Obtain contactless thermometers – recommend infrared no touch</li> </ol> |



|                                    |   |
|------------------------------------|---|
| <p><b>Entrance to Premises</b></p> | <ul style="list-style-type: none"> <li>• Advise tutors and students where they should go / route to take once in the building.</li> <li>• Hand washing facilities (preferable) or sanitising liquid should be supplied for the students use upon arrival and exit.</li> <li>• If applicable, footwear should be removed or replaced outside of clinic room - or shoe covers supplied</li> <li>• Clean all surfaces i.e. door handles, learning resources, floors</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINTS:</b></p> <ol style="list-style-type: none"> <li>1. Make weather-proof or laminated signs for door advising students of opening / entry procedure, where they should then go once inside the building – and other useful instructions</li> <li>2. Place hand sanitising products near main entrance if bathrooms/toilets not close by</li> <li>3. Source shoe coverings if required</li> <li>4. Communicate changes to students</li> </ol> |
| <p><b>Bathroom Facilities</b></p>  | <ul style="list-style-type: none"> <li>• If bathrooms/toilets are available for use, they should be cleaned several times a day &amp; thoroughly at the end of each day</li> <li>• One person at a time to use facilities – to maintain social distancing</li> <li>• Pump-action soap should be used – and paper towels rather than fabric</li> <li>• A foot-operated bin should be available, so that the bin does not have to be touched. A bin liner should be used.</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINTS:</b></p> <ol style="list-style-type: none"> <li>1. Print &amp; laminate signs for toilets/bathrooms advising users of new cleaning procedures &amp; entry allowance</li> <li>2. Create daily cleaning record sheet</li> <li>3. Communicate changes to students</li> </ol>  |
| <p><b>Relaxation Areas</b></p>     | <ul style="list-style-type: none"> <li>• Ideally venue relaxation areas should not be used during the day</li> <li>• Students should go outside for coffee and lunch breaks – whilst practice rooms are cleaned down, if weather OK</li> <li>• If rooms are used, then all fabric furniture must be covered with couch roll and all surfaces cleaned</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p>   |

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| <p>Surface areas including desks, and learning areas</p> | <ul style="list-style-type: none"> <li>• All surfaces must be kept clear of clutter, books etc, in order to disinfect effectively and not harbour pathogens</li> <li>• Posters, wall hangings, fliers, business cards etc., should be removed and used only when necessary for teaching purposes</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINTS:</b></p> <ol style="list-style-type: none"> <li>1. Clear unnecessary clutter and superfluous items from work environment</li> <li>2. Prioritise filing</li> </ol>  |
| <p>Storage of Belongings</p>                             | <ul style="list-style-type: none"> <li>• Where will students store their belongings and clothes?</li> <li>• Where will the tutors store their belongings and clothes?</li> <li>• Clothing containers must be provided - cleaned between use if used by different people</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINT:</b></p> <ol style="list-style-type: none"> <li>1. Source storage containers, preferably with covers/lids</li> <li>2. Communicate changes to students and tutors</li> </ol>  |
| <p>Tutor and student hygiene protocols</p>               | <ul style="list-style-type: none"> <li>• Jewellery should be removed before working, hair should be tied back</li> <li>• Everyone to wash hands up to the elbows with soap and warm water (for at least 20 seconds) on entering clinic</li> <li>• If using public transport or travelling from outside clinic, everyone should change into work clothing at clinic. Store travel clothing in a storage box / bin liner in another room. Wash hands again</li> <li>• All should put on visor, face mask, apron and gloves at all times. Change between sessions</li> <li>• Drinking water only supplied in case of emergency, everyone to provide their own drinking vessel</li> <li>• Everyone to wash hands up to elbows with soap and warm water (for at least 20 seconds) after each session</li> <li>• Everyone to wash hands up to elbows with soap and warm water (for at least 20 seconds) after cleaning practice room between sessions</li> <li>• Students and tutors to put street clothes &amp; shoes back on before leaving for home</li> </ul> <p>DOCUMENT HYGIENE PROTOCOLS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINT:</b></p> <ol style="list-style-type: none"> <li>1. Source containers for personal belongings</li> </ol> |

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| <p><b>Massage couch, linens and other equipment</b></p> | <ul style="list-style-type: none"> <li>• What will you use to cover the couch (sheets, couch cover)? Whichever, they must be replaced after each session. To remove, the linen must be folded into the centre, with as little disturbance as possible and placed into a lidded container until washing.</li> <li>• Sanitise couch after each use, especially around the face cradle, following product instructions, especially regarding time for effectiveness (this can be up to ten minutes)</li> <li>• Any couch roll used should be changed after each session</li> <li>• Pillows should have a water-resistant non-porous cover on them which can be wiped down after each client.</li> <li>• Supports should have a water-resistance non-porous cover and be sterilised after use</li> <li>• Fresh linen must be used for each session</li> <li>• Consider floor covering; hard floors must be washed after each client, rugs removed. If carpeted, consider using a carpet protector runner roll (to be mopped between sessions)</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINT:</b></p> <ol style="list-style-type: none"> <li>1. Source sufficient linen, couch roll, water-resistant pillow covers/supports</li> <li>2. Source storage for dirty linen</li> <li>3. Familiarise self with cleaning product instructions</li> <li>4. Communicate changes to students</li> </ol> |
| <p><b>Use of oils &amp; waxes</b></p>                   | <ul style="list-style-type: none"> <li>• Consider use of carrier oil vs waxes. If your preference is wax, rather than double-dip the wax pot – use a wooden spatula or teaspoon. Do not re-introduce either into the pot if you have touched one.</li> <li>• Use small easy to squeeze oil bottles. Have several – use one per person. Wash out every day with hot soapy water</li> <li>• Pump action dispensers can be used - but only one student and one client at a time. Cleanse pump thoroughly between sessions</li> </ul> <p>DOCUMENT PROTOCOLS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINT:</b></p> <ol style="list-style-type: none"> <li>1. Source spatulas, little bottles and pump dispensers</li> </ol>   |

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| <p>Personal Care</p>                    | <ul style="list-style-type: none"> <li>• Take own temperature and screen self for symptoms morning and lunchtime</li> <li>• If you change your top between sessions, rather than wear a PPE apron, can you remove it without pulling it over your head?</li> <li>• Use button-up or zip-up tops instead. Can be removed safely</li> <li>• Does wearing gloves, frequent hand washing and use of disinfectant have an adverse effect on your hands?</li> </ul> <p>DOCUMENT PERSONAL CARE ACTIONS (either hard copy or electronically, revisit and update regularly)</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> <li>1. Obtain contactless thermometer – infrared no-touch cost £23 on Amazon</li> <li>2. Source adequate supply of clothing and PPE</li> <li>3. Source hand moisturiser if necessary</li> </ol>                      |
| <p>All Client Consultations</p>         | <ul style="list-style-type: none"> <li>• Face-to-face consultations should be minimal - instead, carry out in advance via telephone or video conferencing</li> <li>• Ask students to bring their own pen to sign forms, or dispose of pen following use</li> <li>• Aftercare advice can be sent electronically following session to minimise face to face time</li> <li>• Do not put personal details on forms sent via email unless you have GDPR compliant (password protected) software</li> </ul> <p>DOCUMENT NEW PROCEDURES and FILE (either hard copy or electronically, revisit and update regularly)</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> <li>1. Prepare new consultation documents or amend existing documents to reflect Covid-19 screening and declaration</li> <li>2. Communicate changes to students</li> </ol> |
| <p>Ventilating clinic/practice room</p> | <ul style="list-style-type: none"> <li>• Ensure practice rooms are well ventilated. Open windows whilst cleaning. Use an extractor fan which must vent to the outside. Electric fans can be used if there is sufficient ventilation</li> <li>• Do <u>NOT</u> use air conditioning that recirculates air into the same or another room</li> <li>• Do not use rooms that have no windows or access to fresh air</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p>ACTION POINT:</p> <ol style="list-style-type: none"> <li>1. Consult with air conditioning manufacturer if unsure of suitability</li> </ol>  |

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| <p>Contact cleaning time for sanitising</p> | <ul style="list-style-type: none"> <li>• Be mindful of contact time for sanitising products when cleaning between sessions - the time wet products must be in contact with the surface can be up to 10 minutes before it is effective. And can take up to 20 minutes to dry. Refer to instructions on cleaning fluid containers.</li> </ul> <p>DOCUMENT TIME REQUIRED FOR SANITISERS TO WORK FULLY</p>  |
| <p>Following Attendance</p>                 | <ul style="list-style-type: none"> <li>• PPE must be removed as per Public Health England instructions and placed into a foot operated, lined, lidded bin. Masks can now be thrown away normally</li> <li>• All couch roll and waste product must also be placed into a foot operated, lined, lidded bin.</li> <li>• Sealed bin contents must be stored for 72 hours before putting into the non-recyclable household bin. Where will this be stored?</li> <li>• All materials for laundry should be washed at 60°C+ or as hot as product allows. A face mask and gloves must be worn when putting washing into machine with as little disturbance as possible. Sanitise container / laundry basket</li> <li>• All workspaces, furniture, desks, bathrooms, toilets, doors etc must be cleansed fully before leaving</li> <li>• If you are informed that someone you have been in contact with has Covid-19, you must self-isolate for 14 days.</li> <li>• If you go on to develop symptoms, you can order an NHS test <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or call 119. If you test positive Test and Trace will be in contact to advise. If you test negative, you should be able to return to work providing you do not have another contagious condition.</li> </ul> <p>DOCUMENT DECISIONS and FILE (either hard copy or electronically, revisit and update regularly)</p> <p><b>ACTION POINT:</b></p> <ol style="list-style-type: none"> <li>1. Familiarise self with donning and doffing PPE (COSHH Course)</li> <li>2. Purchase adequate supply of bin liners / black bags</li> <li>3. Protect carpets</li> <li>4. Communicate changes to students</li> </ol> |

## COVID-19 SPECIFIC CONTRA-INDICATIONS

People with the following health issues are considered a possible Covid-19 RED FLAG and may require GP consent to work with as part of the external course work (consider the impact on GPs time in this situation)

Consider whether they are appropriate subjects for students to be working with.

- Those shielding vulnerable family members, front-line NHS staff, carers and those who have been in contact with anyone suffering from Covid-19
- Anyone currently receiving treatment for cancer, suffering lung conditions or is post-operative
- Experiencing post Covid-19 circulatory complications (deep vein thrombosis, micro-embolisms, stroke symptoms or pulmonary embolism). THIS IS AN IMPORTANT CONSIDERATION AS POST COVID BLOOD COAGULATION PROBLEMS CAN BE EXPERIENCED
- Aged 70 years or above
- Pregnant – 100% not for students
- Heart and/or respiratory conditions
- Supressed immune systems
- Diabetes
- BMI over 39
- Quarantining after exposure (contraindicated for therapy session)
- Quarantining after travel to a high risk area, including foreign travel (contraindicated for therapy session)

Assess each client using professional judgement and clinical reasoning to decide if session is appropriate. If you choose to go ahead be extremely strict with hygiene and document justification.

**NB:** You are under no obligation to carry out session and if in doubt DON'T!

DOCUMENT NEW PROCEDURES and FILE (either hard copy or electronically, revisit and update regularly)

**ACTION POINT:**

1. Prepare documentation to evidence assessment of contra-indications
2. Make client aware of new contra-indications

| <b>RISK</b>                                  | <b>ASSESSMENT OF RISK / ACTIONS TAKEN EACH DAY</b> | <b>DATE</b> | <b>INITIALS</b> |
|--|--|-------------|-----------------|
| <b>Pre-attendance</b>                        |  |             |                 |
| <b>Attendance at School</b>                  |  |             |                 |
| <b>Arrival at Premises</b>                   |  |             |                 |
| <b>Bathroom Facilities</b>                   |  |             |                 |
| <b>Relaxation Areas</b>                      |  |             |                 |
| <b>Working Surfaces</b>                      |  |             |                 |
| <b>Storage of Belongings</b>                 |  |             |                 |
| <b>Hygiene Protocols</b>                     |  |             |                 |
| <b>Massage couch, equipment &amp; linens</b> |  |             |                 |
| <b>Use of oils and waxes</b>                 |  |             |                 |
| <b>Personal Care</b>                         |  |             |                 |
| <b>Client Consultations</b>                  |  |             |                 |
| <b>Ventilating Practice Spaces</b>           |  |             |                 |
| <b>Cleaning Protocols</b>                    |  |             |                 |
| <b>Following Attendance</b>                  |  |             |                 |

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| <b>Contra-indications and Assessments</b> |  |  |  |
|---|--|--|--|



**CHECK LIST FOR STUDENT ARRIVAL - (AMEND AS APPROPRIATE)**

**DATE:**

**STUDENT NAME:**

| ACTION   | COMMENTS | YES | NO |
|--|----------|-----|----|
| Confirmation of no symptoms                                  |          |     |    |
| Decision made to attend                                      |          |     |    |
| Confirmation email sent with what to expect – for first time |          |     |    |
| Consent form completed & signed                              |          |     |    |
| Brought own pen, water & food                                |          |     |    |
| Brought own PPE  |          |     |    |
| Brought own linens   |          |     |    |
| Brought clothes to change into                               |          |     |    |
| Wearing clean clothes & PPE                                  |          |     |    |
|  |          |     |    |
| PREMISES   |          |     |    |
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## COVID-19 SCREENING – INITIAL CONSULTATION & CONSENT DOCUMENT

|   |     |  |    |  |
|---|-----|--|----|--|
| <b>FULL NAME</b>  |     |  |    |  |
| <b>FULL ADDRESS &amp; POSTCODE</b>  |     |  |    |  |
| <b>EMAIL ADDRESS</b>  |     |  |    |  |
| <b>MOBILE NUMBER</b>  |     |  |    |  |
| <b>TESTING</b>  |     |  |    |  |
| Have you had a Covid-19 test: if yes, what date? Result? Antigen or Antibody test?                                | YES |  | NO |  |
| If positive, has the isolation period expired?  | YES |  | NO |  |
| Do you still have symptoms?   | YES |  | NO |  |
| Are you registered on any test & trace site?  |     |  |    |  |
| <b>IF YOU HAVE HAD COVID-19</b>   |     |  |    |  |
| When did you test positive? What date?  | YES |  | NO |  |
| Were you hospitalised? If yes, for how long?  | YES |  | NO |  |
| Have you had the all-clear? If yes, what date?  | YES |  | NO |  |
| Are you still experiencing symptoms: if so, please describe?  | YES |  | NO |  |
| <b>PHYSICAL SYMPTOMS - Are you experiencing any of the following?</b>   |     |  |    |  |
| Severe breathing difficulties or chest pain   | YES |  | NO |  |
| Difficulty in waking - or confusion   | YES |  | NO |  |
| <b>If yes to any of the above call 999</b>  |     |  |    |  |
| Fever, sore throat - or runny nose  | YES |  | NO |  |
| Previous symptoms getting worse: cough  | YES |  | NO |  |
| <b>If any of the above, the advice is to self-isolate for 10 days. Family members to self-isolate for 14 days</b> |     |  |    |  |
| Chills or headache  | YES |  | NO |  |
| Painful swallowing  | YES |  | NO |  |
| Muscle & joint ache   | YES |  | NO |  |
| Excessive fatigue or exhaustion   | YES |  | NO |  |
| Loss of taste or smell  | YES |  | NO |  |

|  |     |  |    |  |
|--|-----|--|----|--|
| Shortness of breath or difficulty lying down due to chest issues   | YES |  | NO |  |
| <b>If any of the above, the advice is to self-isolate for 10 days. A Covid-19 test may be necessary. Call 111 or 119</b>   |     |  |    |  |
| <b>Do you have any of the following health issues?</b>   |     |  |    |  |
| High blood pressure, any heart condition, deep vein thrombosis, micro-embolisms, stroke or pulmonary embolism?   | YES |  | NO |  |
| Diabetes Type 1 or 2 – if so, which?   | YES |  | NO |  |
| Cancer   | YES |  | NO |  |
| Lung condition   | YES |  | NO |  |
| Any other health conditions – please list:   |     |  |    |  |
| Have you been shielding?   | YES |  | NO |  |
| <b>Isolation and Quarantine:</b>   |     |  |    |  |
| Have you recently been on holiday (UK or abroad) or recently arrived in the UK? If so, where? How did you travel?  | YES |  | NO |  |
| Did you self-isolate on your return? From what date?   | YES |  | NO |  |
| Recently been hospitalised, for another condition than Covid-19?   | YES |  | NO |  |
| If so, why – please describe:  |     |  |    |  |
| <b>Are you?</b>  |     |  |    |  |
| An NHS front line worker   | YES |  | NO |  |
| A carer – home or care home  | YES |  | NO |  |
| Shielding a vulnerable adult   | YES |  | NO |  |
| Pregnant – how many weeks?   | YES |  | NO |  |
| Aged over 70 years   | YES |  | NO |  |
| Allergic to latex gloves or specific cleaning products?  | YES |  | NO |  |
| <b>SIGNED</b>  |     |  |    |  |
| I solemnly and sincerely declare that the information I have provided is true and correct and I make this solemn declaration conscientiously believing the same to be true. If any person should suffer as a result of the information being found to be untrue and false, then I am aware I can be prosecuted for making a false declaration. |     |  |    |  |
| If either I or someone I have been in contact with tests positive for Covid-19 or I have been contacted by test & trace I will inform you.   |     |  |    |  |
| Full name: .....   |     |  |    |  |
| Date: .....  |     |  |    |  |

## ALL PERSON DECLARATION & CONSENT FORM – after first session

|  |  |
|--|--|
| <b>FULL NAME</b>   |  |
| <b>FULL ADDRESS</b>  |  |
| <b>POST CODE</b>   |  |
| <b>EMAIL ADDRESS</b>   |  |
| <b>MOBILE NUMBER</b>   |  |
| To my knowledge, I do not have Covid-19 or its symptoms (fever, continuous cough, loss of taste or smell)  |  |
| I have/ have not been tested for Covid-19  |  |
| The Covid-19 test was negative (please give date)  |  |
| I take my temperature every day. Today it is:  |  |
| To my knowledge, I have not been in contact with anyone with Covid-19  |  |
| I am not self-isolating or in quarantine   |  |
| I am/am not connected to a tracing app   |  |
| If either I, or someone I am in contact with, tests positive for Covid-19 I will inform you immediately  |  |
| <p><b>SIGNED</b></p> <p>I solemnly and sincerely declare that the information I have provided is true and correct and I make this solemn declaration conscientiously believing the same to be true.</p> <p>If any person should suffer as a result of the information being found to be untrue and false, then I am aware I can be prosecuted for making a false declaration.</p> <p>Full name: .....</p> <p>Date: .....</p> |  |

## **SIGNAGE**

The use of signage, particularly in the first few sessions, will help both tutors and your students 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 GCMT logo, to which you can add your own to personalise them. Particularly if you work in a multiple use venue.

The cleaning chart is a reminder to you to clean regularly – but also as proof that it has been done. Tick and record the time for each action.

- CLEANING CHART
- SIGNAGE TEMPLATE

## **SUGGESTIONS**

- PLEASE PUT ON YOUR PPE
- PLEASE CHANGE OUT OF YOUR TRAVEL CLOTHES
- PLEASE WASH YOUR HANDS, DRY ON PAPER TOWELS & SANITISE
- TOILETS – ONE PERSON AT ANY TIME
- PRACTICE ROOM 1 – 6 STUDENTS ONLY

**PREMISES CLEANING CHART – ONE PER DAY (amend as appropriate)**

| ITEM                         | TIME | TIME | TIME | TIME | TIME | TIME | TIME |
|------------------------------|------|------|------|------|------|------|------|
| Outside doors                |      |      |      |      |      |      |      |
| Inside doors                 |      |      |      |      |      |      |      |
| Reception area               |      |      |      |      |      |      |      |
| Hallways                     |      |      |      |      |      |      |      |
| Toilets                      |      |      |      |      |      |      |      |
| Stairs / lift                |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Practice rooms 1             |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Massage tables               |      |      |      |      |      |      |      |
| Face Cradles                 |      |      |      |      |      |      |      |
| Chairs                       |      |      |      |      |      |      |      |
| Tables                       |      |      |      |      |      |      |      |
| Clothing containers          |      |      |      |      |      |      |      |
| Flooring                     |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Fresh linens                 |      |      |      |      |      |      |      |
| New oil containers           |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Fresh couch roll             |      |      |      |      |      |      |      |
| Fresh cradle covers          |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Rooms aired                  |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| <b>AT THE END OF THE DAY</b> |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |
| Bins emptied                 |      |      |      |      |      |      |      |
| Laundry                      |      |      |      |      |      |      |      |
| Complete cleanse daily       |      |      |      |      |      |      |      |
|                              |      |      |      |      |      |      |      |

**PLEASE WASH YOUR HANDS**

**NOW GO AND CHANGE**

# TEMPLATE



## **YOUR FREQUENTLY ASKED QUESTIONS**

**USE OF PPE**

**SPACE REQUIRED FOR ONE WORKING TABLE**

**NUMBER OF STUDENTS WORKING TOGETHER**

**CONSENT FORMS**