Cardew P&P takes the health of employees, contractors, clients, and suppliers seriously and are committed to ensuring we take every step possible to maintain good health and well-being practices in our workplace. This policy lays out the steps to be taken to support the infection control procedures and will minimise the risk of infectious diseases spreading in the workplace through effective prevention and management.

**Reception:**

1. All employees and contractors are responsible for keeping the reception area clean between clients and at the end of the day, to include but not limited to the reception desk, chair, door handles.
2. All are responsible for cleaning the area after each client leaves to include but not limited to the reception desk, chair, door handles, and floor and also at the end of their shift.
3. The reception desk area must be left tidy with all paperwork, receipts locked away in drawers and key removed and stored appropriately.

**Treatment Room and Studio.**

1. Therapists (employees and contractors) are responsible for cleaning the treatment rooms and studio (if used for a session) before and after each client session This includes, but is not limited to cleaning the couch, chair, door handles, used equipment and desk area with appropriate cleaning material. Change pillowcase. Dispose of couch roll, pillowcases and towels (if used) in appropriate bags in room.
2. Wash hands prior to putting on a clean pillowcase and couch roll on couch.
3. Rooms to be aired between clients – open windows and door and, whenever possible, windows to be open during room occupation with client.
4. All therapists (employees and contractors) are responsible for disposing of all waste generated during their shift from the building and washing all bedding used and returning this for their next shift. A larger waste bin will be provided in each treatment room for the disposal of couch roll etc and PPE.
5. All therapists (employees and contractors) are responsible for cleaning the room at the end of their shift and to leave the room tidy and prepared for the next shift – with a clean pillowcase and fresh couch roll on couch, if applicable. All equipment/products that have been used need to be put away in the cupboards, all surfaces should be wiped down (as listed above) and the floor swept and steam-mopped.
6. The windows must be closed and locked and the heaters and lights turned off.

**Therapists’ uniform**

1. All therapists should change into uniforms on arrival at work, and out of uniform to travel home. There will be a space made available to change and store all outside clothes separate from the treatment room (in the bathroom).
2. Uniforms should be transported home in a disposable plastic, or washable bag. This bag should be disposed of into the household waste stream, or if washable, washed with the uniform.
3. Uniforms should be laundered:
	1. separately from other household linen
	2. in a load not more than half the machine capacity
	3. at the maximum temperature the fabric can tolerate, then ironed or tumbled-dried
	4. After each day’s use
4. Where felt necessary, the appropriate use of personal protective equipment (PPE) will protect therapists’ uniform from contamination in most circumstances.

**Bathroom**

1. All employees and contractors are responsible for keeping the communal areas clean and tidy between cleans and at the end of their shifts.
2. **Bathroom:** all employees and contractors are responsible for cleaning the bathroom when they use it with the cleaning products provided and to wash and sanitise their hands. Therapists are also responsible for the cleaning the bathroom if their client uses the facility. We are asking that clients refrain from using the bathroom but appreciate that at time this may not always be possible. Clients will be requested to wipe down the toilet area with the products provided and re-sanitise their hands, prior to entry of any treatment room but therapists must also repeat the process once the client has left to ensure that the area is clean.

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