

## **Method Statement for Awaken Chiropractic Buckingham and Ware clinics.**

This protocol must be adopted by ALL to ensure everyone's safety and minimise the risk of contamination and spread of COVID19.

### **Book appointment**

To book an entrainment or a consultation you must reach out to the chiropractor via email or text. When a suitable appointment is available you will be booked in for your entrainment. If you need to change or cancel your appointment you must give 48 hours' notice, as time has become very precious. If you cancel last minute you may be charged unless you have a good reason for cancelling. This will be at chiropractor's discretion. Please do not book unless you are certain you can attend your appointment.

### **Parking**

#### **Buckingham:**

Now there are a reduced number of clients attending the clinic there should always be a space free outside. It is important that you are aware of other people in the car park so as not to come into contact with them and break social distancing, even outside. You must wait until your appointment time before you enter the clinic.

#### **Ware:**

You must park in Tesco's car park unless you have received express permission to use suckling's yard car park. You must wait until your appointment time to enter the clinic.

### **If you are late**

You must call or text the chiropractor and you may forfeit the right to your entrainment. This will be at chiropractor's discretion whether you get entrained or not. We have specific appointment times and there will be someone having an appointment after you. It is best to arrive in plenty of time and either go for a walk or wait in your car. If you are late for your appointment and you do not get in contact, you will be charged for your appointment.

### **Entering the clinic**

You must come straight into the clinic upstairs. Wash your hands before entering the entrainment room. Please ask permission before using the toilet. Come straight into the entrainment room, and if you need to toilet then go back to the toilet once you have left your belongings. DO NOT leave anything in the stairwell or on any coat hangers. Leave all non-essential belongings either at home or in the car. Ladies you should not need a handbag. Essential items may refer to any medication or inhalers, car keys or a coat if it is raining. You shouldn't need a phone, purse or any money. Please keep your shoes on until you are in the entrainment room.

**NB:** make sure you have your arms covered and you are wearing socks otherwise you will not be allowed to get entrained.

### **Entering the entrainment room:**

Please find an empty chair to leave your belongings and place your shoes underneath. When you have done this, you may get a facecloth from the pile. Please do not sort through the facecloths and touch each one. Please take the one at the top of the pile. Face cloths will have been washed at 90 degrees and will have been handled with gloves before being placed in the entrainment room. They will be fresh every shift and will not have been “left” overnight in the clinic. When the chiropractor allows you may take a seat or lie face down on the table. The most ideal is to lie face down straight away and communicate face down. This will be the safest way possible. There will be no physical contact between yourselves and other practice members or the chiropractor. Please refrain from having face to face communication with other practice members whilst on site. If you do, this must happen outside of the clinic and you must remain 2 metres apart to adhere to social distancing rules.

### **Being entrained**

Whilst being entrained the chiropractor will use hand gel between patients. There will be a screen between benches. There will be only 2 benches operational. There will be tape on the floor of the entrainment room and in the hallways marking 2 metres. After your entrainment the benches will be washed with antibacterial spray and wipes. These will be disposed of after use. The chiropractor will always wear a mask. It is a personal choice if you would like to wear a mask and or gloves. After your entrainment your face cloth goes in the basket. You will leave the premises promptly so the next person can get entrained. Please do not interpret that no one is waiting as an invitation to talk as they may be waiting in their car. Your entrainment will not be longer than 20 minutes, and your time on the premises will not be longer than 30 minutes, unless you have booked a double, in which case your time on the premises will not be longer than 60 minutes. This is to keep separation between clients.

### **Leaving the clinic**

On leaving the clinic there will be no physical contact. You may make another appointment whilst you are there. Then you must wash your hands before you leave or use antibacterial gel.

If you have anything you need to mention and you have run out of time, you are encouraged to reach out to me either let me know to speak with you after your entrainment or send me an email afterwards. If you don't tell me I won't know.

There are a lot of practice members to take care of and I am only one person. I promise its not personal if you feel “left out” or” forgotten”. There will just be a lot going on my end so please reach out to me.

*Awaken Chiropractic method statement written 14<sup>th</sup> May 2020. Version 001*

If you have any questions regarding any of the above, then please let me know.

It is my aim to reopen so you can get entrained but also to help minimise the risk of transmission and help stop the spread whilst you are here. If you could help me in anyway with this process, then that would be most appreciated. We all have our small part to play.

I'm looking forward to seeing you.

Fran