

**N.R.R.I.**  
**National Register of Reflexologists**  
**(Ireland)**

**Guide for Members**

**How to safely re-open**

## **Introduction**

Dear Members, we are delighted to furnish you with this guide – an extract of the recommendations and guidelines combining Irish government instructions and other professional associations and organisations guidelines involved in touch therapy. Please note the guidelines are changing on regular basis so it is important to check with the latest government guidelines.

Please note there is no '**one general guide**'... You will have to use common sense and be reasonable for whatever you feel is necessary in your particular situation. We hope this guide will cover all that is essential.

Any decisions to re-open your business must be done in compliance with the national government guidelines and public health advice and of course if you feel ready to return to professional practice.

Golden rule is **!SAFETY OF YOURSELF and YOUR CLIENT is PARAMOUNT!**

This document consists of our recommendations and a many informative live [weblinks](#).

We suggest you download this document (.pdf) to your device, open, and where needed to use the [weblink](#) for further reading or to gather resources (e.g. checklists from HSA, posters, graphics, etc.).

At the end of this document you will also find set of **ready to print forms** (Daily/Weekly Cleaning Record & Pre-Consultation Form).

We are hoping that this document covers all the important aspects for reflexologists to safely re-open their practices.

Any comments or suggestions please email to: [info@nationalreflexology.ie](mailto:info@nationalreflexology.ie)

Wishing you smooth return to work and prosperity!

Registrar & NRRI Team

Ok, let's start with **INFORMATION.**

As there is no reason for us to repeat what was already written / published we wish to encourage you (if you haven't done it already) to read the guidelines below (click on [weblink](#) to go to the page) for deeper understanding of the topic of coronavirus and returning to work. We have found these sources very useful while compiling this brief guide. You will find there ALL THE ANSWERS on **Coronavirus** (Definition, spreads, symptoms, risk group, self-isolating guidelines) and other useful information...

1. **ANMPT:** <https://anmpt.ie/coronavirus-resources/> (reading + videos)
2. **Massage Mastery:** <https://massagemastery.online/covid-19-safety-training-videos/>
3. Government article:  
**Return to Work Safety Protocol** – <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>
4. HSA:  
**Response Plan** - [https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_checklists\\_and\\_posters/covid19-response-plan-template1.pdf](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/covid19-response-plan-template1.pdf)
5. Last but not least, general information from **HSE:** <https://www2.hse.ie/coronavirus/> , and **HSA:** <https://www.hsa.ie/eng/topics/covid-19/>

### **PRACTICAL RESOURCES:**

#### **Very useful HSE Checklist forms & templates:**

[https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_checklists\\_and\\_posters/return\\_to\\_work\\_safely\\_templates\\_checklists\\_and\\_posters.html](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_safely_templates_checklists_and_posters.html)

#### **HSA - FREE Posters & Graphics (high quality, ready to print):**

<https://www.hsa.ie/eng/topics/covid-19/> (scroll down and download required files)

#### **HSE - FREE Booklets, Posters, Graphics, Guides, etc to prepare your business:**

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

**Ok, Let's Start our Brief Step by Step what you need to know before re-opening:**

1. **Business Risk Assessment** – This is the process to identify risks and hazards for your business and prioritising your resources to reduce or eliminate the most significant risks.

You can do it online via **FREE** online tool [www.BeSMART.ie](http://www.BeSMART.ie) .

You will have to go through the questionnaire and upon completion just print out the results and keep them in your place of practice.

2. **Complete 'Infection Prevention and Control' course**, and exhibit the certificate in your place of practise. This is to reassure your clients that you have the proper knowledge on the Covid-19.

Here is a link to the **FREE** W.H.O. course Infection Prevention and Control (IPC) for COVID-19 Virus

<https://openwho.org/courses?utf8=%E2%9C%93&q=infection+prevention>

Other sources are also available if you google...

3. **Appoint an IPC Officer**. If you have employees you have to appoint one or yourself. For sole traders (most of you) it will be **you**. This is a person who will be responsible for all covid-19 related issues including 'Dealing with Suspected Case of Covid-19'

4. **Prepare checklist in the event of suspected Covid-19**

Just print out, complete and sign 'Dealing with Suspected Case of COVID-19'

checklist form from HSA.ie: [https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_checklists\\_and\\_posters/employers-checklist-no-41.pdf](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/employers-checklist-no-41.pdf)

5. **Prepare 'Cleaning & Disinfection Protocol'** for your premises.

Cleaning of visibly dirty surfaces followed by disinfection is the best practice measure for prevention of Covid-19 and other viral respiratory illnesses. Routinely clean all frequently touched surfaces in the workplace (doorknobs, workbench, countertop, etc). Disinfect all surfaces between clients. Again, here is a checklist from hsa.ie

[https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_checklists\\_and\\_posters/employers\\_checklist\\_no\\_5\\_cleaning-and-disinfection1.pdf](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/employers_checklist_no_5_cleaning-and-disinfection1.pdf)

**You are required to keep daily/weekly Cleaning Record (form enclosed)**

**This form must signed after each Day and Week**



**6. Signage and Information on Proper Hygiene:**

**A. Prepare a 'Hand Washing Station'** which includes hand wash/disinfectant liquid or dispenser along with proper informational signage about Proper Hand Wash hygiene in the restroom.

**Printable Poster from hse.ie:**

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hand-hygiene-poster-english.pdf>

**B. Exhibit Informational Posters** for your clients about Hygiene (handwash, coughing, social distancing etc)

**Printable Poster from hsa.ie:**

<https://www.hsa.ie/eng/topics/covid-19/> (scroll down for files)

**Printable Poster from hse.ie**

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/stay-safe-protect.pdf>

**C. Face Covering guidelines** It is recommended to use a mask during the treatment, still in some situations you will find wearing a mask optional. This is a subject to discuss with your client.

**Printable Poster from hse.ie**

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hse-face-covering-guidelines-poster-high-resolution.pdf>

Note: If you have no printer available there are many suppliers offering high quality signage and Hygiene products (see below)

**7. PPE** – This is your call. You might need/want to wear **Face Mask** or **Face Shield** according to the situation (risk). Please discuss that with your client for mutual consent.

**Disposable bed/chair covers** and **disposable gown/apron** are also recommended for easier and faster preparation between clients.

**Gloves** are not recommended but strict hand hygiene must be kept!

**SUPPLIERS/SHOPS & DISCOUNTS for NRRI Members:**

1. DBCGROUP [www.dbcgroup.ie](http://www.dbcgroup.ie) Code:**NR15** 15% discount

2. SELCO [www.selco.ie](http://www.selco.ie) Code **vee10** 10% discount

3. MEDIKIT [www.medikit.ie](http://www.medikit.ie) Code **Reflex05** (5% discount if you spend €200)  
Code **Reflex08** (8% discount if you spend €450)

**8. Professional Insurance** – Make sure your professional insurance cover is valid!

**9. Scheduling Appointments** – Clients should be advised prior to arrival about the clinic's specific measures (if any in place). Allow plenty of time in between clients to ensure cleaning and disinfecting procedures can take place. You should provide fresh linen (or disposable covers) between each client as a standard of hygiene that would normally be expected.

**10. Pre-Consultation Form** - If possible the pre-consultation form **MUST** be submitted by the client via email prior to the visit. It will take less time in the clinic room reducing face to face contact time. It will also determinate the risk of for you. If email option is not possible you can always ask your clients about their experience with Covid-19 via phone call (using pre-consultation form questionnaire).

**!Printer Ready Pre-Consultation Form is enclosed**

**11. Appointment Day** – First of all keep good communication with your client:

**A.** Ask the patient to wash their hands in warm soapy water and/or use the hand sanitising gel when entering the treatment room.

**B.** Point out the informational posters and ask your client to read them.

**C.** Go through the Pre-Consultation form, consent form, followed by regular forms and signing consent form.

**D.** Decide about wearing masks (determined by mutual agreement).

**E.** Proceed with treatment, limiting unnecessary chatting and verbal interaction.

**12. After treatment** – Once your client has left, go through the cleaning routine: remove used bed linen from the room, clean any touched surfaces, change clothing/uniform, wash/sanitise hands, apply clean linen...and wait for next client.

**13. Guidelines for Practitioner's Hygiene** – Correct practitioner's hygiene reduces the spread of infectious pathogens to others and increases the likelihood that the practitioner remains healthy. The most important action you can take to protect yourselves is regular hand washing and good respiratory hygiene. Avoid touching eyes, nose and mouth. Use single use overalls or change your clothing for each client. Multi-use overalls have to be washed in min. 60C before next use.

Remember about proper circulation of the air in the treatment room - open window (if possible) to bring fresh air as often as possible.

**14. Disposal of used PPE** – You have to consider appropriate disposal equipment/bags to ensure the safe disposal of all waste products and PPE appropriately after each treatment.

**15. Self-Monitoring** – You should self-monitor for the signs and symptoms of Covid-19 every day. Take your temperature before the workday and after. If you develop any of the symptoms it is essential to cancel all scheduled appointments, self-isolate and call your GP or **HSELive on 1850 24 1850** for further guidance.

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Summarising:

**YOUR SAFETY IS YOUR PRIORITY**

**HSA CHECKLISTS ARE VERY HELPFUL**

**KEEP PROPER HAND HYGIENE**

**KEEP YOUR WORKPLACE CLEAN**

**EDUCATE YOUR CLIENT**

**PRE-CONSULTATION IS CRUCIAL**

**SELF-CHECK EVERY DAY**

# Daily/Weekly Cleaning Record

Business Name  
& Address:

Week commencing: ...../...../.....

Area/Item to be cleaned	Frequency of cleaning	Days of the week							Signature
		Mon	Tues	Wed	Thu	Fri	Sat	Sun	
<b>Therapy Room</b> Massage bed Linen Hard surfaces Doorknobs	Daily & after each client								
<b>Bathroom</b> Toilet Sink Paper and sanitiser and soap dispensers	Daily & after each client								
<b>Reception &amp; Waiting area</b> Worktop Bench Laminated signs	Daily & after each client								
<b>Desk station</b> <b>Hand sanitiser station</b>	Daily & After each client								

**WEEKLY DEEP CLEANING** performed by: ...../...../.....  
(signature) (date)



# **(COVID-19) Client Pre-Consultation Form**

To help prevent the spread of COVID-19 in the clinic and local community, we ask each client to complete and sign this form before attending for treatment. On review of the form, your practitioner may contact you to ask you not to attend the clinic at this time and will discuss a suitable future appointment for your treatment. N.B. Every question **must** be answered.

We have taken extra measures to safeguard our clients prior to arrival. We kindly ask you to complete this declaration for the safety of you, our patients and therapists.

Client Name:	Client Address:
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Therapist :
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QUESTION	YES	NO
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 meters for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		
Do you consider yourself to be in the category of people at higher risk from coronavirus? If you are unsure whether or not you are in an at-risk category, please visit <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a>		
If your situation changes after you complete and submit this form you agree to inform your therapist and / or clinic management.		

Please enter any other information you feel is relevant.

## **CONSENT FORM:**

I understand that COVID-19 is highly contagious and still present in the community where I am seeking massage therapy/reflexology. I understand that COVID-19 is passed through close contact with others and that people without symptoms may be infectious. I understand that this therapist has taken every precaution to ensure my health and safety. I also understand that my personal details will be held securely under GDPR and may be used for Contact Tracing process if necessary.

.....Client's signature / Date .....