

## **Dear Clients and Students:**

**In these challenging times, our first priority is your safety. We hope you have all been healthy and safe over the past several weeks. We have been following the guidelines issued by the CDC and Governor's Office for everyone's safety. As the State of Colorado moves to the "Safer at Home" phase, we are excited at the prospect of returning to the centre to continue providing a quality environment for your wellbeing.**

**To ensure the health and safety of everyone, we are making minor modifications to how we do business during this pandemic. In preparation for our re-opening, there are several minor changes we are making that are subject to change:**

**(1) We will encourage people coming in to wear a mask to and from their appointment, in accordance with recommendations from the Governor's Office. Further, we ask that only the client/student come into the centre for an appointment. No additional family members will be allowed in the waiting room. Companions will be asked to wait in their vehicle during the duration of the appointment.**

**(2) In order to continue the practice of social distancing, we ask that clients/students stay in their cars upon arrival for their appointment. Some practitioners might want to text you when they are ready to see you, otherwise walk in right at the appointed time.**

**(3) We need to ensure that everyone entering the centre is healthy and not exhibiting symptoms of illness. Anyone showing symptoms must stay home. If you are feeling ill, call your practitioner immediately and reschedule any appointment you may have. On entering we are asking you to use the sanitizer to clean your hands before proceeding down the hallway.**

**Above all, we ask for your patience as we strive to do our best. Please understand this process is fluid and subject to change at any time, pursuant to additional guidelines from the Governor's Office and the CDC. We are dependent on the Governor's Office for our timeline to return to normal.**

**We look forward to seeing you soon in this gradual return.**

**A living arts centre**

## **Practitioners “Safer at Home” PROTOCOLS**

To keep the building as safe as possible, **it is every practitioner’s responsibility** to clean after each client and each class time.

Our classification is probably under: Limited healthcare settings.

Alac is providing wipes in each office, studio, entry, restroom and break room.

There is a sign on our front door for masks to be worn, if you are the first one to open the centre, you can put the little table outside under the mail slot. They can pick up a tissue to open the door, there is a bin right inside to trash the tissue. The sanitizer is on the front desk to clean their hands. After washing their hands in the restroom, the paper towel is used to open the door. That’s why the trash cans are outside the restrooms. The benches have smooth surfaces that can be wiped easily. Please recommend that people take their temperature before they come in. Keep lights and fans on in the restrooms while the building is open. Ventilation: you can turn the thermostat’s Fan “ON” and put it back on “AUTO” when finished.

**What to wipe for OFFICE users:** anything that has been touched like door knobs, light switch, chair etc inside. Restroom: door handles to each stall, & faucet. The push barre on the water fountain and front door.

**What to wipe for STUDIO users:** door knobs, light and fan switches, white plastic shelves (where students leave their valuables), the “on” button and volume for audio, bench, restrooms: Door handles to each stall and faucet. Benches in changing rooms (if used), push barre on the water fountain and front door. It is up to each person who uses an exercise mat to wipe it down for their safety.

Alac will get the floors cleaned regularly as they need special products.

It sounds overwhelming, but once practiced, you will find an efficient routine and this way, people will trust your building.

Thank you for your care and attention,

A living arts centre

