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Greetings AIAM Family.

We hope that all of you are well and we applaud your hard work during the reality of a world-wide pandemic. We are all at the forefront of a new frontier. There are no experts, and no one is spared as everyone works together toward knowledge, wellness, and safety.

AIAM has developed educational plans that keep clients, students, faculty, and staff as safe as possible. There are state mandates for the massage therapy and acupuncture clinics which we comply with and are very strict because of the physical contact in closed quarters between the client and practitioner. In an abundance of caution, these mandates are in mind for all new AIAM processes and protocols. We want to keep everyone safe and help reduce spread.

**On-campus Classes** The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID 19 spread. When faculty and students engage in virtual-only learning options, activities, and events, they are at the lowest risk of COVID-19 spread. Small in-person classes, activities, and events increases that risk. Every effort is being made to minimize the AIAM Family's risk; therefore, didactic (lecture) classes will be taught virtually as much as possible for the foreseeable future.

Hybrid virtual and in-person class structures are utilized to ensure that students are learning and building competencies and to fulfil clock hour requirements. Some examples of these are nursing skill check offs, hands-on classes, and Acupuncture Intern and WMT clinics. These require some face-to-face interactions to learn, build and/or assess competencies and fulfill clock hour requirements. Classes that require face-to-face meetings will receive notice from their instructor. Remember to follow these guidelines when on campus.

**A few classes are coming onto campus starting June 8 and will continue each quarter.** Classes that require face-to-face meetings will receive notice from their instructor. The classrooms are assigned based on pods for each program and have been rearranged to allow for social distancing. Activities have been modified to

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minimize these face-to-face interactions. Tools have been adapted to allow for disinfection.

These are some other things that are new due to COVID:

**New vinyl flooring** was installed throughout our building. It is hospital grade and can be easily disinfected.

**Upgrades to our air handling units.** Our goal was to improve air quality and building safety. In an airborne spreading pandemic, treating the air is an important engineering control to keep our building safer. Our building air is of very high quality, it kills virus particles with ions, and is changed every 6 minutes.

AIAM's indoor air moves through a building with air handlers pulling the return air from rooms through commercial HEPA filters, mixes with fresh outside air, then heats or cools it, adds ions to it, and pushes the ionized heated or air-conditioned air into rooms. Exhaust fans also remove some air from clinic rooms and bathrooms. Here are a few more details.

1. AtmosAir bi-polar ionization systems are on each air handlers. These generate positive and negatively charged ions which are pushed throughout the building. These ions bind to and deactivate viruses, bacteria, molds, and allergens. Our air smells like fresh mountain air because it has positive- and negative-charged ions in the air, just like nature makes to clean the air. This system lets our air clean the air in our building.
2. All HVAC air handling units receive regularly scheduled deep cleanings and maintenance. The amount of fresh vs. re-circulated air was adjusted so that 15% fresh air is pulled into the building circulation. The fan runs continuously with no ability for anyone to shut it off.
3. High efficiency M013 HEPA filters which filter to a micron are used throughout.





4. Clinic rooms and restrooms run exhaust fans so that some air in these smaller rooms are exhausted from the building and removed from circulation.

**Students** are required to stay home if symptomatic.

- Social distancing will be required as appropriate, including in the parking lot.
- It is suggested that students not commute together if possible.
- Come in through the student entrance. Do not bunch up coming into the building.
- Students must wash their hands per CDC guidelines with soap and water up to the elbows upon coming into the building.
- They must perform symptom assessments (performed at least daily and on an ongoing basis) to include assessing for symptoms (cough, shortness of breath or difficulty breathing, and two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat and new loss of taste or smell) and taking their temperature with a thermometer and monitoring for fever. Let your teacher know if you are not well and stay home if symptomatic.
- Students must wear their own facial coverings.
- A reusable face shield is issued to each student the first time they come in for an on-campus scheduled class. A replacement shield can be purchased from the front desk.
- Regular handwashing is required.
- Disinfect the area and items that you have been in or using before leaving the building.
- Shared tools must be disinfected before the next student uses them.
- Everyone will help with the ongoing disinfection of the areas that you are in throughout your time in the building. Clean cloths and EPA N-list disinfectant spray will be available for use during your class and before you leave the building. Used cloths shall be returned into laundry bins in each room.
- Professional cleaning is done nightly with hospital grade disinfectant practices.





**Clinic changes:** Each of the 14 clinic rooms have been set up to for massage therapy, acupuncture, and Chinese herb treatments. New items include wall-mounted hand sanitizer dispensers installed just inside and outside of the each doorway, vinyl table covers, new spray bottles with EPA N-class disinfectant, open trash cans, fabric covered chairs have been removed, and exhaust fans must be turned on during room usage. Patients complete touchless intake forms which include outlined protocols like masks are required during massage and acupuncture treatments.

**Practitioners** (licensed Massage Therapists, Acupuncturists, and Chinese Herbs) are required to stay home if symptomatic.

- They must perform symptom assessments (performed at least daily and on an ongoing basis) that should include assessing for symptoms (cough, shortness of breath or difficulty breathing, and two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat and new loss of taste or smell) and taking their temperature with a thermometer and monitoring for fever. Let the clinic team know if you are not well and stay home if symptomatic.
- They must wear their own facial coverings and be provided with a reusable face shield.
- A replacement face shield, aprons and arm covers can be purchased from the front desk and must be changed between clients.
- Hands will be washed per CDC guidelines with soap and water up to the elbows.
- Social distancing between everyone except the practitioner and their client.

**AIAM School and Clinic guests** are asked not to enter if symptomatic.

- Clients are asked to remain in their car until called or texted to come into the lobby.
- They will be asked a doorway symptom assessment to include assessing for symptoms (cough, shortness of breath or difficulty breathing, and two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat and new loss of taste or smell).
- Their temperature will be taken with a touchless thermometer.
- Clients must wear a mask.





- They will be asked to wash their hands thoroughly before their appointment.
- Only clients will be allowed in the lobby unless they are accompanied by a caregiver.
- Clients will be given the option, as always, to decide if there are areas to avoid during the treatment (for example face).
- All appointments will be by appointment only.
- Appointment times for at-risk populations (seniors) will be made available.
- Even though we can touch clients during massage or acupuncture treatments, there is no shaking hands or hugging allowed per mandate (TRUE! This tickles our funny bones).
- Clients should bring their own water.

**Clinic appointments** are staggered with extra time for disinfecting rooms between appointments, high touch surfaces will be disinfected regularly using CDC recommended sanitizers and disinfectant (EPA List N) protocols. A thin pillowcase is draped over the face cradle for when the client is prone.

**Acupuncture and Chinese herb consultations** are available as needed via Zoom and are HIPAA compliant with AIAM's Zoom contract.

**Faculty and Staff** are required to stay home if symptomatic.

- Social distancing will be required as appropriate.
- Do not bunch up coming into the building.
- They must perform symptom assessments (performed at least daily and on an ongoing basis) to include assessing for symptoms (cough, shortness of breath or difficulty breathing, and two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat and new loss of taste or smell) and taking their temperature with a thermometer and monitoring for fever. Let your supervisor know if you are not well and stay home if symptomatic.
- Faculty and Staff must wear their own facial coverings.
- They must wash their hands per CDC guidelines with soap and water up to the elbows upon coming into the building.





- A reusable face shield will be issued to each person the first time they come in on-campus. A replacement shield can be purchased from the front desk.
- Regular handwashing is required.
- The faculty room has roll-laundry baskets and 4 bags numbered 1-4 written on the “Have you got consent” logo. Each contains a hand sanitizer, disinfecting wipes and a spray bottle of EPA N-list level disinfectant.
- Monitor where students are and coordinate disinfection of all areas that you and your students were in before you leave the building.





**Teaching Medical Assisting, Phlebotomy, Massage Therapy, Acupuncture, and Holistic  
Practical and Registered Nursing**

**Acupuncture and Massage Therapy Clinics Open to the Public**

**AIAM Vision: Transforming Healthcare Holistically**

**AIAM Motto: Your success is our success**

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