

# Operating rules of Maitri Karuna

Operator: Yogajoga s.r.o., director Mgr. Helena Kubrychtová Bártová  
Vodičkova 15  
Prague 1, 110 00  
Company Identification Number: 24257010  
Insert number: C 198047 – Municipal court in Prague  
Trading licence issued by the Municipal Office for Prague 1 on 19 June 2020

Health authorisation issued by: Lékařský Dům v Mezibranské, Prague 1  
MUDr. Hlavínková

Subject of business: Massage, recuperative and regeneration services

Extent of the services provided: Types of massage (oil, relaxation, classic, sports massage)

The operator is authorised to carry out the activity

Information about the place of business

- the place of business is on the 1st floor of the building
- there is a corridor, two rooms (massage parlour and the waiting room), restroom with a wash basin and a cloak room in an adjacent room, bathroom with a shower and a toilet - separate for women and men
- the heating is via gas boiler
- water supply: public water conduit
- warm water supply: gas boiler
- sewage disposal: municipal sewage system
- ventilation of the place of business: windows and fans
- lighting of the place of business: natural daylight and electrical lighting
- wall finish: washable paint
- type of floor covering: tiles and wooden floor
- furnishings: work desk, desk chair, therapy bed, mirror, cosmetic trolley, seating for the client, privacy screen for the client, client clothes rack, a locker for the personal and work clothes of the therapist, a chest for clean towels and a box for used towels, a tray used for client's personal items, a sink with water to ensure the hygiene needs of the therapist

Staff personal hygiene:

- The therapist will wash his/her hands before and after each massage with warm water and will use disposable paper towels for his/her hands as well as antiseptic gel; he/she is always clean, well presented and healthy without any signs of illness symptoms. He/she has spare work clothes designated for this. Personal hygiene also applies to the state of mind of the therapist, which means that he/she has a positive, optimistic, welcoming approach to the client;
- Work clothes (work trousers, t-shirt, medical footwear) are stored separately in a locker designated for the work clothes of the therapist;
- The work clothes are clean every day. At the end of the working hours, the used work clothes are taken away to be washed. It is washed separately from personal clothes;
- One set of spare work clothes is stored in the designated personal locker.

The use of personal protective work equipment: soap, antiseptic gel, disposable hand towels, disposable bed sheets, disposable headrest covers, face masks, disposable gloves, antiseptic spray for antiseptic cleaning of the therapy bed, paper tissues

- hygienic appliances: wash basin
- The washing and antiseptic treatment of hands is carried out always before and after each massage, disposable paper towels are used as well as hand antiseptic gel

#### Operating hygiene (cleaning):

- The premises are cleaned daily, always prior to the arrival of clients. The premises are cleaned with an industrial machine. The disinfection after each therapy during the day is carried out after each client. The floors are cleaned using the wet method and a disinfecting detergent. The working area surfaces are disinfected at least once a day, usually prior to the arrival of the clients. The wash basin is cleaned at least once a day. The surface areas of the storage areas are cleaned using the wet method once a week. The restrooms are disinfected regularly on the need basis. Domestos or Sanitol are used for floors and surfaces. The dilution is according to the instructions guide.
- The tools and detergents used for basic cleaning are stored in an adjacent cleaning room, which includes a sink and has access to water, cleaning and disinfecting detergents are stored under the sink.
- Major cleaning and window cleaning are done on the need basis.

#### Handling the washing:

- The personal clothes are stored separately in a locker designated for the personal clothes of the therapist;
- Clothes used during the shift are stored in a box made of plastic, which is designated for this purpose.
- The clothes are washed in an adjacent room. The room has a washing machine with a drier. It is washed separately from the personal clothes using the "boil" programme.
- Used clothes for each client – one or two body towels for each client.
- Disposable equipment (disposable bed covers, disposable headrest cover, cotton for disinfectant and cleaning of the therapy bed, paper towels and tissues)

#### Handling the waste:

- Any waste produced during the shift is disposed of in a waste bin, equipped with a disposable PVC insert.
- The waste from the premises is disposed of in an environmentally friendly way.
- Common waste is disposed of by placing it in the communal waste collector in the courtyard.
- The premises do not generate any dangerous or infectious waste. The business does not perform any procedures that would violate the wholeness of the skin.

#### The use and caring for work equipment:

- the devices and equipment are not used
- The following is used: oil, disinfection, disposable hand towels, disposable bed covers, disposable headrest covers, face masks, disposable gloves, disinfection treatment for the therapy bed, paper tissues.
- The disinfection of surfaces and areas is done by using Incidur Spray or Sanitol universal without chlorin. Hand disinfection is done by Dettolatibakterial gel or Septoderm gel. These disinfecting detergents are always used in an undiluted form.
- In order to stop resistance of microbes when using one detergent for a long time, the detergents are swapped with other detergents with various active substances, at least once in three months.
- The selected detergents and processes do not damage disinfected material; they are not toxic or irritating.

First Aid Kit: equipped according to the legislation - (Ophthal, analgetikum, virucidal skin disinfectant, Traumacel, hydrophilic sterile gauze, patch/plaster, hydrophilic sterile bandage, rubber bandage, three - pronged scarf, scissors, resuscitation drape, protective gloves).

Mgr. Helena Kubrychtová Bártová is responsible for the equipment and the expiry dates.  
The relevant person at the reception on the particular day is responsible for the handling of the washing  
The cleaning is done by the relevant person at the reception on the particular day  
Lucie Převrátilová (the COO of the studio) is responsible for the supervision of the cleaning and the compliance with the stated rules

The working hours are set based on bookings

Mgr. Helena Kubrychtová Bártová, tel.: 777237985 is responsible for the place of business

No smoking, no abuse of alcoholic drinks and narcotics, no animals in the place of business

In Prague on 28 July 2020