



Cleaning Procedure

- Wear gloves while cleaning especially when working with hazardous products such as bleach
- Create your own bleach solution
 - Fill a 5 gallon bucket half way with water
 - Add 2.5 tbsp of bleach and stir
 - Use the ratio 5 tbsp bleach per gallon or 4 tsp bleach per quart for other sized buckets
- Wash all the surfaces listed in the section below as specified by in chart
- Make sure all rags used placed in the proper dirty laundry receptacle at the end of each day
 - Make sure rags are washed before reusing
 - Continue to wear gloves while handling dirty laundry or wash hands immediately afterwards
- Disinfect reusable gloves, including glove interiors, at the end of each day

Cleaning Monitor Checklist

	Start	Hour 1	Hour 2	Hour 3	Hour 4	End
Food Prep Surfaces						
Common counter tops						
Carts						
Sinks and faucets						
Group Work Areas						
Individual Office Areas						
Light Switches						
Door Handles						
Light Trafficked Common Area (elevator buttons, railings, etc)						
Heavy Trafficked Common Areas (elevator buttons, railings, etc)						

Safety Monitoring Activities:

- Rotate volunteers through hand-washing at least once per hour
- Ensure volunteers keep a 6ft radius for social distancing
- Monitor for too many people in a given area
- Alert staff to volunteers showing respiratory symptoms