**Emergency Shelter Sanitation Guidelines Checklist**

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|  | **#** | **Guideline** | **Description** |
|  | 1 | **Preventative Sanitation** | Program policies and operational practices implemented for hand washing, coughing/sneezing, and frequently touched surface disinfecting. |
|  | 2 | **Space** | **Beds** are more than 3’ apart and/or head-to-toe configuration arranged. **Contact.** Staff are 3’ or more from guests and/or protective gear and disinfecting protocols are in place |
|  | 3 | **Protective Gear** | An adequate protective gear policy is in place, including management and supply concerns. |
|  | 4 | **Screening** | A proactive screening, referral, and action plan is in place. I.E. Masks for anyone with a fever, cough, or sore throat. |
|  | 5 | **Coordinated Effort** | A relationship with local and/or state efforts ensures a coordinated approach to current pandemic approaches and participation at local or state tables brings the unique issues of homeless to the table |
|  | 6 | **Food Safety**  | Food safety policies are adequate and protocols are implemented for both food handling/preparation and serving |
|  | 7 | **Education** | Posters educating reasons for not handshaking/touching, coughing/sneezing, space (personal and bed) are adequate for the need. |
|  | 8 | **Cleaning vomit, feces, and blood** | Policy, procedures, and equipment are in place to safely clean and dispose of vomit, feces, and blood. |
|  | 9 | **Disinfecting Work Areas** | Policy, procedures, and equipment are in place to sufficiently clean and disinfect work areas, work stations, keyboards and mice, common area tables and countertops, and hard surfaces. |
|  | 10 | **Proper handling, waste, & disposal** | Policy, procedures, and equipment are in place to sufficiently manage waste |
|  | 11 | **Condoms and Safe Sex** | An adequate supply of dental dams, male & female condoms, lubricant, and STI educational material is sufficient for the needs and provided easily and without barriers (including stigma/shame). |
|  | 12 | **Facial tissue** | An adequate supply of facial tissue is everywhere (dorms, common areas, cafeteria/kitchen, offices, etc.) |
|  | 13 | **Cell phones** | A policy for staff and guest cell phones cleaned at least daily is implemented with adequate supplies to support the initiative. |
|  | 14 | **Disinfectants and Equipment** | An adequate supply of effective disinfectants and protective equipment is available and supported though policy. |
|  | 15 | **Plan for Reduced Workforce** | A plan minimizing the likelihood of closure in the event of workforce reduction due to illness. |