**Emergency Shelter Sanitation Guidelines Quick Reference**

**Handwashing:**

* Use non-antimicrobial soaps, warm water, and wash for 20 seconds.
* When preparing food, wash arms too.
* Rinse with running water
* No soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol. If hands are visibly dirty, find soap and water when possible.
* Dry with paper towels.
* **Wash hands:**
	+ When arriving at the shelter
	+ After blowing nose or coughing/sneezing
	+ After using the restroom
	+ Before eating or preparing food
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	+ After touching guests’ belongings or touching a potentially contaminated surface (toilet, floor,
	+ After taking off gloves from any activity requiring gloves
	+ Before providing any routine care / assistance with a guest

**Disinfecting / Cleaning:**

* Hard surfaces (regularly used tables, counter tops, door knobs, handrails, file cabinet pulls, etc.) should be cleaned 3-4 times daily.
* Tables for eating should be cleaned before and after meals
* Wear gloves and eye protection
* **For tables and countertop** (note: never mix bleach with ammonia or other cleaner!)
	+ Wash with soap and warm, clean water
	+ Rinse with clean water
	+ Sanitize using regular 5% - 6% unscented bleach (ratio 1 teaspoon bleach to 1 gallon clean water)
	+ Allow to air dry ([CDC](https://www.cdc.gov/healthywater/emergency/cleaning-sanitizing/household-cleaning-sanitizing.html))
* Wash hands with soap and water or alcohol-based rub after removing gloves

**Coughing / Sneezing:**

* Cover nose and mouth with a tissue
* Discard tissue in touchless receptacle
* No tissue, sneeze/cough in to upper sleeve.
* Wash hands with soap and water or alcohol-based rub