

Sanitation & Hygiene Resource Self-Assessment Tool

for Homeless Shelters, Day Centers, and Encampments

Purpose of Assessment: To ensure the health and safety of consumers, staff, and volunteers, and to determine if additional support is needed to meet minimum sanitation and hygiene standards outlined in the COVID-19 guidance on the Contra Costa Health Services website: [Congregate Living Facility Guidance for Prevention and Management of COVID-19](#).

Instructions: Check ✓ that your facility meets these standards. If not applicable mark NA.

Supplies and Equipment	
✓ or NA	Standard (Facilities should have at least a 1 week supply)
	Liquid hand soap and single-use paper towels are stocked at all hand washing sinks/stations.
	Disposable surgical masks for residents who are coughing or sneezing
	Plastic-lined wastebaskets (for used tissues and masks)
	Facial tissues are placed at entrances and community areas
	Gloves in a variety of sizes
	Alcohol
	EPA certified cleaning and disinfecting products
	Hand sanitizer (with at least 60% alcohol) provided at entrance(s) and common areas, including: <ul style="list-style-type: none"> • All entrances and exits • Front desks • Staff offices • Kitchen • Dining areas • Public phones • Computer stations • Elevators • Community/multi-purpose rooms • Dormitory or sleeping areas
	Hot and cold running water is always available when the facility is in operation. Hot water is maintained at a minimum of 100°F. If sensor or pedal-operated sinks are used (i.e., temperature is automatically set), temperature does not exceed 120°F.
	First aid kit(s) provided – size and/or amount of supplies appropriate for number of clients being served.
	Appropriate personal protective equipment (PPE) provided for staff, volunteers, and residents responsible for cleaning and maintenance of facility (e.g. gloves, dust mask, protective clothing, eye protection, etc.)
	Thermometer
Protocols and Procedures	
✓ or NA	Standard
	Staff have reviewed the Congregate Living Facilities Guidance from CCHS.
	Have staff take temperature upon arrival and log daily temperatures for each staff. Staff with temperatures of 100F or greater should be sent home.
	Master cleaning schedule developed.
	Protocols developed specifically for handling and disposal of infectious waste (e.g., diapers, wound dressing, soiled bedding, sharps, animal waste, etc.).
	Staff use Personal Protective Equipment (PPE) and are trained to use Standard Precautions when cleaning and decontaminating. <ul style="list-style-type: none"> • Post signs on the door or wall outside of the resident room that clearly describe the type of

	<p>required PPE.</p> <ul style="list-style-type: none"> • Make PPE, including facemasks and gloves, available immediately outside of the resident spaces • Position a trash can near the exit inside any resident room to make it easy for staff and consumers to discard PPE.
	Staff has reviewed and follows recommendations for hand hygiene before and after contact with residents, after contact with contaminated surfaces or equipment, and after removing personal protective equipment (PPE).
	Cleaning instructions, including instructions for how to mix and use disinfectant and sanitizer solutions, is posted or provided for cleaning and sanitation of kitchen, restrooms, showers, and common areas
	<p>Signage like that found at (https://www.cdc.gov/handwashing/posters.html) encouraging good hygiene and sanitation is posted in:</p> <ul style="list-style-type: none"> • Entrances and exits • Communal gathering areas • Dining areas • Bathrooms • Staff lounges • Dormitories or sleeping areas
	Bedding laundered at minimum once a week, per client. Dryer in laundry facility capable of reaching 165°F.
	Clean and sanitize frequently touched surfaces several times per day, paying special attention to doorknobs, light switches, elevator buttons, public phones, banisters, tabletops, handrails/bedrails, and toys.
	<p>Wash surfaces with a general household cleaner to remove germs. Rinse with water and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against Novel Coronavirus SARS-CoV-2. EPA-registered products can be found at https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf</p> <p>If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. An EPA-registered disinfection usually requires the product to remain on the surface for a certain period (e.g., letting it stand for 3 to 5 minutes) to kill germs.</p>
	Use damp cloth cleaning methods. Dry dusting or sweeping can cause airborne viruses to spread.
	Change mop heads, rags, and similar items used for cleaning and disinfecting frequently.
	All trash cans have plastic liners.
	Trash receptacles emptied frequently throughout the day.
	Equipment used for cleaning is cleaned, disinfected and dried after each use.
	Routine screening procedures to help identify potentially ill clients have been implemented.

Facility Name: _____

Street Address: _____ City: _____ Zip: _____

Program Staff Completing this form: _____

Staff Signature: _____ Date: _____