



# SAMPLE CHECKLISTS



*Checklists are very useful to ensure tasks are done correctly and at the right time. The checklists in this section can be modified to suit your needs and procedures. Four checklists are included in this section:*

- ▶ *Checklist #1: General Sanitation Checklist for Shelters*
- ▶ *Checklist #2: Operational Checklist Example: Staff and Shift Assignments for Kitchen*
- ▶ *Checklist #3: Daily/Weekly Cleaning Schedule (initial when completed)*
- ▶ *Checklist #4: Food Safety Checklist*



## Checklist #1: General Sanitation Checklist for Shelters

Shelter staff can use this checklist to implement sanitation guidelines at key operational intervals, such as before daily entries/exits, in between staff shifts, and before and after mealtimes.

- Disinfect surfaces routinely.** Areas to clean and sanitize daily: Items in common areas and dormitory sleeping areas that are frequently touched by different people, such as door knobs, faucets, telephones, counters, hand sinks, tables, chairs, sofas, eating areas, dishes, etc. Areas to clean and disinfect between guests: Cots/beds, guest storage bins. ([Texas](#); [Seattle, Appendix A](#))

\*In cases of infectious disease outbreaks, the cleaning frequency should be increased to several times a day, more so in areas where people who are infected reside.

### How should cleaners and disinfectants be used?

**Read the label first. Each cleaner and disinfectant has instructions on the label that tell you important facts:**

- How to apply the product to a surface
- How long you need to leave it on the surface to be effective (contact time)
- If the surface needs to be cleaned first and rinsed after using
- If the disinfectant is safe for the surface
- Whether the product requires dilution with water before use
- Precautions you should take when applying the product, such as wearing gloves or aprons or making sure you have good ventilation during application

[CDC Document Explaining Cleaning and Sanitizing for MRSA prevention](#)

[CDC Recommendations for Cleaning and Sanitizing Various Surfaces with Bleach and Water](#)

- Post personal hygiene signs** (respiratory, cough, hand hygiene) for shelter guests in appropriate languages and locations. ([CDC Hygiene-related posters](#))
- Sweep and disinfect shelter floors and yard area** free of waste materials.
- Keep sleeping and common areas clean** and tidy always.
- Dispose contents of waste containers** as soon as filled. Ensure medical sharps are not mingled with regular trash and holding area for waste disposal is safe, clean, and free of access by vermin and insects ([Oregon](#)). Provide puncture-resistant container for needles and other contaminated sharps. Contact public health department if unaware of proper disposal procedures.



- Observe personal hygiene** in shelter clients (bathing, laundering and toilet duties, etc.).
- Ensure linen and laundry** is properly contained, handled, and washed. Avoid holding soiled/dirty laundry close to the body. Hot water at a temperature of at least 160 degrees Fahrenheit for a minimum of 25 minutes is commonly recommended for hot-water washing. Use bleach for extra precaution. ([CDC](#))
- Observe shelter clients for signs and symptoms** of infectious disease. Conduct screening on those with signs and symptoms and follow shelter referral and reporting procedures as appropriate.
- Keep daily rosters and bed maps of shelter clients** so that in the event of an outbreak, staff can determine who had the highest risk of exposure.
- Avoid cross-contamination** by ensuring clients' belongings are stored in a way that they are not in contact with another client's possessions.
- Check that supplies are fully stocked** including first aid, cleaning supplies, personal hygiene supplies (antimicrobial soap, disposable paper towels, etc.), and personal protective equipment.
- Establish communication procedures for shift changes** via log book, database notes, or other means. Manager ensures these procedures are followed.
- Provide and resupply hand washing stations** with soap and paper towels in multiple conspicuous locations, including entrances, throughout shelters, and other locations where people gather.
- Ensure hand sanitizer is fully stocked** in multiple conspicuous locations, including entrances and throughout the shelter.
- Design sleeping arrangements** that ensure maximal spacing of clients by at least 3 feet in sleeping quarters. In larger rooms, create physical barriers between beds using sheets or curtains.
- Stock supplies for those who are infected** including hand sanitizer, tissues, and waste cans and bags at the bedsides of people who are sick.
- Create a plan for isolating individuals** when necessary. Shelters must be able to call on health partners and hospitals to help find appropriate options. ([Example from Atlanta](#))
- Ventilate rooms** to provide good air exchange while maintaining comfortable temperatures. ([CDC Guidelines for Environmental Infection Control](#))



## Checklist #2: Operational Checklist Example: Staff and Shift Assignments for Kitchen

Create an operational procedure checklist such as the example shown below for each area of the shelter such as common areas, bathrooms, dining areas, kitchens, and sleeping areas. Note subtasks and procedures specific to each area.

Task	Kitchen Cleaning	
Supplies Needed	<input type="checkbox"/> Disposable Gloves <input type="checkbox"/> Bleach solution (5.25%-6.15% bleach diluted 10:1 in water) <input type="checkbox"/> Bleach wipes <input type="checkbox"/> Scrubber <input type="checkbox"/> Paper towels <input type="checkbox"/> Disinfectant wipes, etc.	
Subtasks	When Completed	Procedure
<b>Food Contact Surfaces</b>		
Use CoC/shelter food contact surfaces guideline	Daily When food is being prepared	<input type="checkbox"/> Use soap and water solution to scrub counters and food contact surfaces <input type="checkbox"/> Rinse all surfaces with clean water <input type="checkbox"/> Spray surface with bleach sanitizer of 1 part bleach to 9 parts water <input type="checkbox"/> Allow to sit for 5 to 10 minutes <input type="checkbox"/> Wipe with a clean paper towel
<b>General Kitchen Areas</b>		
Use CoC/shelter guideline for cleaning and disinfecting general kitchen areas	Daily (tables after meals) Weekly <input type="checkbox"/> Shelving <input type="checkbox"/> Microwave <input type="checkbox"/> Refrigerator/ Freezer <input type="checkbox"/> Other kitchen surfaces	<input type="checkbox"/> Routinely clean with a disinfectant cleaner to remove food debris and grease <input type="checkbox"/> Remove all items; clean and replace <input type="checkbox"/> Scrub inside and outside of microwave <input type="checkbox"/> Check expiration dates and rotate food supplies
<b>Kitchen Garbage</b>		
Use CoC/shelter guideline for kitchen garbage	Daily	<input type="checkbox"/> Replace garbage bag in can and take to dumpster

Modified from [King County Checklist](#), Appendix D



## Checklist #3: Daily/Weekly Cleaning Schedule (initial when completed)

Checklists, such as the example below, should be kept in plain view on a clipboard or bulletin board to ensure all areas are cleaned as needed and assigned. Ensure the list includes all areas needing cleaning and the appropriate frequency for each cleaning. Staff members should initial the corresponding box once the task is completed and record the time completed.

Task	Assigned	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Daily</i>								
Restock Supplies (hand sanitizer, soap, paper towels, bleach, etc.)								
Bathroom Cleaning (toilets, sinks, doorknobs)								
Cot Cleaning								
Floor Cleaning								
Morning Food Prep (wipe tables)								
Afternoon Food Prep (wipe tables)								
Evening Food Prep (wipe tables)								
Garbage								
<i>Weekly</i>								
Kitchen shelves								
Fridge/Microwave								

Modified from [King County Checklist](#), Appendix D



## **Checklist #4: Food Safety Checklist**

Food safety checklists can be used daily to ensure proper food safety precautions are taken and determine areas in your operations that may need corrective action. Record corrective actions taken and keep completed records for future reference. The checklists not only serve to ensure safety, but also as a training material for staff and volunteers who handle food. Local health and/or environmental health departments typically regulate food handlers and should be consulted for approvals of food handling processes.

- ▶ [Food Safety Checklist \(USDA\)](#)
- ▶ [Basics for Handling Food Safely \(USDA\)](#)

*Ensuring that shelters are kept sanitary and safe is imperative in order to prevent occurrences of infectious disease outbreak. Tools presented in this guidebook are meant to help emergency shelter providers and CoCs create standards for preventing and addressing the spread of infectious diseases. Staff training, written plans and protocols, and plans for responding to infectious disease outbreaks can help to ensure outbreaks are less frequent and less detrimental to the health and well-being of individuals living in shelters. CoC leaders and membership should consider each provider within the jurisdiction and ensure that each promotes a safe, sanitary facility.*