**GUIDELINES FOR SVC during COVID**

**1/27/2021**

**STAIRS**

* Stairs entering kitchen will be utilized for going UP
* Front stairs will be utilized for going DOWN
* Railings will be wiped down daily.

**RESTROOMS**

* New restrooms in walk thru pantry will be closed to employee & clients until further notice.
* Tape needs to be placed over the Women and Men sign on the doors.
* The women in the office will utilize restroom across from Darko’s office.
* The men will utilize restroom upstairs.
* (Hopefully this will keep any cross contamination of viruses to a minimum)
* Restrooms and Kitchen will be stocked with paper towels and hand soap.

**KITCHEN**

* The kitchen will be utilized for warming food only.
* Staff are asked to eat in their offices and to clean the kitchen as they use it.
* Dishes are to be put away each evening.

**OFFICES**

* Staff will place garbage outside their doors for pick up.
* Facilities staff will not enter offices to pick up trash or to clean. Each employee is required to clean (when needed) their own offices.
* Meetings will be held in the conference room either upstairs or by Zoom/GoTo. (Conference rooms table is marked where chairs needs to be placed in the room for distancing)

**INTAKE OF CLIENTS (until walk thru pantry is open)**

* Shaniece & Sr. Maureen have a system worked out regarding passing bags of food out to the clients.
* Shaniece will wipe down the front door and tables every morning before seeing clients.
* Only one person is allowed in the space between the front doors at a time. Other clients will be asked to wait outside.
* Tony is working with a company regarding the awning that is to be installed.

**HAND SANITIZER AREAS**

* FRONT DOOR
* CONFERENCE ROOM
* WALK THRU PANTRY
* VOLUNTEER STORAGE AREA

Facilities team will ensure that these containers are refilled when needed