

Mendocino Coast Hospitality Center Winter Shelter 2021 COVID-19 Cleaning and Sanitizing

The Winter Shelter will utilize three spaces for the duration of the season. These include the staging site at the Hospitality Center located at 101 N Franklin Street, the host site located at Trinity Lutheran Church at 620 E Redwood Ave, and MCHC's company van used to transport guests between the staging area and the host site.

All three areas must be kept clean and sanitized regularly throughout the period of use.

Nitrile gloves are available and should be used during any cleaning activity. Mask must be worn always.

Protocols

MCHC staff will adhere to the following protocols for cleaning and sanitizing during Winter Shelter Activities

Staging Area

Winter Shelter activities at the staging area will utilize the lobby (east entrance), the common room, the east group room, the lobby bathroom, and the courtyard. Access to the café and kitchen area may be accessed as needed by MCHC staff only. Access to all other areas of the Hospitality Center is prohibited. Staff will use MCHC approved and provided cleaning products.

MCHC regular staff will clean and sanitize during the morning and afternoon as normal. These steps will be taken throughout the use of the space as needed and at the end of each use:

- Re-fill supplies as necessary – hand sanitizer, paper towels, masks, gloves, bathroom supplies, etc.
- Wiping all surfaces with appropriate cleaner and finished with **Hepastat**
- Sweeping/cleaning floors as needed and at the end of use using appropriate cleaner (**Bona** for hardwood)
- Cleanup of spills as needed with appropriate cleaner and finished with **Hepastat**
- Wipe down all Plexiglass divider surfaces with approved glass cleaner (**no not use Hepastat on these surfaces**)
- Bathrooms inspected and cleaned as necessary and fully at the end of day using appropriate bathroom cleaners and finish with **Hepastat**. Bathroom supplies restocked regularly, including soap, toilet tissue, and paper towels.
- Wipe down doorknobs/handles with appropriate cleaner and finish with **Hepastat**
- Empty trash receptacles as needed. At the end of day, trash receptacles that are half full or less and contain dry trash may be left as is but do spray Hepastat on the top layer of trash. The

outside of all trash receptacles should be wiped with appropriate cleaner and finished with Hepastat.

- At the end of use for the day, all **non-kitchen** area surfaces, floors (including carpeted areas), and bathrooms will be misted with **PERFORMEX RTU** using the provided electrostatic misting gun. This product/system is not appropriate for areas where food is prepared or consumed. **DO NOT** use the misting system in the kitchen or café areas at the Hospitality Center. **DO NOT** mist desks or work areas with electronic equipment.

Host Site

Winter Shelter activities at the host site will utilize the outside entry way, the inside entryway, two entryway bathrooms, the main hall, and the counterspace inside the kitchen. Access to the kitchen beyond the center island is prohibited. Access to all other areas of Trinity Lutheran Church is prohibited. Staff will use MCHC approved and provided cleaning products.

MCHC WS staff will clean and sanitize during the shift and each morning before final exit of the building. These steps will be taken throughout the use of the space as needed and at the end of each use:

These steps will be taken throughout the use of the space as needed and at the end of each use:

- Re-fill supplies as necessary – hand sanitizer, paper towels, masks, gloves, bathroom supplies, etc.
- Wiping all surfaces with appropriate cleaner and finished with **Hepastat**, including tables, counters, outdoor seating, etc.
- Sweeping/cleaning floors as needed and at the end of day (shift) using appropriate cleaner
- Cleanup of spills as needed with appropriate cleaner or BIOHAZARD CLEANUP KIT as appropriate and finished with **Hepastat**.
- Bathrooms inspected and cleaned as necessary throughout evening and fully at the end of day using appropriate bathroom cleaners and finish with **Hepastat**. Bathroom supplies restocked regularly, including soap, toilet tissue, and paper towels.
- Wipe down doorknobs/handles with appropriate cleaner and finish with **Hepastat**
- Empty trash receptacles as needed. At the end of day, trash receptacles that are half full or less and contain dry trash only may be left as is but do spray Hepastat on the top layer of trash. The outside of all trash receptacles should be wiped with appropriate cleaner and finished with Hepastat. Trash will be removed from the host site daily as needed and taken to the Hospitality House for disposal in the dumpster.
- Clean the kitchen counter area with appropriate cleaner and finish with **Hepastat**.
- Before leaving the building in the morning and after all other cleaning is finished, all **non-kitchen** area surfaces, floors (including carpeted areas), and bathrooms will be misted with **PERFORMEX RTU** using the provided electrostatic misting gun. This product/system is not appropriate for areas where food is prepared or consumed. **DO NOT** use the misting system in the kitchen at TLC. Misting should cover from the west side stage area back through the hall only to the last cot, then the bathrooms, then the entryway on the way out of the building for the day. Do not mist the staff table area, OR the kitchen.

VAN

The company van will be used to transport guests to and from the host site in the evening and the morning. There will be no more than 4 masked guests in the rear of the van spread across both bench seats. Only the approved staff driver and one other staff may ride in the front of the van.

The van will be cleaned thoroughly each day, mid-morning, by MCHC staff, cleaned as needed during use by MCHC WS staff and sterilized between each trip to and from the host site.

- The van will be “mopped”, vacuumed, and all surfaces finished with Hepastat each day mid-morning
- Between each trip to and from the host site, the two bench seats in the rear of the van will be wiped with Hepastat.

Personal Hygiene and Food for Guests and Staff

Staff will observe these protocols and enforce observation of these protocols for guests:

- **Masks** – Masks are to be worn indoors, or in the van at all times by staff and guests and worn outdoors where proper distancing cannot be observed.
- **Hand Washing** – Wash hands after using the restroom, after smoking, after eating, after engaging in any cleaning activity.
- **Hand Sanitizer** – Hand sanitizer will be made available throughout the staging area and host site and should be used frequently, especially when hand washing is not immediately practical.
- **Nitrile Gloves** – Gloves will be worn by staff and guests during any cleaning activity, any activity that involves food service, and during any activity that involves waste/trash disposal.