**Daily Procedures for Reporting to Work:**

● Enter through the *Name* Room Door.

● Go directly to the *Employee bathroom/Designated Clean Room*.

● Wash your hands upon entering. Put on clean daily scrubs and work shoes. You

will need to place your street clothing and shoes in a sealed bag and leave the

bag in the bathtub in the employee bathroom. You may retrieve your bag at the

end of your shift.

● Wash your hands before leaving the bathroom.

● Put on your safety mask. We are limited on the masks, so you will need to keep

up with yours and reuse throughout the week.

● Report to the nurse’s station in order to have your temperature checked and

screening performed.

● Proceed to timeclock and log in.

**During Shift Procedures:**

● Remember to wash your hands with soap and water for at least 20 seconds and

frequently.

● Proper hand hygiene before and after contact with patients, after contact with

contaminated surfaces or equipment, and after removing personal protective equipment

(PPE).

● Remember daily to use disinfectants to clean surfaces and follow respiratory hygiene

and cough etiquette

● All personnel should avoid touching their face while working

● Staff should be alert for fever or respiratory symptoms (e.g. cough, shortness of breath,

sore throat. (If symptoms develop, self-isolate and notify another staff member to

arrange for appropriate evaluation)

● Wear a cloth face covering over your nose and mouth.

● Clean and disinfect frequently touched objects and surfaces.

**End of Shift Procedures:**

● If you would like to leave your scrubs for the facility to launder, we are happy to

allow you to do so. You will have access to the laundry room if you would like to

wash your scrubs on premises. It is imperative that you have clean scrubs daily.

● It is recommended that you leave your shoes in a bag at the facility if you have an extra pair and are able to do so.

*Date* - to be amended as necessary.