

MEMORANDUM

TO: All Staff

FROM: Management

DATE: April 14, 2020

SUBJECT: Cleaning protocol for overnight bedding

In an effort to help maintain a sanitary environment in the homes, we are asking that when overnight staff (both f/t, p/t, and casual) are preparing to leave their shift, please put any mattress covers (**excluding** bed bug covers) or other bedding items that may come into contact with multiple staff in the wash on the **hot** cycle before departing. This does not include your own personal bedding, only bedding that is kept at the home. Overnight staff who regularly do multiple shifts in a row need only wash the bedding items on the morning of the last shift they work before a new staff is to do the next overnight.

The staff working during the day can finish drying the bedding and then put it back in the overnight's sleep area, for the overnight staff to remake the bed. It is acknowledged that this is extra work, however team cooperation with this task can help reduce the spread of germs in the household, thus helping to keep everyone safe.

We are aware that it is common practise for overnight staff to bring in their own bedding for their shift. However, we would like to also send a reminder out to all staff that especially with the current outbreak of COVID-19, it is mandatory to bring your own bedding with you to your shift, that you can then launder at home afterwards, so you're not at risk of coming into contact with bedding that may have been in contact with others.

Thank you all for your cooperation in this matter,

Avenue II Management