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| **Section: Salvation Army Kate’s Place 160156.01** |
| **Policy and Procedure: Sanitation and Hygiene** |

**Policy:**

All Resident Advisor staff are responsible to ensure that all floors, kitchen and bathroom areas located in the office are sanitized on a regular basis.

In order to prevent the spread of various communicable diseases it is imperative that all staff and volunteers maintain proper hygiene and practice universal precautions will at Kate’s Place.

**Procedure:**

* Resident Advisor staff should disinfect the floors in the office and ensure kitchen and bathroom areas are kept clean at all times.
* Each area should be disinfected routinely.
* Night Staff are responsible for garbage disposal and disinfection of the bathroom on a daily basis.
* All Staff are responsible for maintain the cleanliness of the kitchen throughout each shift
* All expired food in the fridge must be disposed of. RA Staff are to check the refrigerator daily to see if any food or cleaning need to be completed.
* The Managing Director will inspect all areas and direct staff to clean according to the Canadian Health Food guidelines.

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| Section: Salvation Army Kate’s Place | Policy Number: 160156.01 |
| Policy and Procedure: Sanitation and Hygiene | Issued by: Amanda Carlson |
| Date Approved(Original): March 1, 2013 |  |
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