



## Closing Shelter Operations

### SCHEDULE

- ☐ Determine when last meal is to be served.
- ☐ Schedule staff to handle closing activities.

### CLEAN AND REPAIR

- ☐ Clean and disinfect, using appropriate disinfectant for the material and following manufacturer's instructions where applicable:
  - o Loaned/rented equipment
  - o All surfaces, furniture, and equipment within the area used during the shelter operation
- ☐ Return loaned equipment.
- ☐ Make repairs to restore all areas and equipment to pre-shelter condition.
- ☐ Clean blankets and cots as required.
- ☐ Vacuum carpets using a HEPA (high efficiency particulate air) filter so Norovirus and other viruses do not become airborne.
- ☐ For isolation areas including restrooms:
  - o Open outside doors and windows, if possible, and use ventilating fans to increase air circulation in the area.
  - o Wait 24 hours before cleaning and disinfecting with [EPA-Registered Disinfectants for COVID-19](#).

### INSPECT

- ☐ Inspect the dining area and kitchen to ensure that the areas are properly cleaned and sanitized and that all equipment is returned to its original location.
- ☐ Dispose of or donate excess supplies including food.
- ☐ Remove shelter signage inside and outside.
- ☐ Conduct a final inspection of the facility.

5/3/2021