

In response to Covid-19, we've created a template to help employers of domestic workers think through their hygiene preferences and to create guidelines that work for their households.

# HYGIENE GUIDELINES TEMPLATE FOR HOUSEHOLDS

By: Helpwise

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## The Why

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We realize that many households are trying to figure out how to make their homes more hygienic for their family members and domestic workers these days, so we've added a special section to our hygiene guideline template and we're making this sheet shareable, so please feel free to pass it along. We've also included a quarantine section with tips on how to quarantine in the same household with nonquarantined household members.

## About this Template

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On the first few pages of this tool, you'll find a bunch of ideas to get you thinking through your hygiene preferences. We respect that each household is different, so we've given you space to consider what works best for you and those you live with. In the center column, you'll find "Prompts" to get you thinking. In the right column, you'll see some "Guideline Samples" in case you'd like to get inspiration from some examples.

The last page of this worksheet provides a place for you to jot down and print out the guidelines that you think will work best for your family. That's where you can create and articulate guidelines that are reflective of your own unique preferences and priorities. These lists were not meant to be exhaustive, but rather a starting place to help you get your thoughts down on paper. We imagine some of you will find the suggestions too detailed, and others will want to add even more details.

## Making it work

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Although none of us can perfectly eliminate all risk of germs from our households, we hope that developing and sharing your preferences will bring you peace of mind and increase clarity in your home. Use this template to type up your thoughts, and then print it out and share it with your domestic worker and family members. You may want to post it in a visible place to help people remember the new practices. We encourage employers to find a time to sit down with your domestic helper, so that she understands the "why" behind certain rules and so that she can be aware of your expectations, especially during this unique time. Taking time to be specific - showing her exactly what cleaning supplies you're referring to, which masks she should use, and what you mean by phrases like, "wipe down thoroughly" - can benefit both of you in the long term.

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# Hygiene Guidelines Template for Households

## Sample guidelines: Covid-19 Specific

Areas	Prompts	Guideline Samples
<b>Supplies</b>	<ul style="list-style-type: none"> <li>Storage location of masks and protective supplies</li> <li>Person in charge for stocking supplies and when they should restock</li> <li>Brands to be purchased or avoided</li> </ul>	<ul style="list-style-type: none"> <li>Supplies like masks, antibacterial wipes, disinfectants, and gloves can be stored in an easily accessible drawer or basket by the front door.</li> <li>The helper to stock masks when the quantity runs below 30.</li> <li>Helper can take initiative to purchase masks from pharmacies or Helper can alert Employer when the masks are running low.</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>How/who will be monitoring the health of your household members during this time?</li> <li>How/when would you like them to update you on any symptoms they have?</li> <li>What actions should your helper take if a family member starts showing symptoms?</li> <li>If you have elderly living in the home, do you want your helper to take their temperature? If so, when and how?</li> </ul>	<ul style="list-style-type: none"> <li>Helpers and family members can be asked to text you if they experience any of the following symptoms: fever, difficulty breathing, coughing, fatigue, loss of smell/taste</li> <li>Provide your helper with emergency lists and protocol for how to take care of a family member should they need immediate care</li> <li>Make sure your helper and family members know where the thermometer is located and how to take the temperature and clean the thermometer afterwards</li> </ul>
<b>Practices</b>	<ul style="list-style-type: none"> <li>Protocol for going out to run errands, or interacting with friends</li> <li>Precautions when taking children or elderly out</li> <li>Precautions when dining out</li> <li>Disinfectant procedures upon returning home</li> <li>Visitor's guidelines – on arrival and upon departure</li> <li>Drop-offs and collection procedures</li> <li>Precautions when being on public transportation</li> <li>Preferences for more sanitary toileting, coughing, sneezing practices</li> </ul>	<ul style="list-style-type: none"> <li>When leaving the house, please wear a mask and only remove masks during the eating portion of the meal. Put masks back on when chatting after the meal.</li> <li>When running errands, you can keep a Ziploc bag with a paper towel in your handbag or backpack. If you need to remove your mask during a mealtime, you can place the mask on the paper towel, fold it, and put it inside the Ziploc bag and in your personal handbag while eating to keep it sanitary and to avoid putting it on a restaurant table.</li> <li>Be mindful that children and elderly often touch a lot of surfaces when going out (either due to curiosity or trying to keep their balance, etc). Help escort them to bathrooms to wash their hands more regularly than usual or carry hand sanitizer for quick fixes.</li> <li>Upon returning home, remove shoes, remove and discard masks (but touch the rubber band part only), and wash hands thoroughly before touching any other home surfaces.</li> <li>If someone drops off items at your home, the bag and items can be wiped down with antibacterial wipes and then wait the allotted time for it to dry (normally</li> </ul>



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		<p>about 30 seconds) before using those items. For food deliveries, “no contact delivery” options are now available where you can ask someone to ring the doorbell and leave on the doorstep.</p> <ul style="list-style-type: none"> <li>• If you have visitors, you could wipe down common areas and bathroom after they leave and/or spray a disinfectant.</li> <li>• When using public transportation, stand or sit apart from others whenever possible. Try to avoid touching handles or guardrails; or, carry antibacterial sanitizer with you and use it after using public transportation.</li> </ul>
<p><b>Quarantine Arrangements</b></p>	<ul style="list-style-type: none"> <li>• What is the plan for keeping the quarantined individual(s) as separate as possible from the non-quarantined individual(s)?</li> <li>• Are there ways to avoid being in the same room at the same time?</li> <li>• Any schedules for when the quarantined and non-quarantined people can use the common areas like the living/dining room at separate times</li> <li>• Can the quarantined individual(s) use a different bathroom and do their laundry separately during those two weeks?</li> <li>• How can meals be handled, to limit interactions between the quarantined person(s) and the non-quarantined person(s)?</li> <li>• What supplies should be stocked in the room of the quarantined person, to limit their need for exiting their room?</li> </ul>	<ul style="list-style-type: none"> <li>• Those in quarantine should remain in separate rooms from the unquarantined as much as possible</li> <li>• Use separate bathrooms</li> <li>• Wipe down the sinks and toilet/door handles with antibacterial wipes after each use and to shut the toilet seat before flushing. Avoid having quarantined people in the kitchen and preparing food, which requires a lot of surface touches.</li> <li>• Use dedicated dishes and sheets for the quarantined person</li> <li>• Disinfect door handles regularly</li> <li>• Meals can be prepared by the non-quarantined person and placed outside the bedroom or office doors of the quarantined person. They can eat it in their room (on a desk or bed tray) and then return it to outside their door for the unquarantined person to retrieve without having to talk/interact/touch the quarantined person.</li> <li>• If the unquarantined person is unavailable for mealtime assistance, they can leave some foods or supplies on the dining table, or the quarantined person(s) can order in delivery and request a “no contact delivery.”</li> <li>• A lap desk can be purchased for working and/or eating.</li> <li>• Bottled waters, antibacterial wipes, clean towels, mini trashcan and extra trash bags, snacks and/or fruits.</li> </ul>



# Hygiene Guidelines Template for Households

## Sample guidelines: General Household Hygiene

Areas	Prompts	Guideline Samples
<b>In the Kitchen</b>	<ul style="list-style-type: none"> <li>How often should the fridge be checked for expired items?</li> <li>How often should the cupboard be checked for expired items?</li> <li>How should food items be marked?</li> <li>How long should the food stay in the fridge?</li> <li>How long should the food stay in the freezer?</li> <li>If something expires, should it be thrown out or would you like to be informed first?</li> <li>How should raw meats and eggs be handled?</li> <li>Are there certain cutting boards for certain things?</li> <li>What type of rag and cleaner should be used?</li> </ul>	<ul style="list-style-type: none"> <li>Food or drinks that have reached their expiration date are to be disposed of.</li> <li>Fridge should be checked every week and all expiring items disposed of at the time of checking.</li> <li>Leftover/food can be chilled for up to 2 days before being disposed of.</li> <li>Frozen food can stay in the freezer for up to 3 months from time of purchase.</li> <li>All leftover/food items should be labelled with the date that it was opened.</li> <li>Leftovers should not be reheated more than once.</li> </ul>
<b>Dish washing</b>	<ul style="list-style-type: none"> <li>What dishes should be washed by hand?</li> <li>What cleaning tools should be used?</li> <li>What should be washed by dishwasher?</li> <li>How often do you want the cleaning brushes/rags replaced?</li> </ul>	<ul style="list-style-type: none"> <li>All washing up of dishes, glasses, bottles, etc is to be done using hot water &amp; dishwashing liquid.</li> <li>When using the dishwasher, make sure you use dish-washing tablet.</li> </ul>
<b>Children's Items</b>	<ul style="list-style-type: none"> <li>How often should the toys, play mats and changing mats be sterilized?</li> <li>What cleaning tools should they use?</li> <li>How often should the bed linens be changed? What should happen if the sheets get soiled with bodily fluids?</li> <li>How to clean up vomit or blood?</li> </ul>	<ul style="list-style-type: none"> <li>The children's changing mats are to be sterilised every 2 days.</li> <li>The children's toys are to be washed thoroughly once a week including all bathroom toys &amp; slip mats.</li> <li>When cleaning and sterilising these items, you should use "XXXX" cleaning liquid, which is not harmful to children.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>Do shoes need to be taken off when entering the home?</li> <li>Where to wash and dry soaked/washed shoes?</li> <li>Do all the shoes go in to the cabinet?</li> </ul>	<ul style="list-style-type: none"> <li>Shoes are to be taken off upon entering the house.</li> <li>Shoes can be washed and dried on the balcony and stored in the shoe cabinet.</li> <li>Sports shoes should stay on the rack.</li> </ul>
<b>Hand washing</b>	<ul style="list-style-type: none"> <li>When to wash hands?</li> </ul>	<p>Hands are to be washed:</p> <ul style="list-style-type: none"> <li>Before eating</li> <li>Before cooking and handling food</li> <li>After you touched raw meat</li> <li>Upon entering the house</li> <li>After using the restroom</li> </ul>
<b>Trash Bin</b>	<ul style="list-style-type: none"> <li>How often do you want the trash bins emptied?</li> <li>How often do you want the bags changed and bins washed?</li> </ul>	<ul style="list-style-type: none"> <li>Trash bins should be emptied when full</li> <li>All trash should be removed from the home every night and new bags put in the bins</li> </ul>
<b>Sickness</b>	<ul style="list-style-type: none"> <li>What precautions should your employee take if she feels sick?</li> <li>What if the children feel sick?</li> <li>Used tissues handling?</li> </ul>	<ul style="list-style-type: none"> <li>As soon as you feel ill, please inform us right away and begin wearing a mask</li> <li>Wash hands after touching any bodily fluids (e.g. coughing, used tissues)</li> </ul>



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		<ul style="list-style-type: none"> <li>Disinfect door handles nightly if someone is sick</li> </ul>
<b>Towels</b>	<ul style="list-style-type: none"> <li>How often should the towels be changed?</li> <li>What should be used to clean them?</li> </ul>	<ul style="list-style-type: none"> <li>Towels can be used for 2 days before changing them</li> <li>Towels should be washed separately from the clothes</li> <li>Use of dryer at XX temp. is recommended</li> </ul>
<b>Kitchen cleaning</b>	<ul style="list-style-type: none"> <li>How often</li> <li>What areas</li> </ul>	<ul style="list-style-type: none"> <li>Cabinets should be cleaned every month</li> <li>Used surfaces/areas/hobs are to be cleaned right after use</li> <li>Clean out fridge weekly</li> <li>Extractor is to be washed every week</li> <li>Kitchen floor should be swept night and mopped weekly</li> </ul>
<b>Bathroom cleaning</b>	<ul style="list-style-type: none"> <li>How often</li> <li>What areas</li> </ul>	<ul style="list-style-type: none"> <li>Toilet bowl is to be cleaned and scrubbed with XX on a daily basis.</li> <li>The bathroom floor is to be cleaned on a daily basis</li> <li>The shower/bathtub including the glass panels/curtains should be cleaned 2 times a week</li> <li>The floor mat should be changed and cleaned every week.</li> </ul>
<b>Surface and floor cleaning</b>	<ul style="list-style-type: none"> <li>How often</li> <li>What areas</li> </ul>	<ul style="list-style-type: none"> <li>All surfaces should be cleaned and wiped once a week</li> <li>Hoover and mop the floor once a week</li> </ul>

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## Create Your Own: Hygiene Guidelines

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<b>Covid-19 Practices</b>	
<b>Kitchen</b>	
<b>Laundry</b>	
<b>Children</b>	
<b>Surface &amp; Floor Cleaning</b>	
<b>Hand washing</b>	
<b>Trash Bin</b>	
<b>Sickness</b>	
<b>Bathrooms</b>	

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