

Housekeeping and Covid-19 Protocols

Due to the ongoing coronavirus pandemic, the Y has changed some of our operations to help minimize person to person contact.

Housekeeping:

- Housekeepers will not be going into rooms to change towels, linen or empty trash.
- Residents will have to drop off their linen at the Welcome Center:
 - 2 sheets, fitted and flat
 - Mattress pad
 - Bed spread
 - Pillow and pillow case (if you have your own pillow, please label it or don't bring it down)
 - **Do not** remove the zippered mattress case
- Your drop off time and days are as listed below (**drop off is mandatory** and will be monitored by the Welcome Center)
 - 3rd Floor – Tuesdays before 12 noon
 - 4th and 5th Floors – Mondays before 12 noon
- You can pick up your new set of linen immediately after drop-off or at your convenience that same day
- **Do not sleep on or use the bed without linen**
- If you need emergency linen service on a different day, please see the Welcome Center
- Towel exchange is done daily (Sunday – Saturday) at the Welcome Center before 12 noon
- Please empty your room trash in the receptacles located on each floor
 - Please get a new trash liner from the welcome Center or
 - Feel free to use your trash can without a liner for the time being

Do Not Disturb Signs

- Please remove all “Do Not Disturb” signs (signs left up will be removed by staff)
- Housekeeper will not be entering your room, unless of an emergency
- Staff will be still checking for signs of contraband, smoking, maintenance issues, etc. (at which time they will ignore any “Do Not Disturb” signs.)

Help us stay healthy: It is everyone's responsibility to keep our environment clean, please do your part:

- Minimize contact with people in and out of the building
- Meet with guests and food delivery outside the building
- Minimize trips to the store for essentials only
- Wash your hands
- Clean common areas that you use (microwave, tables and chairs, etc)
- If you are feeling ill, notify staff immediately and stay in your room