

The Housing Authority of the City of North Chicago, Illinois

1440 Jackson St. North Chicago, Illinois 60064

Phone: (847) 785-4300 Fax: (847) 785-4308

March 16, 2020

Effective immediately NCHA will be putting the following procedures in place to limit the exposure risk and maintain the safety of our clients and staff related to the COVID-19 outbreak.

Enhanced Daily Cleaning Procedures- in addition to standard practices to be followed by NCHA Maintenance and National Able staff

- Clean all bathrooms-Must sign posted checklist 9am, 12 noon as listed below
- Damp wipe entryway community room and reception glass
- Clean and drinking fountain/water cooler
- Thoroughly clean all chairs, tables, in common hall areas

How to clean and disinfect:

Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use only NCHA provided cleaning materials
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

Cleaning clothes mop heads and linens

Care is be used for single use materials when possible and any dust or wet mops are to be disinfected prior to being put in storage for any future use.

Hand hygiene and other preventive measures

- Everyone should [clean hands](#) often, including immediately after removing gloves by washing hands with soap and water for 20

The Housing Authority of the City of North Chicago, Illinois

1440 Jackson St. North Chicago, Illinois 60064

Phone: (847) 785-4300 Fax: (847) 785-4308

- seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Household members should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g. a child)

Additional if you are feeling ill or have any question please contact your supervisor immediately for instruction on any workplace restrictions that may go into effect.

Thank you, NCHA Management