

## **DUTY 21 - TEA TOWELS, CLEANING REQUISITES & PAPER TOWEL DISPENSERS**

### **COVID DUTY:**

#### Daily:

- Replace all tea towels daily – wash as needed to ensure supply
- Place used chux from the chux recycle container on the bench in dining room in the zippered washing/drying bag and wash and dry used chux with the tea towels.
- **You MUST wash and dry the chux in the washing bag as if they are loose they can block the dryer filter and cause it to overheat.**
- Use the following settings on the washing machine:
  - Select Cotton program on dial and select the following options using the buttons:
    - Time Save
    - 95 degrees
    - 1400 spin
- During covid dry tea towels and chux in dryer - do not hang in drying room as they can come into contact with people and/or clothing
- Fold and replace tea towels in kitchen drawers
- Put clean and dry chux in the container in dining room and/or kitchen and return the washing bag to the chux recycle container for next use

#### On leaving:

- wipe down your bed underlay(s) with an IPA WIPE. *Do not use bleach.*

### **Friday & Sunday (or more frequently if required)**

Wash tea towels in washing machine in laundry.

- Be sure to include items from the bar and Sun Room.
- Use a dash of disinfectant.

Hang tea towels in drying room (only if no Covid – use dryer during Covid))

When tea towels are dry fold and replace in kitchen drawers.

Re supply paper towel and cleaning supplies as required in kitchen. (supplies in laundry and basement storeroom)