

# Morning Shift Routine



**6 am:** Clock in. Do pass down. Count narcotics. Read shift acknowledgement reports (at beginning or end of shift). Pass 6/7 am meds. Start showers. Change resident sheets if sheets get changes on showers days. (If not on meds make sure you have your food for the day). (If you are on meds check/pass meds at scheduled times throughout the day). Finish showers. Start getting the rest of the residents up and ready for the day. While getting resident up please make beds, pull trash/laundry, open blinds. Take residents to the table and offer water, juice, or coffee.

**7:30 am:** Start breakfast. Set tables if not already done.

**8 am:** Serve breakfast to those who are at the table. Finish assisting other residents with getting up who are not up yet or remind them to come down for breakfast. Finish serving breakfast. (If you are on meds, pass 8-9 am meds).

**9-9:30 am:** Breakfast is usually done. The kitchen needs to be cleaned by 9:30 am. Wash counters/tables (Use appropriate disinfectant). Start dishwasher(s). Toilet residents.

**9:30 am:** Set up an activity for the residents whether it's turning on a T.V. show, movie, or other activity, or assist your QLC with getting the residents to the activity for the day.

**9:45-11 am:** Start/switch laundry. Put away clean laundry. Laundry needs to be cycled throughout the day. Start/finish deep cleans. Change resident sheets if you change sheets on room clean days.

**(10 am: Offer snack/drink).**

**11-11:30am:** Start prepping/cooking lunch. Set tables.  
(Water must be offered at every meal with a second drink of choice). Toilet residents and bring over to the table.

**12 pm-12:30 pm:** Serve lunch. Assist residents where needed (assist residents with eating if they need it).

**12:30pm-1 pm:** Serve dessert. Start bringing dishes to sink as they finish eating. Toilet residents and set up afternoon activities like a movie etc. Some residents may want to nap at this time. Put away leftovers in containers/baggies with label and date.

**1-1:30 pm:** Lunch is usually done. The kitchen needs to be cleaned by 1:30 pm, wash counters/tables. Take out all trash from shift. (Use appropriate disinfectant on counters/tables). Switch laundry.

**1:30-2 pm:** Please take this time to make sure your ADL's have been charted. Food temps are marked in the book for all meals. Do pass down. Count out Narcotics.