1. Preparation
- Gather all REQUIRED PRODUCTS for cleaning and disinfecting
- WASH or SANITIZE hands
- Apply GLOVES
- Keep 2m from others while working

2. Remove Clutter and Garbage
- Remove all CLUTTER before cleaning. Pick up any debris on the floor
- Collect waste in a safe manner

3. Spot Clean Any Gross Soils and High Dust
- Heavily soiled areas (or spills) require cleaning prior to regular cleaning and disinfecting
- High dust (as required)

4. Proper System for Cleaning/Disinfecting
- Using a cloth and disinfectant or disinfectant wipe
  - Room door touch points
  - Tables and other furniture (as required)
  - Light switch (or other wall-mounted items)
  - Vending machines, Microwave ovens, Water/coffee machines
  - Refrigerator handles
  - Soap, sanitizer and paper towel dispensers
  - Counters, faucets and sinks
  - Wipe televisions (as required)
  - Spot or fully clean glass (as required)
  - Low dust (as required)
- Collect soiled cloths in an appropriate manner

5. Change Supplies
- Remove gloves
- WASH or SANITIZE hands
- Refill all HAND SOAP and HAND SANITIZER systems
- Refill paper towel dispensers

6. Floor Cleaning
- Mop floor (as required)
- Start at the furthest point in the room and work towards the door
- Place wet floor sign (as required)

7. Completion
- Remove wet floor sign when floor is dry
- Reposition furniture if required
- Turn off lights and lock door (if required)
- Report any stains or heavy soiling issues

Special Notes
1. Always clean/disinfect LOW TOUCH (least soiled) areas to HIGH TOUCH (most soiled) areas.
2. Always clean/disinfect from the HIGHEST surface to the LOWEST surface.
3. When in doubt, ask your supervisor.
Help Reduce Transmissions

1. Properly wash hands
2. Use proper product and dilution rates
3. Change hand cloths as required
4. Wear appropriate PPE
5. Ensure disinfectant is compatible with electronics before use
6. Clean touch points more than once per day

Extra Precautions

1. Wipe computers and other electronics ONLY IF INSTRUCTED
2. Do not USE, SHUT OFF or PLUG any equipment into the same sockets which are used for electronics
3. Always place the items back in original position
4. Keep your warning signs in place until floor is completely dry if cleaning during active hours

HIGH TOUCH Areas

- Chair arm
- Table top and edge
- Phone
- Light switch
- Door knob
- Handles and counters

When to WEAR Gloves

1. When cleaning room
2. Handling waste

When NOT TO WEAR Gloves

1. Moving clean furniture
2. Stocking room
3. In the hallway