LOCKERS ROOM Cleaning
DAILY – COVID-19

1. Preparation
   - Gather all REQUIRED PRODUCTS for cleaning and disinfecting
   - WASH or SANITIZE hands
   - Apply GLOVES
   - Keep 2 meters 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
   - Tables
   - Chairs and benches
   - Locker faces and handles
   - Spot clean or fully clean (as required)
   - Low dust (as required)
   - Collect soiled cloths in an appropriate manner

5. Change Supplies
   - Remove gloves
   - WASH or SANITIZE hands
   - Refill Hand Sanitizer (as required)

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 of Office
   - Remove wet floor sign when floor is dry
   - Reposition furniture 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. Always place the items back in original position
2. Keep your warning signs in place until floor is completely dry if cleaning during active hours

HIGH TOUCH Areas
- Chairs and benches
- Light switch
- Door handles
- Locker face and handle

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