1. **Preparation**
   - Gather all REQUIRED PRODUCTS for cleaning and disinfecting
   - WASH or SANITIZE hands
   - Apply GLOVES
   - Keep 2 meters from others while working
   - For occupied areas, announce your arrival and ask if you may proceed

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
   - Lamp/light switch (or other wall-mounted items)
   - Phone (as required)
   - Wipe desk and furniture area (as required)
   - Chairs (as required)
   - Clean sanitizer dispenser (as required)
   - Using a cloth and electronic display safe disinfectant
   - Wipe computer monitor (as required)
   - 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)
   - For carpets: Traffic Vacuum. Spot and detail vacuum as required

7. **Completion of Office**
   - 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 computers
3. Do not move papers around
4. Always place the items back in original position
5. Keep your warning sings in place until floor is completely dry if cleaning during normally office occupancy
6. For fabric surfaces (partitions, chairs, sofas etc) it is recommended to use a vapour machine

HIGH TOUCH Areas
- Chair arm
- Desk
- Phone
- Light switch
- Door knob
- Drawer exteriors and handles
- Printer and others

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