**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
- Light switch (or other wall-mounted items)
- Spot clean shelf exterior
- Spot clean literature racks and displays
- Clean desktop and other furniture (as required)
- Clean phones, station pens, clipboards and payment terminals (as required)
- Spot clean or fully clean glass (as required)
- Spot clean shelf interior
- Spot clean literature racks and displays
- Spot clean literature racks and displays
- Door contacts / handles
- Collect soiled cloths in an appropriate manner

**5. Change Supplies**
- Remove gloves
- WASH or SANITIZE Hands
- Refill HAND SANITIZER dispenser

**6. Flooring Area (for Hard Surfaces)**
- Mop floor (as required)
- Start at the farthest point in the room and work towards the door
- Place wet floor sign (as required)

**7. Completion of Examination Room**
- Remove wet floor sign when floor is dry
- 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 signs in place until floor is completely dry

HIGH TOUCH Areas

- Chair arm
- Light switch
- Cupboard
- Top of chair
- Door knob
- Tables
- Doors
- Handles
- Dispensers

When to WEAR Gloves

1. When cleaning room

When NOT TO WEAR Gloves

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