

COVID-19

PREVENT
PROTECT
FIGHT



Transmission
Risk Level



Average Time
(min)

Conference Room with Kitchenette Cleaning

DAILY – COVID-19

1. Preparation



Gather all REQUIRED PRODUCTS for cleaning and disinfecting. Ensure cart stays in the entrance in case additional supplies are required



WASH OR SANITIZE hands



Apply gloves



Keep 2M from others while working

Shared and frequently touched items including surfaces labeled with (M) MUST be monitored and cleaned MORE than once per day

2. Remove Clutter, Garbage & Soiled Linen



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 with a damp wiper (as required)

4. Proper System for Cleaning/Disinfecting



Using a cloth and disinfectant or disinfectant wipe



Room door touch points



Light switch (or other wall-mounted items)



Clean counters and sinks (as required)



Shelf/Cabinet exteriors (as required)



Phone, TV remote and projector (as required)



Wipe tables and furniture area (as required)



Chairs (as required)



Clean dispensers (as required)



Using a cloth and electronic display safe disinfectant



Wipe presentation equipment and computer screens (as required)



Spot clean or fully clean glass (as required)



Low dust with a damp wiper (as required)



Collect soiled cloths in an appropriate manner

5. Change Supplies



Remove gloves



WASH OR SANITIZE hands



Refill sanitizer and handwashing supplies (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 Area



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.
4. If cleaning staff are not available for daily or frequent cleaning, room occupants should be encouraged to perform basic cleaning of shared frequently touched surfaces upon entering the room.



SANI MARC
GROUP

WOOD WYANT
SANI MARC



Transmission Risk Level



Average Time (min)

Conference Room with Kitchenette Cleaning

DAILY – COVID-19

Help Reduce Transmissions

1. Properly wash hands
2. Use proper product and dilution rates
3. Change mops & 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 normally office occupancy

HIGH TOUCH Areas



- TV remote control
- Bin handles
- Coffee machine
- Light switch
- Sinks
- Water cooler (if present)
- Chairs arm
- Counter tops
- Door knob
- Cabinet handles and face
- Phone
- Microwave

When to WEAR Gloves

1. When cleaning room or washroom
2. Handling waste

When NOT TO WEAR Gloves

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