



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



Apply gloves

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

2 m

Keep 2M from others while working

Remove all CLUTTER

any debris on the floor

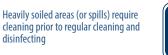
2. Remove Clutter, Garbage & Soiled Linen





3. Spot Clean Any Gross Soils and High Dust





High dust with a damp wiper (as required)

4. Proper System for Cleaning/Disinfecting



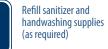
5. Change Supplies











6. Floor Cleaning





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 vaccum as required

7. Completion of Area











Report any stains or heavy soiling issues

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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.





Help Reduce Transmissions

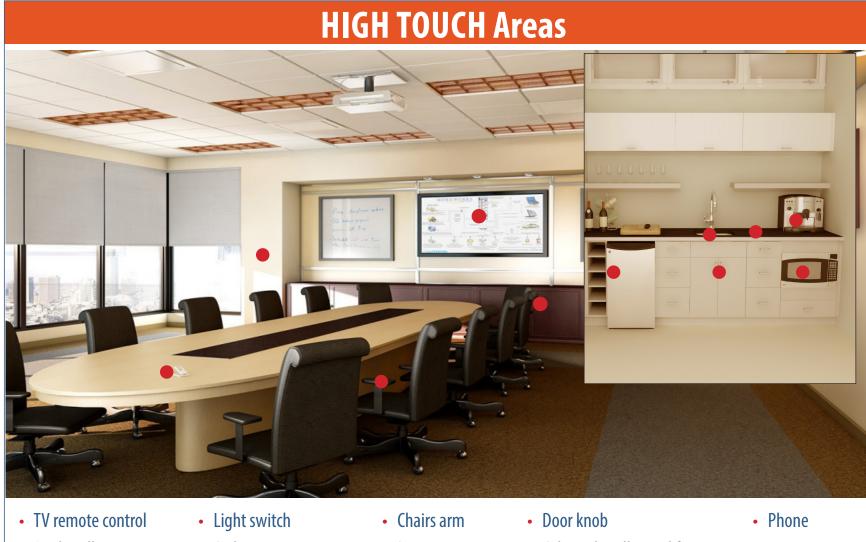
- 1. Properly wash hands
- **2.** Use proper product and dilution rates
- 3. Change mops & hand cloths as required
- **4.** Wear appropriate PPE
- 5. Ensure disinfectant is compatible with electronics before use
- 6. Clean touch points more than once per day

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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



- Bin handles
- Sinks

- Counter tops
- Cabinet handles and face
- Microwave

- Coffee machine
- Water cooler (if present)

When NOT TO WEAR Gloves

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

- When to WEAR Gloves
- 1. When cleaning room or washroom
- 2. Handling waste



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