



MEDIUM

Transmission Risk Level

Average Time (min)

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

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

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

- | | | | |
|---|--|--|---|
| <p>Using a cloth and disinfectant or disinfectant wipe</p> | <p>M Room door touch points</p> | <p>M Light switch (or other wall-mounted items)</p> | <p>M Phone (as required)</p> |
| <p>M Tables</p> | <p>M Chairs and benches</p> | <p>M Locker faces and handles</p> | <p>Clean sanitizer dispenser (as required)</p> |
| <p>Using a cloth and electronic display safe disinfectant</p> | <p>Spot clean or fully clean (as required)</p> | <p>Low dust with damp clean cloth (as required)</p> | <p>Collect soiled cloths in an appropriate manner</p> |

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.



MEDIUM
Transmission Risk Level

5
Average Time (min)

LOCKERS ROOM Cleaning

DAILY – COVID-19

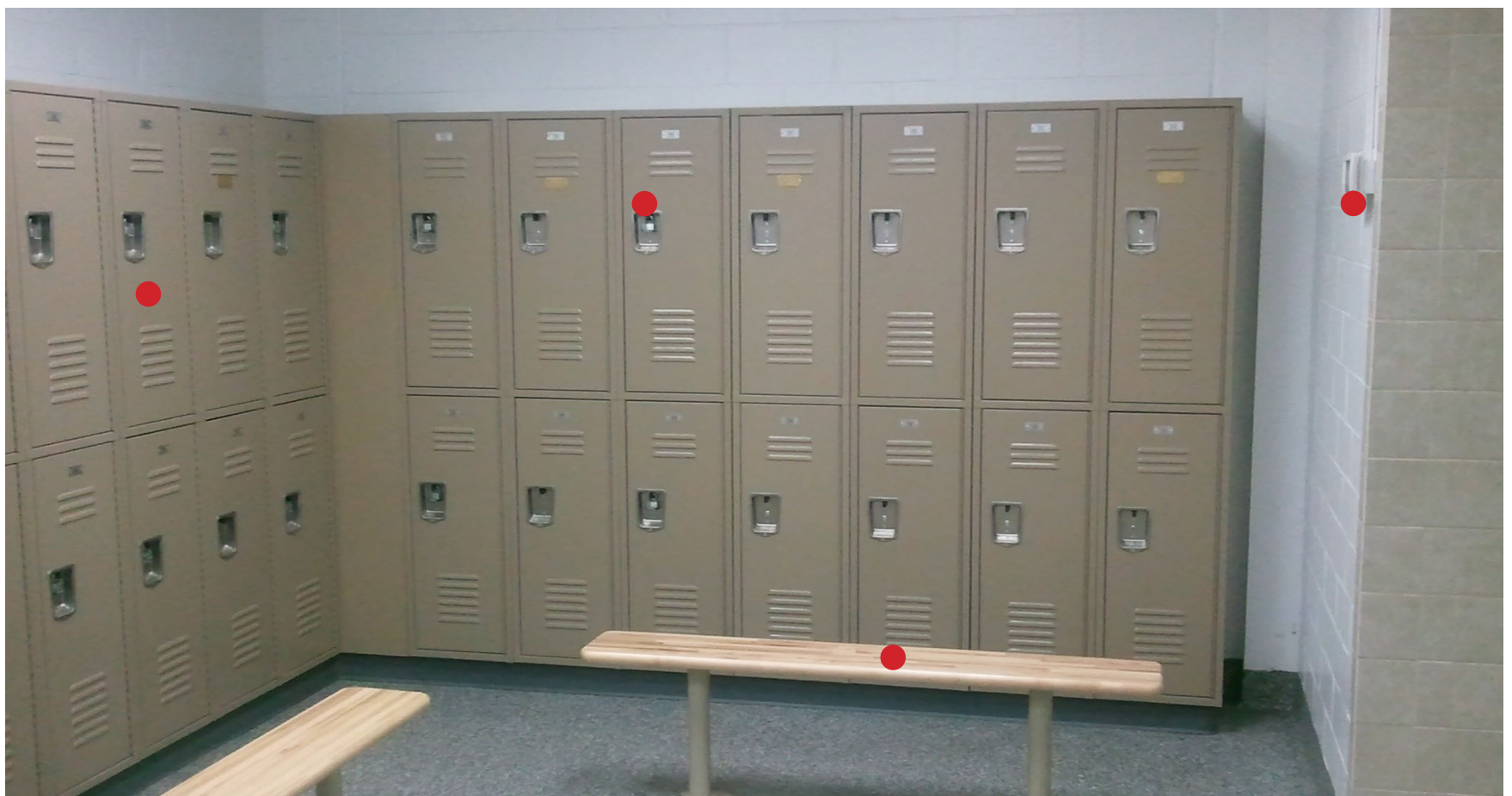
Help Reduce Transmissions

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

