

COVID-19

PREVENT
PROTECT
FIGHT



Transmission
Risk Level



Average Time
(min)

RECEPTION AREA Cleaning DAILY – COVID-19

RECEPTION AREA Cleaning

DAILY

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 with damp clean cloth (as required)

4. Proper System for Cleaning/Disinfecting



Using a cloth and disinfectant or disinfectant wipe



Light switch (or other wall-mounted items)



Chairs



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)



Clean dispensers



Frequently change to fresh section of cloth or change cloths when soiled



Door contacts / handles



Using a cloth and electronic display safe disinfectant



Spot clean or fully clean glass (as required)



Damp wipe as needed



Low dust with damp clean cloth (as required)



Collect soiled cloths in an appropriate manner

5. Change Supplies



Remove gloves



WASH or **SANITIZE** hands



Refill **HAND SANITIZER** dispenser

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



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 personal and shared frequently touched surfaces.



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COVID-19

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(min)

RECEPTION AREA 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. 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
- Intercom/house phone
- Sign-in station
- Top of chair
- Door knob
- Doors
- Tables
- 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



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