



HIGH
Transmission Risk Level

5
Average Time (min)

Retail Cleaning

DAILY - COVID-19

1. Preparation

Gather all **REQUIRED PRODUCTS** for cleaning and disinfecting

WASH or SANITIZE hands

Apply **GLOVES**

2 m 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 and Garbage

Remove all **CLUTTER** before cleaning. Pick up any debris on the floor

Collect waste in a safe manner (as required)

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

M Room door and product display door touch points (as required)

Light Switch

M Clean sanitizer dispenser (as required)

Collect soiled cloths in an appropriate manner

M Accessible table, counter and conveyor surfaces (as required)

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

M Clean phones, customer pens, remote controls and payment terminals (as required)

M Clean acrylic / plexiglass barriers (as required)

M Cash registers and self serve checkouts (as required)

M Accessible shelves and displays (as required)

Using a cloth and electronic display safe disinfectant

Electronic displays

Low dust with a damp wiper (as required)

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)

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, retail staff should be encouraged to perform basic cleaning of personal and shared frequently touched surfaces.





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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. Report any body fluids/ blood spills to supervisor and ask for directions before cleanup
2. Always place the items back in original position
3. Keep your warning signs in place until floor is completely dry if cleaning when space is occupied

HIGH TOUCH Areas



- Light switch
- Door knob
- Counters
- Pay terminals
- Plexiglass shield
- Display touch points and doors

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