

CLEANING AND DISINFECTING HIGH TOUCH AREAS



- High touch areas should be disinfected a minimum of two (2) times per day using the provided EPA approved disinfectant.
- Employees are responsible for disinfecting their own workstations. Disinfectant bottle and hand sanitizer containers should be included in the disinfectant routine.
- These health and safety measures should be followed to ensure the health and safety of employees and customers.

Offices



- Doors/Door handles
- Switches
- Desks, table tops and counter tops
- Computer accessories
- Telephones
- Chairs
- Metal surfaces
- Printers/Copiers

Breakroom



- Doors/Door handles
- Switches
- Dispensers (loaded, in good order, clean)
- Appliances buttons, handles, etc
- Food Contact Surfaces
- Table tops
- Faucets and taps
- Chairs
- Vending machines

Conference Rooms (if open)



- Doors/Door handles
- Switches
- Table tops and counter tops
- Computer accessories
- Telephones
- Chairs
- Metal surfaces

Employee Washrooms



- Doors/Door handles
- Switches
- Counter tops
- Faucets

Public Areas/Reception/Lobby (if open)



- Door handles
- Switches
- Dispensers (loaded, in good order, clean)
- Table tops/reception surface
- Telephone
- Water fountain
- Stair rails/Banisters
- Building access control devices
- Elevator Buttons
- Chairs

