

GUIDANCE FOR RE-OPENING**CLEANING INSTRUCTIONS**

- Place work area warning sign.
- Pick up debris from floor.
- Empty trash cans and replace trash can liners, if needed. Wipe the outside.
- Clean high-touch point surfaces and other hard surfaces and disinfect as needed.
- Clean floor mats.
- Disinfect tools & equipment after each use.
- Remove amenities (e.g. fruits, reading material etc.).
- Wipe and clean glass surfaces and windows, if needed (e.g. mirrors).
- Sweep carpets and hard floors, if needed.

HIGH TOUCH AREAS**PAY SPECIAL ATTENTION TO:**

- Door handles, pushplates & handrails
- Gym equipment & machines - especially handles, touch screens etc.
- Water stations
- Trash can flips
- Paper Dispenser
- Seating
- Light Switches & remote controls
- Hand Disinfectant dispenser
- Floor Mats

Note: Always ensure you wear correct Personal Protective Equipment

