

**GUIDANCE FOR RE-OPENING****CLEANING INSTRUCTIONS**

- Remove large debris from hard surfaces and floor.
- Empty trash cans and replace trash can liners, if needed. Wipe the outside.
- Dust file cabinets and bookshelves, if needed.
- Clean high-touch point surfaces and other hard surfaces and disinfect as needed.
- Sweep carpets and hard floors, if needed.

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

- Office door and doorknobs on both sides.
- Phone
- Computer Keyboard and Mouse
- High touch devices such as calculators, penholders
- Top and sides of the desk and everything on the desk (including coffee makers, mugs, etc.)
- Chair arm rests
- Light switch

**Note: Always ensure you wear correct Personal Protective Equipment**

