

GUIDANCE FOR RE-OPENING

CLEANING INSTRUCTIONS

- Place work area warning sign.
- Pick up debris from floor.
- Empty trash cans/ashtrays and replace trash can liners, if needed. Wipe the outside.
- Clean high-touch point surfaces and other hard surfaces and disinfect as needed.
- Wipe and clean glass surfaces and windows, if needed.
- Clean counters.
- Clean Computer/POS screens and printer.
- Clean all public phones and touch screens.
- Check and refill any hand disinfectant dispensers, if needed.
- Sweep and wet clean floors, if needed.

HIGH TOUCH AREAS

PAY SPECIAL ATTENTION TO:

- Door handles/knobs, push plates & handrails
- Public Phones & dial pads
- Tables, chairs/armrests & stools
- Coffee & beverage stations
- Vending machines & ice makers
- Trash can flips
- Touch Screens
- Elevator buttons (inside and out)
- Computer, POS screens & printers
- Staircase, escalator and stairwell railings
- Reception desk, bell/valet stand & concierge counter
- Luggage trolleys
- Light switches
- Payment/card reader
- Handle of shopping carts or other dollys
- Door cards or keys
- Light Switches
- Pens & Collaterals

Note: Always ensure you wear correct Personal Protective Equipment

