**COVID-19 CLEANING CHECKLIST Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: Cleaning/disinfecting must be completed at least daily or when visibly soiled.**

Personal Protective Equipment must be worn to protect the skin (e.g., gloves) and consider eye protection for potential splash hazards. Always read and follow the directions on the product label to ensure safe and effective use.

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| **Shared Equipment*** Shared equipment must be cleaned and disinfected **after use by each person**, but not less than once a day
* For electronics, follow the manufacturer’s instructions for cleaning and disinfecting.
 |
|  | **Cleaning/Disinfection** |
| **Time**  | **Staff Initials** |
| Telephone |  |  |
| Computer |  |  |
| Keyboards and mouse |  |  |
| Touch screens |  |  |
| Tablets |  |  |
| Remote controls |  |  |
| **Frequently Touched Surfaces*** High touch surfaces should be **frequently cleaned/disinfected** throughout the day
 |
|  | **Cleaning/Disinfection** |
| **Time**  | **Staff Initials** |
| Disinfect doorknobs (exterior/interior) |  |  |
| Disinfect handles (E.g., cupboards, fridge, stove, toilet flush handle) |  |  |
| Stairway/Wall Railings |  |  |
| Light Switches |  |  |
| Home décor |  |  |
| Walls |  |  |
| Clean/Disinfect Sinks & Faucets (kitchen, bathroom, laundry room) |  |  |
| Soap dispensers, kettles, coffee machines, activity items people use, etc.  |  |  |
| Bedframes |  |  |
| Desks |  |  |
| Assistive Aids (E.g., wheelchairs, commodes, slings, lift equipment |  |  |
| **Hard Surfaces*** Hard surfaces that are touched often or by more than one person need to be cleaned and disinfected at least once a day
 |
|  | **Cleaning/Disinfection** |
| **Time**  | **Staff Initials** |
| Clean/disinfect dining tables (dining room, living room, bedrooms etc.) |  |  |
| Clean/disinfect countertops and stovetops (kitchen, bathrooms) |  |  |
| Bathroom Showers and Bathtubs |  |  |
| Clean toilet seats with disinfectant |  |  |
| Clean/disinfect floors |  |  |

**Considerations:**

* For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19.
* Use no more than the amount recommended on the label.
* Avoid mixing chemical products.
* Ensure appropriate cleaning products are used for the surface/item and remain on surfaces for the appropriate length of time indicated on the label (contact time).
* Use damp cleaning methods such as damp clean cloths, disinfecting wipes, and/or a wet mop.
* Do not dust or sweep which can distribute virus droplets into the air.
* Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
* Reusable cleaning items can be washed using regular laundry soap and hot water (60-90ᵒC).