



## COVID-19 Best Practice Station Cleaning Checklist

Adopted - 3/17/2020  
Revised - 3/17/2020

Conduct twice per shift at 0800 and 1900 wearing appropriate PPE (gloves, eye protection).

| Cleaning Checklist Instructions  | 0800 | 1900 |
|--|------|------|
| <b>Handles including:</b> <ul style="list-style-type: none"> <li>• Interior/Exterior of all doors</li> <li>• Handrails</li> <li>• Common use windows</li> </ul>                                    |      |      |
| <b>Light switches and bay door controls</b>  |      |      |
| <b>Office Spaces:</b> <ul style="list-style-type: none"> <li>• Phone buttons and receiver</li> <li>• Desk</li> <li>• Keyboard and mouse</li> <li>• Chairs</li> </ul>                               |      |      |
| <b>Common areas including:</b> <ul style="list-style-type: none"> <li>• TV room</li> <li>• Chairs</li> <li>• Remote controllers</li> </ul>   |      |      |
| <b>Kitchen and dining area:</b> <ul style="list-style-type: none"> <li>• Chairs</li> <li>• Fridge</li> <li>• Oven</li> <li>• Microwave</li> <li>• Drawer handles</li> <li>• Coffee pots</li> </ul> |      |      |
| <b>Bathrooms</b> <ul style="list-style-type: none"> <li>• Faucets</li> <li>• Toilet levers</li> </ul>  |      |      |
| <b>Dorms</b> <ul style="list-style-type: none"> <li>• Station bedding (pillows, blankets, covers, mattress pads, etc.)</li> <li>• Side tables</li> <li>• Lamp switches</li> </ul>                  |      |      |
| <b>Laundry machines and extractors</b>   |      |      |