

## COVID-19 Best Practice Station Cleaning Checklist

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

Handles including:       Interior/Exterior of all doors         Handrails       Common use windows         Light switches and bay door controls       Image: Common use windows         Office Spaces:       Phone buttons and receiver         Desk       Keyboard and mouse         Keyboard and mouse       Common areas including:         TV room       Chairs         Remote controllers       Kitchen and dining area:         Chairs       Fridge         Oven       Microwave         Drawer handles       Coffee pots         Bathrooms       Faucets         Toilet levers       Station bedding (pillows, blankets, covers, mattress pads, etc.)         Side tables       Lamp switches	Cleaning Checklist Instructions	0800	1900
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Laundry machines and extractors	Laundry machines and extractors		