



## **Office Daily Cleaning Process during COVID Restrictions**

1. Cleaning of all regularly touched surfaces when office opens each day by nominated personnel (shared responsibility)
  - a. All door handles
  - b. Light switches
  - c. Photocopier
  - d. Entrance reception counter / keypads
  - e. Kitchen / canteen surfaces
  - f. All Toilets areas floors and all equipment
  
2. Workstations – Each person is also responsible for cleaning their own workstations daily
  - a. Desk surfaces
  - b. Computer Keyboard / Screens
  - c. Printers
  - d. Chairs
  - e. Floors
  
3. Waste bins to be emptied daily (by nominated personnel – shared responsibility)
  
4. All staff to follow government guidance on regularly washing hands throughout the day and use of hand sanitizer if necessary

**WASH YOUR HANDS MORE OFTEN  
FOR 20 SECONDS**