

# General Disinfection Measures

This checklist can be implemented in facilities to reduce the risk of spread of infection. The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees.

**Tip:** The site is recommended to be 100% disinfected prior to anyone returning to work. Carefully consider who enters/exits the site during a cleaning shutdown.

✓	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
	Work area common surfaces	Including control buttons, tools and other common surfaces, timeclocks	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Disinfectant spray or wipe	>3x per shift (including after breaks/meals)
	Offices, desk and conference rooms	Table and chair surface		Disinfectant spray or wipe	Minimum at the end of each shift
	Conveyor belts	Wipe areas of common employee interface		Disinfectant spray	At least once respectively in the morning and afternoon
	Moveable trays or containers	Handles and other commonly touched areas		Disinfectant spray	Based on use, after each person touches, otherwise at end of shift
	General objects often used/touched	Doors, windows, handles, faucets, sinks and bathrooms		Disinfectant spray or wipe	>4x per day
	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Disinfectant spray	Daily
	Forklifts	Wipe areas of common human interaction		Disinfectant spray	After each use
	Multi-user safety vest and other PPE	All surfaces		Disinfectant spray	Between use
	Transport vehicles	Common surfaces, (i.e. seat, rails, doors, window controls)		Disinfectant spray	After each use
	All floors and walls	All general floors and walls at site		Disinfectant spray (mop floors)	Periodic, where frequently touched. Mop daily

Prepared By



Franchise Specialty Brands

