

# Maintain a Clean Workplace during COVID-19

## Workplace Checklist

Commonly used cleaners and disinfectants are effective against COVID-19. Follow these steps to maintain a clean workplace during COVID-19:



**1. Clean and disinfect frequently touched objects and surfaces at least twice per day.**

- This includes door knobs, elevator buttons, workstations and equipment.



**2. Clean and disinfect shared equipment and workstations between users.**

- Encourage staff to clean and disinfect their workstations at the start and end of each day.



**3. Ensure staff wear their personal protective equipment (PPE) and patrons wear their masks.**

- Staff should wear masks that cover their nose, mouth and chin, and use eye protection when physical distancing is difficult.
- Patrons should wear face coverings that cover their nose, mouth, and chin.



**4. Place hand sanitizer near entrances and high-traffic areas.**

- Use hand sanitizer with 70-90% alcohol concentration.



**5. Stock washrooms with liquid soap and paper towels.**

- Ensure there is adequate supply of liquid soap and paper towels in the washrooms.



**6. Encourage staff to wash their hands upon arriving at the workplace and throughout the day.**

- Staff should frequently wash their hands throughout the day, especially after touching objects and surfaces.

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