

Administrative Hourly COVID 19 Cleaning Checklist

(Initial at completion each hour and turn in daily to management to be saved in file)

Workspace (all non-essential items placed in drawers and file cabinets. Workspace must maintain minimal items)	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
Phone base and receiver								
Keyboards								
Hard Surface around workstation								
Computer Monitor								
Wash Hands								
Personal Radio								
Ink pens								
Printer								
Additional door/drawer handles								
Light switches								
Trash cans sprayed								
Other:								
Waiting Area (all non-essential items removed)								
Entry door handle (both sides)								
Waiting area Hard Surfaces								
Clinical entry door handle (both sides)								
Check-in glass (waiting area side)								
Confirm waiting room chairs unused								
Other:								
Patient Restroom (all non-essential items removed)								
Toilet								
Sink bowl and faucet								
Handicap handle								
Door handles (both sides)								
Water fountain								
Infant changing table								
Mirror								
Stock as needed								
Other:								

*All phones remain in breakroom

*Street shoes sprayed and placed in bag or personal bin

*Change to street clothes before leaving the office

*Mask and gloves worn when taking patient temperature/medical history at car side

Opening Opportunity's Door