

## Protocol for Cleaning and Disinfecting the Office

- **Wear Rubber gloves provided. Blue for Bathrooms, Yellow for Kitchen.**
- **A mask will be provided.**
- Toilet brushes are only to be used in the toilets and urinals with appropriate toilet cleaner provided.

### Cleaning Bathrooms

1. **Wash hands before wearing gloves for at least 20 seconds!**
2. Wear BLUE gloves provided.
3. Use Mr. Clean pump cleanser to clean outside of toilet, toilet lid, seat on top and underneath with damp BLUE sponge.
4. Clean toilet bowl with Toilet bowl cleanser and toilet bowl brush provided. Stand brush upright in tote to help with drying.
5. Rinse sponge with hot water.
6. Next, Spray Mr. Clean on, then wipe off with damp BLUE sponge, Toilet paper holder, countertop, sink, taps, paper towel holder, soap dispenser, cabinet doorknobs, hand sanitizer holder, bathroom doorknobs. Re-rinse sponge when necessary.
7. Lastly, Empty garbage; clean the inside and outside of the garbage can before replacing bag. (once per day only)
8. Rinse Sponge thoroughly with hot water.

### Disinfecting Bathrooms

1. Continue to wear the same BLUE Gloves!
2. Use the Bleach/Water mixture provided in the trigger spray bottle with BLUE Jay cloth.
3. Spray onto outside of toilet, toilet lid, seat (top and underneath), Toilet paper holder (refill, if required and wipe), countertop, taps, sink, paper towel holder (refill, if required and wipe), soap dispenser (refill, if required and wipe), cabinet doorknobs, hand sanitizer holder (refill, if required and wipe), bathroom doorknobs.
4. Rinse Jay cloth thoroughly with hot water. Wring Dry.

### Mop Floor

1. Sweep floor of debris and loose dirt.
2. Use Mop and bucket provided.
3. **In smaller washrooms**, Add 1 SMALL cup provided of Pinesol to full bucket of water.
4. **In the larger washrooms**, use industrial mops and buckets provided. Add LARGE cup provided of Pinesol to bucket of water.
5. After mopping, clean bucket and mop thoroughly with hot water.
6. **Remove gloves, Wash your hands for at least 20 seconds.**

## Cleaning Lunchroom

1. **Wash hands before wearing gloves for at least 20 seconds.**
2. Wear YELLOW gloves provided.
3. Use Mr. Clean pump cleanser to clean damp YELLOW sponge.
4. Spray on, wipe off with damp YELLOW sponge; countertops, taps, sink, paper towel holder, soap dispenser, cabinet doorknobs, hand sanitizer holder, microwaves (outside only), refrigerator (outside only), coffee machine (outside only). Re-rinse when necessary.
5. Rinse sponge with hot water.
6. Next, Clean Tables, Chairs, doorknobs.
7. Lastly, Empty garbage, clean inside and outside of garbage can before replacing garbage bag. (once a day only)
8. Rinse the sponge with hot water.

## Disinfecting Lunchroom

1. Continue to wear the same YELLOW Gloves!
2. Use the Bleach/Water mixture provided in the trigger spray bottle with YELLOW Jay cloths.
3. Spray on, wipe off with YELLOW jay cloth; countertops, taps, sink, paper towel holder (fill if and wipe), soap dispenser (fill if required and wipe), cabinet doorknobs, hand sanitizer holder (fill if required and wipe), microwaves (outside only), refrigerator (outside only), coffee machine (outside only).
4. Continue disinfecting Tables, Chairs, doorknobs.
5. Rinse the Jay Cloth with hot water.

## Mop Floor

1. Sweep floor of debris and loose dirt.
2. Use industrial mops and buckets provided. Add LARGE cup provided of Pinesol to bucket of water.
3. After mopping, clean bucket and mop thoroughly with hot water.
4. **Remove gloves, Wash your hands for at least 20 seconds.**