**IMPORTANT NOTE:**

The Centers for Disease Control and Prevention (CDC) recommends cleaning and disinfecting high-touch surfaces more frequently than normal. High-touch surfaces are considered surfaces frequently touched by numerous people throughout the day. Facilities with suspected or confirmed COVID 19 cases should follow CDC recommendations for [Cleaning and Disinfection for Community Facilities](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

**Create your own form by listing the areas, high-touch surfaces, and frequency which cleaning, and disinfecting shall occur.**

**Purpose:** 1) To assess exposures, train employees, monitor safe practices, and create a record.

2) To help communicate procedures to guests.

|  |  |
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| * Low Risk / Standard Practices | * Medium Risk / Elevated Practices |

|  |  |  |
| --- | --- | --- |
| **AREAS** | **HIGH-TOUCH SURFACES** | **FREQUENCY**  **<Per Use, Frequently, Per Shift, Daily, Other>** |
| **Front Desk / Lobby** | * Door handles, push plates |  |
|  | * Handrails |  |
|  | * Phones |  |
|  | * Reception, information kiosks |  |
|  | * Touchpads |  |
|  | * Tables, chairs |  |
|  | * Pens |  |
|  | * Room key cards |  |
|  | * Vending machines |  |
|  | * <Other> |  |
| **Food Service / Public Spaces** | * Door handles, push plates |  |
|  | * Coffee stations |  |
|  | * Tables, chairs |  |
|  | * Trash receptacle |  |
|  | * Elevator buttons |  |
|  | * <Other> |  |
| **Public Restrooms** | * Door handles, push plates |  |
|  | * Toilet handles, faucet handles |  |
|  | * Towel dispenser handle |  |
|  | * <Other> |  |
| **Guest Rooms** | * Door handles, entry, etc. |  |
|  | * Furniture handles |  |
|  | * Television remote |  |
|  | * Light switches |  |
|  | * Toilet handles, faucet handles |  |
|  | * Iron handle |  |
|  | * <Other> |  |
| **<Other>** | * Equipment switches |  |
|  | * Cleaning tools |  |
|  | * Cart handles |  |
|  | * <Other> |  |

|  |  |  |  |
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| Employee Completing Cleaning and Disinfection: |  | Date: |  |
| Supervisor Monitoring Cleaning and Disinfection: |  | Date: |  |