**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.

|  |  |
| --- | --- |
| * 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>
 |  |

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