







## Clean Means Business.

For lasting Healthy Returns, here is a checklist recommended by public health agencies to conduct essential cleaning practices.

## Healthy Returns Checklist for Employers

### Evaluate your place of business:

- Disinfect frequently-touched surfaces and objects on a daily basis
- Move or remove items from common areas to reduce frequent handling or contact from multiple people
- Continue to update your cleaning strategy based on updated public health guidance

### Optimize your workplace cleaning routine:

- Promote personal hygiene, including a place to wash hands with soap and running water; offer hand-sanitizer stations; post hand-washing signs in restrooms
- Maintain routine cleaning and disinfecting of frequently-touched surfaces and equipment
- Clean or launder soft and porous materials like personal protective equipment (PPE) or seating using the warmest temperature setting possible and dry items completely
- Handle deliveries with care:
  - Request “no-contact” delivery options when available and immediately dispose of outer packaging
  - Wash your hands after unpacking
  - Disinfect any counters the packaging touched

### Keep safety top-of-mind:

- Follow the manufacturer's instructions on the label to ensure safe and effective use of cleaning and disinfection products
- Pay special attention to PPE to safely apply disinfectant
- Keep all disinfectants and cleaning products safely stored out of reach of children

Sources:  
Centers for Disease Control and Prevention  
Occupational Safety and Health Administration





## Clean Means Business.

Our business is adhering to essential cleaning guidelines outlined by public health organizations to ensure the health and safety of our employees and customers now and into the future.

## We are committed to Healthy Returns by following essential cleaning steps:



**ALWAYS AWARE**



- ✓ Daily disinfecting of all frequently-touched surfaces and objects
- ✓ Removal of unnecessary shared-items to limit the amount of surfaces for germs to live on



**KEEP CLEAN**



- ✓ To reduce the spread of germs, especially on frequently touched surfaces, clean the surface first to remove dirt and grime, let surface dry, then disinfect
- ✓ Access to soap, sanitizers and running water to promote routine personal hygiene habits after:
  - Using the bathroom
  - Unpacking deliveries
  - Touching other frequently-touched objects



**STAY SAFE**



- ✓ Don't mix cleaning products
- ✓ When using any cleaning product, read and follow label directions
- ✓ Wash personal protective equipment, like reusable masks, in warmest temperature and dry thoroughly



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## Clean Means Business.

While you're on the clock, germs don't have to be. All day, we come into contact with frequently-touched surfaces that need to be disinfected daily. Be aware. Do your part for Healthy Returns.



Source: Centers for Disease Control and Prevention



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## Clean Means Business for All of Us. Do Your Part!



Wash your hands frequently  
with soap and water for at least  
20 seconds



Clean and disinfect  
frequently-touched objects,  
like phones, countertops, light switches  
and keyboards



For safe deliveries request  
"no-contact" delivery options,  
immediately dispose of outer packaging, wash  
your hands and sanitize any counters it touched



Clean cloth face masks  
by washing and drying them  
in high heat

