

### General/Front Desk

1. Receptionists, cleaning crew and manager will wear masks at all times while inside LHAA. Everyone is required to wear gloves when cleaning and when opening and closing the drawer/till.
2. Put on gloves and disinfect handles of doors prior to entering building  
All receptionists are to hold sanitation wipes for this purpose when coming and going.
3. Use EPA registered, hospital grade disinfectant wipes on all cash registers before counting cash or starting up POS  
Let dry before opening tills  
Wash hands immediately after touching money
4. Disinfect all door handles in main areas such as lobby, employee break area, and management offices  
Remember, not everyone will touch a door in the same spot, so be sure to wipe down the entire length of the door with a disinfectant that is safe on the material
5. Disinfect office desk space and electronics
6. Front desk staff to disinfect all counters, phones, office supplies such as staplers or tape dispensers, and pens  
Consider a ready-to-use spray for this purpose; let items dry completely before using
7. Disinfect lobby surfaces, furniture and decorative items that may be touched or handled.
8. Disinfect bathroom sinks, faucets, toilet seats, flush handles and door handles  
Keep disposable nitrile gloves available for bathroom cleaning  
Wash hands when finished with bathrooms
9. Wash hands as a final step and place out tent cards letting guests know you have thoroughly disinfected the clinic before their arrival  
Leave cards in all high traffic areas, such as lobby, restrooms, treatment rooms.

### General/Front Desk – Maintenance

1. Refrain from touching your face and from shaking hands with clients
2. Because bathrooms tend to be damp, wear the appropriate PPE for cleaning these areas throughout the day: gloves, face mask, and protective eyewear
3. Use disinfectant wipes on all cash registers once every hour
4. Use hand sanitizer after every transaction at cash register, washing hands with soap and water after every 5 uses
5. Check that all soaps and hand sanitizers are full throughout the day
6. Disinfect all door handles in main lobby area and office door handles once every hour
7. Disinfect office desk space and electronics once every hour
8. Front desk staff to disinfect all counters, phones, office supplies such as staplers or tape dispensers, and pens once every hour

9. Disinfect lobby surfaces, arm rests, relaxation area surfaces and arm rests, decorative items that may be touched or handled once every hour
10. Disinfect bathroom sinks, faucets and door handles – once every hour
11. Using a quick-dry mop with a disposable or re-usable cloth head, like a Swiffer or similar, clean all bathroom, locker room, and main area floors during mid-day shift; stagger designated cleaning times for each area
12. Disinfect toilet seats and flush handles after each use, in addition to opening and closing protocol
  - o Wash hands when finished with any bathroom

#### General/Front Desk Attendant – Closing

Before beginning closing duties, don the appropriate PPE for all steps in all areas: gloves, face mask, and protective eyewear

1. Use disinfectant wipes on all cash registers before counting cash or closing down.
  - a. Let dry before opening tills
  - b. Wash hands immediately after touching Monet
2. Disinfect all door handles in main lobby and office door handles.
3. Disinfect office space and electronics
4. Disinfect all counters, phones, office supplies such as staplers, tape dispensers and pens. Let them dry completely for the next day.
5. Disinfect all lobby surfaces.
6. Disinfect all bathroom surfaces.
7. Use a wipe to touch anything on your way out of the building.