

Policy Title	Clinic Cleaning Protocols
Date Approved	Nov. 20, 2020
Approved by	Partners
Review date	One Year

Items should be cleaned using hospital grade disinfecting wipes or spray cleaner and paper towels effective against SARS-CoV-2 and gloves. New gloves and wipes should be used for each cleaning session. Used wipes and used gloves to be disposed of in waste basket.

Note - It is important to let clean area dry for the time specified on container before next use.

Front Desk

Items to be cleaned	Between patients	Beginning of day	End of day	Other times
Baskets for meters	x			
Chairs in hallway				noon
Chairs in lobby				noon
Clipboards	x			
Computer keyboards and mice		x		
Copy machine		x		
Door handles in lobby		x		noon
Light switches in lobby		x		noon
Pens	x			
Pens/stapler/tape dispenser				Before new person uses it
Phones				Before new person uses it
Postage machine		x		
Reception counter		x		noon

Lab

Items to be cleaned	Between patients	Beginning of day	End of day	Other times
Draw Chair	x	x	x	
Restroom door handles, faucet handles, light switch		x	x	Noon

Exam Rooms

Items to be cleaned	Between patients	Beginning of day	End of day	Other times
Blood pressure cuff	x		x	
Chairs-if used	x		x	
Chart staging counter			x	
Counter	x		x	
Door handles-both sides			x	
Download stations and cords			x	
Exam table – if used	x		x	
Flags			x	
Light switches			x	
MA box and pens			x	
Otoscope/ophthalmoscope – if used	x		x	

Work Areas, Offices and Pods

Items to be cleaned	Between patients	Beginning of day	End of day	Other times
Chair arms		x		
Computer and laptop keyboard and mice		x		
Light switches		x		
Pens/stapler/tape dispenser		x		
Phones		x		

Lunch Room

Items to be cleaned	Between patients	Beginning of day	End of day	Other times
Coffee pot handles		x		
Counter		x		
Refrigerator and microwave handles		x		
Table		x		