



NH State Parks Store & Office Cleaning Procedure

Cleaning Preparation:

- **Staff member attire:** All staff members should be equipped with protective gloves (latex or non-latex depending on allergies of staff) and protective eyewear.
- **Cleaning solution:** The CDC recommends a bleach solution for disinfecting common surfaces. Staff members should use 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Solution should be placed in spray bottles for disinfecting surfaces unless using it to mop the floor. If mopping the floor, please use mop buckets.
- **Other cleaning supplies:** Staff will use paper towels or Wypalls to wipe surfaces with cleaning solution. Mops and mop buckets will be used with cleaning solution to disinfect the floors.
- **Frequency:** DHHS recommends that Stores & Offices be cleaned every 2 hours during peak times and at least 2-3 times daily during off peak times.

Cleaning Procedure (please note between each step, discard paper towel or wypall and use new paper towel or wypall):

1. Spray solution directly on exterior railing leading to store or office and wipe thoroughly.
2. Spray solution directly on exterior door handle and wipe thoroughly. Spray and wipe all exterior door surfaces.
3. Spray solution directly on interior door handle and wipe thoroughly. Spray and wipe all interior door surfaces.
4. Spray solution directly on paper towel and wipe light switches thoroughly.
5. Spray solution directly on paper towel and wipe computer equipment including keyboards, mice, PCs, credit card machines, and monitors thoroughly.
6. Spray solution directly on cash drawer and wipe thoroughly
7. Spray solution directly on paper towel and wipe phone and radios thoroughly including the handle, receiver, and buttons.
8. Spray solution directly on counter tops and wipe thoroughly.
9. Spray solution directly on product displays. Wipe thoroughly.
10. Repeat step 9 for all product displays in store.
11. Spray solution directly on Keurig machine and wipe thoroughly.
12. Spray solution directly on soda/water refrigerators. Wipe thoroughly.

13. Spray solution directly on of ice cream coolers. Wipe thoroughly
14. Spray solution directly on fixtures. Wipe thoroughly.
15. Repeat step 14 for all fixtures in store.

Mopping (please place mop in mop bucket and ring out between each step):

1. Prepare cleaning solution and pour solution in mop bucket. Mop bucket should be at least half full with cleaning solution.
2. Mop each section of store while placing mop in mop bucket and ringing out numerous times throughout process.

Note: Mopping should be done at least 2 times daily.

Other Notes and Important Information:

1. Cleaning check in sheet should be filled out after every cleaning.
2. Staff should avoid touching their faces during any part of the cleaning process.
3. If gloves are torn during cleaning, please discard and wash hands thoroughly before applying new gloves.
4. Staff should avoid touching areas with cleaning gloves that have already been disinfected.
5. Once cleaning is complete, staff should remove gloves and wash hands thoroughly. Staff should reapply new gloves and wipe down all spray bottles and mop handle with cleaning solution.
6. Staff are encouraged to visit the NH Department of Health and Human Services COVID-19 website to learn best practices for personal hygiene.

<https://www.nh.gov/covid19/>

References:

Centers for Disease Control. 2020. "Environmental Cleaning and Disinfection Recommendations". Accessed 17 March 2020. Available from: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

New Hampshire Department of Health and Human Services. 2020. "COVID-19 Frequently Asked Questions". Accessed 17 March 2020. Available from <https://www.nh.gov/covid19/faqs/>

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