



[CAC's Name] Cleaning Protocol Effective [Date]

[CAC's Name] is implementing a new cleaning protocol. Additional measures are being added to clean areas in which staff receive and meet with children and caregivers. Non-direct service staff shall also implement additional cleaning measures in their own workspaces.

Reception: Every 4 hours, at approximately 8AM, 12PM, and 4PM, each day, [CAC's Name] team members will use disinfectant wipes to clean the following areas:

- All chairs, tables, counters, door handles, refreshment or food surfaces, water cooler, toys, and TV remote
- A cleaning schedule and log will be created and kept behind the reception desk with a [CAC's Name] team member signing after each cleaning.

Bathrooms and Hallways: Every 4 hours, at approximately 8AM, 12PM, and 4PM, each day, [CAC's Name] team members will use disinfectant wipes to clean all surfaces in each bathroom. A cleaning schedule and log will be created and kept outside of [Choose Appropriate Team Member] office with a [CAC's Name] team member signing after each cleaning.

Forensic Interviewing and Support Rooms: After each interaction with a client (child or caregiver), the [CAC's Name] team member will use disinfectant wipes to clean all chairs, tables, counters, door handles, keyboards, and other surfaces contacted.

Client Meeting Rooms: After each interaction with a client (child or caregiver), the [CAC's Name] team member will use disinfectant wipes to clean all chairs, tables, counters, door handles, toys, and other surfaces contacted.

Conference Rooms: After each meeting, [CAC's Name] team members from that meeting will use disinfectant wipes to clean all chairs, tables, counters, keyboards, equipment, and other surfaces contacted.

Kitchen: After each use of the kitchen clean each appliance or area used with disinfectant.

Workspaces: Before leaving work for the day, each [CAC's Name] team member will use disinfectant wipes to clean chairs, tables, desk surface, door handles, keyboards, and other surfaces contacted during the day.

Please contact [Appropriate Team Member] with any questions.