



Daily Checklist

OFFICE AND CLINIC

ARRIVAL ON SCENE

X	Task
	The screening questionnaire is carried out for each person.
	Those present are informed of the procedure for leaving the premises and notifying the organization in the event of the presence of a potentially infectious symptom.
	The distance of 2 meters is respected at the arrival of the persons.
	Persons arriving on the scene wash their hands for at least 20 seconds.

AFTER LUNCH

X	Task
	Each dining area is cleaned by the user, including the fridge handle, microwave, tables and chairs.
	Every door handle, toilet, washbasin and banister are disinfected.

END OF SHIFT OR DAY

X	Task
	Every door handle, toilet, washbasin and banister are disinfected.
	Every piece of equipment or tool used is disinfected, including: telephones, keyboards, mouse, desk...

Leaders (in order) :