# GBNZ COVID-19 Framework

## Cleaning Requirements for GBNZ Companies/ Units

The following outlines the cleaning that will be performed before and after a Group/ Unit meeting.

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| **Item** | **Cleaned with** | **Completed** |
| Tables – Tops and sides |  |  |
| Chairs – Backs of chairs |  |  |
| Benches – Wipe down top, sides  |  |  |
| Light switches and Doors – Wipe down all light switches and door handles |  |  |
| Toilets – clean toilets, basins, wipe down soap dispenser, paper towel dispenser, rubbish bin empty and lid wiped down, mop floor |  |  |
| Wipe down any shared resources such as scissors, glue sticks, game equipment etc. |  |  |
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Add any other items specific to your Company/ Unit.