



COVID-19 RFBO Daily Cleaning Program

The following cleaning program has been developed to ensure we are regularly cleaning and sanitizing all workspaces at the Regional Food Bank of Oklahoma to prevent the spread of COVID-19. This cleaning will be done in addition to regular daily cleaning checklists.

Staff Workstations (office and warehouse desks)- Staff will use cleaning supplies provided to clean workstations daily.

Main Reception- Front desk staff will wipe down reception area every 2 hours or following high traffic periods. Cleaning should include tables, front desk, counters, door handles/ doorknobs or metal pads (inside and out) and light switches.

Volunteer Production Area- Volunteer production team will complete a deep clean daily and an hourly wipe down of high-touch areas. Cleaning should include tables, counters, door handles/ doorknobs or metal pads (inside and out), light switches, broom handles, warehouse equipment, volunteer station keyboards.

Shipping/ Receiving Lobby- Administrative staff that sit in this area will take turns completing a wipe down of this area hourly. Cleaning should include tables, front desk, counters, door handles/ doorknobs or metal pads (inside and out), light switches.

Warehouse Equipment- Warehouse staff will complete an hourly wipe down of all equipment they use throughout the day. This will include keyboards, surface of mobile workstations, scales, tables, computers and forklifts.

Restrooms- Janitorial Staff will complete a daily deep clean of all restrooms in the facility. Door handles will be wiped down hourly by staff cleaning adjoining areas.

Conference Rooms (including Kitchenettes) - Should be cleaned after each use by the staff member that made the room reservation. Cleaning supplies will be available in all conference rooms and common spaces. This should include a thorough wipe down tables, counters, sink, faucet, water machine, door handles and whiteboard pens.

Staff Break Room Janitorial staff will complete a daily wipe down of all tables, counters, microwaves and refrigerator handles. Staff should also clean tables and counters after use.

Truck Cabs and Company Passenger vehicles- Staff driving the vehicle will use sanitizing wipes to wipe the dashboard, steering wheel, door handles, and vehicle controls or any other area touched during use every 4 hours and when work in the vehicle is done for the day.

All High-Touch Areas – Janitorial staff will complete a daily wipe down of all high-touch surfaces in the facility at the end of shift, this will include: light switches, doorknobs and metal plate- interior and exterior, handrails, countertops, conference room tables.