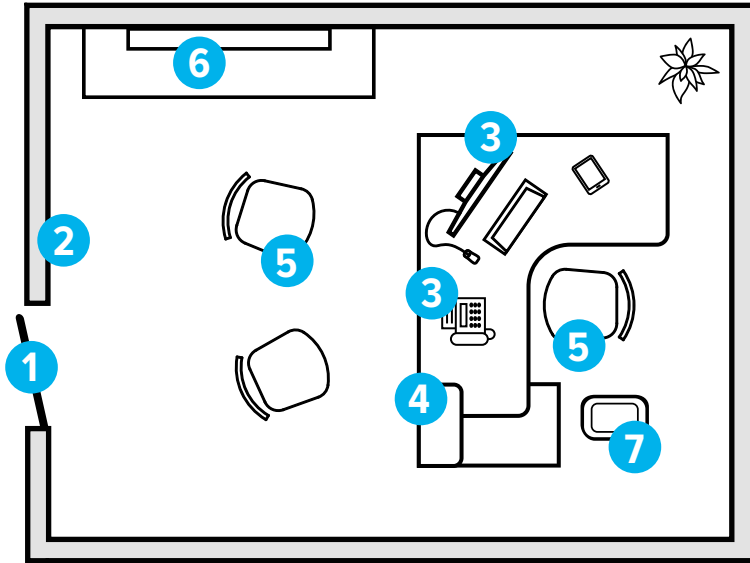









# ADMINISTRATIVE

Avoid the spread of illnesses by staff members, students, and visitors. Keep *Everything Clean* by properly cleaning and disinfecting these commonly-touched surfaces.



## Key Touchpoints for cleaning include:

- 1  Door handles
- 2  Light switches
- 3  Electronics (computers, phones, etc.)
- 4  Desks
- 5  Chairs
- 6  Other metal/hard surfaces (white boards, etc.)
- 7  Trash/recycling receptacles