ADMINISTRATIVE

Protect customers and staff members from left-behind germs in common areas. Keep *Everything Clean* by properly cleaning, sanitizing, and disinfecting these commonly-touched surfaces.
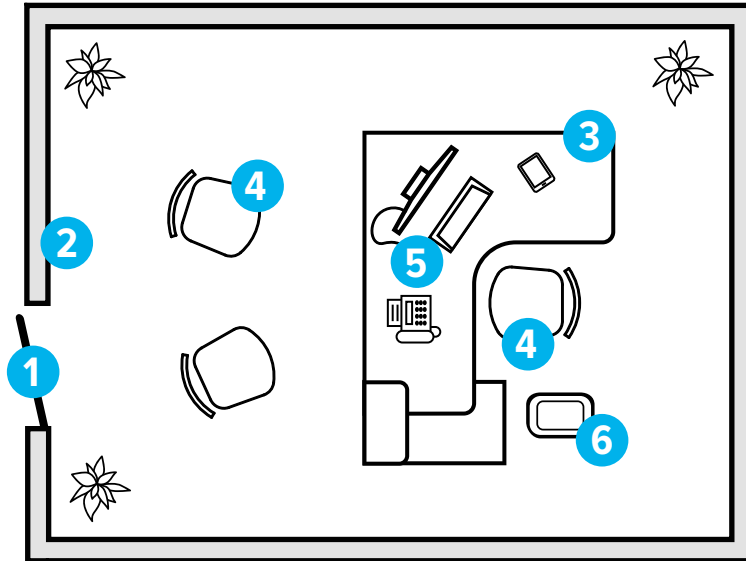
Key Touchpoints for cleaning include:

1. Door handles
2. Light switches
3. Desks
4. Chairs
5. Electronics (computers, phones, etc.)
6. Trash/recycling receptacle

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