

# SERVICE CENTER ROOM RESERVATIONS COVID-19 CLEANING AND DISINFECTING EXPECTATIONS



## Service Center Room Reservations: COVID-19 Cleaning and Disinfecting Expectations

User groups are responsible for cleaning and disinfecting areas used before, during, and at the end of their room reservation.

- Girl Scouts of Utah will provide groups with a cleaning supply caddy, along with the required Personal Protective Equipment (PPE) to be used while cleaning and disinfecting (disposable face coverings and gloves).
- Clean refers to using a soapy water solution on a surface and then wiping it off. Disinfecting refers to using the provided disinfecting solution and following the directions provided.
- A copy of this document will also be provided in the cleaning supply caddy. User groups need to supply their own disinfecting wipes if wanted for disinfecting program supplies.

User groups are required to follow the COVID mitigation guidelines outlined on the Girl Scouts of Utah's Coronavirus (COVID-19) webpage. The adult volunteer making the reservation agrees to share COVID mitigation expectations with participants as it pertains to them.

## User Group Information

Troop Number(s): \_\_\_\_\_

Arrival Date & Time \_\_\_\_\_

Service Unit Name: \_\_\_\_\_

Departure Date & Time \_\_\_\_\_

### Staff member responsible for checking in the group:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Adult responsible for group:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Staff member responsible for checking out the group:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**SERVICE CENTER ROOM RESERVATIONS  
COVID-19 CLEANING AND DISINFECTING EXPECTATIONS**



**Upon Arrival (Before Participants Arrive)**

Adults are to wear the provide PPE when cleaning and/or disinfecting.

**Meeting Room**

Initials	Items to Disinfect
	Tables and chairs
	Door handles and light switch panel

**Designated Bathroom(s)**

Initials	Items to Disinfect
	Counters, sink, faucet handles
	Paper towel dispenser(s), soap dispenser(s), top point of trash can
	Toilet flusher handle(s), outside of the sanitary napkin disposal trash can(s), toilet paper dispenser(s), stall door(s) by locks and handles
	Door handles and light switch panel

**Kitchen (if applicable)**

Initials	Items to Disinfect
	Counters, sink, faucet handles
	Microwave handle, refrigerator door handle, freezer door handle
	Door handles and light switch panel

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**During the Meeting/Program/Event**

Adults are to wear the provide PPE when cleaning and/or disinfecting.

Tables and chairs are to be cleaned and disinfected more frequently during a program. It is recommended that user groups have the same group of individuals use the same table and chairs for the duration of the meeting/program/event if possible.

**Tables and Chairs**

Int./Time	Int./Time	Items to Clean and Disinfect
		Clean and disinfect tables and chairs <u>BEFORE</u> snacks or meals at the table.
		Clean and disinfect tables and chairs <u>AFTER</u> snacks or meals at the table.
		Clean and disinfect tables and chairs <u>IN BETWEEN</u> different groups of individuals using them.

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# SERVICE CENTER ROOM RESERVATIONS

## COVID-19 CLEANING AND DISINFECTING EXPECTATIONS



### Prior to Checking Out / End of Meeting, Program, or Event

Adults are to wear the provide PPE when cleaning and/or disinfecting.

#### Meeting Room

Initials	Tasks to Complete
	Return tables and chairs back to original position.
	Clean and disinfect tables and chairs.
	Empty trash cans. Place used garbage bags designated area. Replace liner.
	<i>Overnight Use CRC Only: Disinfect mattresses. Return and stack mattresses in closet in Training Room.</i>
	Vacuum the floor.
	Disinfect door handles and light switch panel.

#### Designated Bathroom(s)

Initials	Tasks to Complete
	Wipe off and then disinfect counters, sinks, and faucet handles.
	Disinfect paper towel dispenser(s), soap dispenser(s), and trash can touch point.
	Disinfect toilet flusher handle(s), outside of the sanitary napkin disposal trash can(s), toilet paper dispenser(s), and stall door(s) by locks and handles.
	Dispose of any trash on the floor.
	Disinfect door handles and light switch panel.

#### Kitchen (if applicable)


Initials	Tasks to Complete
	Empty refrigerator and freezer of any items brought by your group (if applicable).
	Dump coffee grounds in garbage and rinse coffee maker out (if applicable).
	Wash any dishes, flatware, cups, and pots and pans used and put away (if applicable).
	Clean and disinfect counters, sink, and faucet handles.
	Clean and disinfect microwave handle, refrigerator door handle, freezer door handle, and stovetop.
	Empty trash cans. Place used garbage bags designated area. Replace liner.
	Sweep kitchen floor (mop areas if needed due to spills, mud, etc.)
	Disinfect door handles and light switch panel.

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Checking Out:

The adult responsible for the group is to ensure they:

- Check all rooms for lost and found items.
- Make a note of any maintenance problems in the comments section below.
- Complete the cleaning and disinfecting checklist.
- Leave the following items on the kitchen counter in the provided sealed envelope:
  -  Meeting or program roster of all participants, volunteers, and/or staff in attendance; include name, caregiver's name (if applicable), phone number, and email.
    - ✓ Completed disinfecting and cleaning checklists (this document).
    - ✓ Keys, if applicable.
- Secure building. Lock all interior doors, arm security system at keypad #2 if using Training Room at the CRC.

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**Comments:**

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**Meeting Roster (include all adult leaders, adult participants, girl participants):**

	NAME	CAREGIVER'S NAME (if applicable)	PHONE NUMBER	EMAIL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				