

## Routine Exam Room Cleaning Checklist

The following steps should be taken by practice staff for routine cleaning of exam rooms **after each patient** whether the patient is fully clothed throughout the visit or not. (Also, encourage patients to use hand sanitizer upon arrival and before leaving exam room.)

- Perform hand hygiene and don gloves.
- Remove the linen/paper covering on the exam table,
- Wipe down exam table with hospital approved disinfectant wipes and allow to air dry per manufacture's instructions on container.
- If pillow is used, disposable covers must be used and changed after every patient.
- Use hospital approved disinfectant to thoroughly wipe down all non-disposable equipment that touch patients and allow to air dry per manufacturer's instruction on container. This includes but is not limited to:
  - Blood pressure cuff/vital sign stand
  - Stethoscope
  - Otoscope
  - Thermometer
  - Oximeter (use alcohol swab, not disinfectant wipes)
  - Other
- Use hospital approved disinfectant to thoroughly wipe down all high touch surfaces such that have been touched by the patient and/or gloved (contaminated) staff and allow to air dry per manufacturer's instructions on container. This includes but is not limited to:
  - All horizontal surfaces (countertops and tables)
  - Chairs
  - Telephones
  - Keyboards, mouse, WOW
  - Door handles
  - Other
- Follow practice guidelines to indicate room and/or equipment has been cleaned/disinfected.
- Remove gloves and perform hand hygiene

Please refer to Infection Control website: [Infection Control website](#) and/or <https://apollo.massgeneral.org/coronavirus/> for information about cleaning of special equipment, instruments, patients under aerosol generating procedures, or patients with isolation status.