

# USTA CLEANING AND DISINFECTION GUIDELINES

**Signage** Post signs on proper hand washing and precautionary steps in the following areas:

- Facility and Lobby Entrances
- Pantries, Kitchens, Coffee Rooms
- Food Service Areas (Concessions and Cafeterias)
- Retail Areas
- Locker Rooms
- Bathrooms

**Hand Sanitizers & Tissue Boxes** Place Hand Sanitizers and Tissues in the following areas:

- Facility and Lobby Entrances
- Reception or Welcome Desks
- Pantries, Kitchens, Coffee Rooms
- Food Service Areas (Concessions and Cafeterias)
- Retail Areas
- Locker Rooms
- Bathrooms
- Staff Areas (Offices, open work areas, meeting rooms)

## **Tennis-Related Areas**

- Staff should use gloves when handling ball hoppers and other tennis related equipment that is being shared with the public (i.e. group lessons)
- Staff should frequently clean ball hoppers and other tennis related equipment
- Staff should avoid handling towels for others, but if necessary, designate an area where used towels are placed, use gloves when handling towels, both when picking them up and when placing into washing machines, and disinfect the area

## **Food Concessions or Cafeteria**

- All staff working in these locations should wear gloves (Gloves should also be available for staff that are serving themselves)
- Eliminate self-service options for items that are not pre-packaged/sealed
- Discontinue buffets for all meetings (Use boxed food options instead)

**Cleaning Procedures** Instruct staff to clean and disinfect the following areas every 1-2 hours:

- Table surfaces
- Light Switches
- Elevator Buttons
- Door Knobs and Handles
- Remotes in meeting rooms
- Railings on staircases
- Bathrooms
- Exercise Equipment (Consider closing gyms or fitness centers)
- Copy machines, fax machines and scanners
- Time clock buttons and switches
- Mail room and equipment in mail room

**Staff Office and Work Areas** Staff should use disinfectant wipes to clean office and work areas at the beginning and at the end of each day or after working temporarily in a work space or area, and in the open floor plan office as applicable

- Telephones
- Surface of Desk or Table
- Key Board
- Door Handles
- Light Switches
- Arms of Chair
- Remotes