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**Best Practices for elevator usage**

**Purpose**

In our continued mission to keep everyone safe and supplement our housekeeping staff’s sanitizing efforts we will be placing Napkins/Tissues at all elevators for use when touching the elevator buttons.



**Supplies**

* Small Table
* Napkin/Tissue Dispensers
* Napkins/tissues
* Trash Can with Plastic Bag
* Signage

**Set-Up for Outside of Elevators**

Place a small table with a napkin/tissue dispenser in front of each elevator or elevator bank.

Place the attached sign above the call button panel and on each elevator door.

**Set-Up for Inside of Elevators**

Place a small trash can under the button panel.

Place a sign reminding users to throw napkins/tissues in trash cans.

**Housekeeping**

Restock napkins/tissues and empty trash cans throughout the day.

Continue to have Housekeeping clean and disinfect elevator panels.