Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

**Clean up kit**

This is the most important is the cleaning kit for the workers which must include;

1. Gloves (two sets)
2. Masks
3. Sterilized gowns
4. Paper towels (plenty)
5. A disinfectant which is effective against the viruses
6. A tape, tourniquet or a signage
7. A bag where workers can dump their used personal protective equipment
8. Secure trash container to manage all the waste and bodily fluids
9. An instructions manual containing all the necessary instructions regarding the use of the kit.