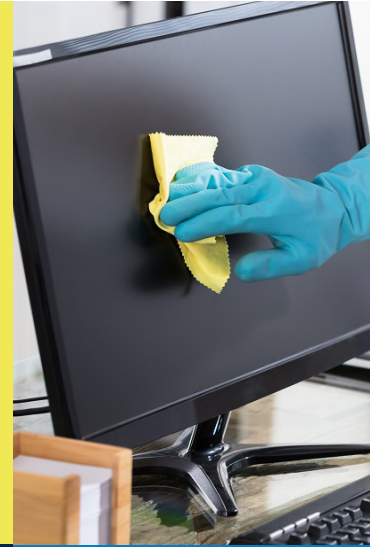




# TIPS TO CLEAN AND DISINFECT YOUR OFFICE OR BUILDING.

FOLLOWING THESE CLEANING SUGGESTIONS WILL HELP ENSURE  
THAT YOUR OFFICE FACILITY WILL STAY SANITIZED.



# TAKE PROPER SANITARY MEASURES WHEN DISINFECTING **WEARING PROPER ATTIRE**

Wear disposable gloves to clean and disinfect. If there is a risk of splash, additional personal protective equipment (PPE) might be required based on the products being used.

**Additional PPE includes:**

Gloves, Gowns, Skin Protection, Eye Protection

All PPE should be removed carefully to avoid contaminating any surrounding areas.



## SANITARY MEASURES AFTER DISINFECTING

Washing your hands immediately after glove use is imperative.

### **Follow proper hand washing tips below:**

- Wash hands with soap and water for 20 seconds
- If soap and water is not available, hand sanitizer that contains at least 60% alcohol may be used.
- NOTE: IF HANDS ARE VISIBLY DIRTY, ENSURE SOAP AND WATER USE

### **When to wash**

- Always wash immediately after removing gloves
- After contact with a person who is sick.
- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child)



# 3 KNOW YOUR CLEANING PRODUCTS

Follow the instructions on the label to ensure safe and effective use of products. Surfaces must be cleaned with water and soap or a detergent first to remove dirt, followed by disinfection.

## **When using disinfectants:**

- Ensure the surface is wet for a period of time (see product label).
- Make sure you have good ventilation during use of the product.
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets in opaque containers, in a well-ventilated, covered area that is not exposed to direct sunlight.
- Keep hand sanitizers away from fire or flame
- Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled.

## Which Disinfectants are Safest?

The following contain ingredients approved by the US EPA for COVID-19 as safe: Hydrogen peroxide, lactic acid, citric acid, octanoic (caprylic) acid, and thymol. Thymol-based products are suspected asthmagens and should be considered when other products are not available.

## Commonly Found Safe Cleaning Products



SC Johnson Windex Disinfectant  
Cleaner



Method Antibacterial  
All-Purpose Cleaner



Seventh Generation Disinfecting  
Multi-Surface Cleaner

**Click Here** to see the Long list of products that meet EPA's  
criteria for disinfecting against COVID-19

# BLEACH SOLUTIONS

Alcohol at 70-90% can be used for surface disinfection.

In non-health care settings, sodium hypochlorite (bleach / chlorine) may be used at a recommended concentration of 0.1% or 1,000ppm (1 part of 5% strength household bleach to 49 parts of water).

## **To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
- 4 teaspoons bleach per quart of room temperature water soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled.

## **When using Bleach Solutions:**

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%.
- Ensure the product is not past its expiration date.
- Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute
- Bleach solutions will be effective for disinfection up to 24 hours.



# DISINFECT ALL AREAS

Identify different areas in your facility. Electronics, soft surfaces, laundry, and high touch areas all will be disinfected specifically to their needs

Practice routine cleaning of frequently touched surfaces.

## High touch surfaces include:

- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

## Disinfecting High Touch Areas

High touch areas will need to be cleaned and disinfected. Begin by cleaning the surfaces by wiping them down with soap and water, or a multi-purpose cleaning spray. A fresh towel should be used for each high touch surface. Next, surface-appropriate disinfectant should be applied. Examples include Clorox, Lysol, isopropyl alcohol and hydrogen peroxide. It must be chemical based to disinfect the area.

## Cleaning soft surfaces

Use soap and the warmest possible water setting to clean rugs, carpets, drapes and other soft surfaces. Launder items when possible and vacuum as usual after cleaning.

## Electronics

Tablets, touch screens, key board, and other electronic devices should consider using a wipeable cover if appropriate. Cleaning with alcohol-based wipes or sprays containing 70% alcohol will work. Make sure to dry surfaces thoroughly after cleaning.

# CHECK LISTS

## Daily Cleaning Check List

- Disinfect high touch surfaces
- Dust mop hard flooring
- Vacuum carpets
- Clean glass surfaces
- Empty trash cans and replace liners
- Remove clutter from surfaces
- Dust surfaces

## Weekly Cleaning Check List

- Vacuum carpeting thoroughly, taking care to reach corners and hard to reach places
- Dust mop and damp mop hard flooring, hard to reach places
- Empty refrigerator
- Clean microwave

## Monthly Schedule

- Dust in hard to reach places, such as high corners
- Clean air vents
- Vacuum furniture, such as office chairs and other upholstery
- Deep clean carpets
- Polish and buff hard floors





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