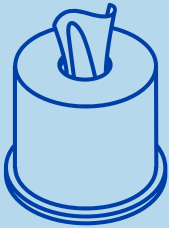


Office Cleaning Protocols

Most surfaces and objects will just need normal, routine cleaning.

- ◆ Disinfect using an EPA-approved disinfectant.
- ◆ If an EPA-approved disinfectant is unavailable, you can use 1/3-cup of bleach added to one (1) gallon of water, or 70% alcohol solutions to disinfect. *Do not mix bleach or other cleaning and disinfection products together.*

Surfaces frequently touched by multiple people – like door handles, desks, phones, light switches, tables, countertops, toilets and faucets – should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use.



How to Clean and Disinfect

Clean items and surfaces that are visibly soiled with soap and water before using disinfectant:

- ◆ Wear disposable gloves to clean and disinfect.

Use disinfectant to disinfect all items and horizontal surfaces:

- ◆ Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
- ◆ Many products recommend keeping surface wet for designated amount of time (see product label)

Take precautions, such as wearing gloves and making sure you have good ventilation during use of the product.

Electronics, such as tablets, touch screens, keyboards and remote controls:

- ◆ Consider putting a wipeable cover on electronics.
- ◆ Follow manufacturer's instruction for cleaning and disinfecting.
- ◆ If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.

Clean hands often

- ◆ Wash your hands often with soap and water for 20 seconds.
- ◆ Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- ◆ Always wash immediately after removing gloves and after contact with a person who is sick.



For cleaning and disinfection after a person suspected/confirmed to have COVID-19 has been in the facility:

Close off any area the ill person visited for more than 15 minutes in the past day for 24 hours, or as long as practical, before beginning cleaning and disinfection.

- ◆ If individual works in open-concept area, close off the workstation they reside at for 24 hours, or as long as practical, before beginning cleaning and disinfection.

Clean and disinfect office space, bathrooms, common areas, conference rooms and any shared electronic equipment, focusing especially on frequently touched surfaces.

Cleaning staff are at very low risk of exposure to the virus during cleaning, but should wear disposable gloves while cleaning after ill-persons have been in a space, including when handling trash.

- ◆ Clean hands immediately after gloves are removed.
- ◆ Uniform should be laundered daily after cleaning.

Clean hands often by washing with soap and water for 20 seconds or using alcohol-based hand sanitizer.



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