

PANDEMIC PREPAREDNESS

Cleaning & Disinfection Guidance



CLEANING & DISINFECTION

Guidance for:

- Everyday Steps
- Steps When Someone is Sick
- Cleaning & Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
- Considerations for Employers





EVERYDAY STEPS

HOW TO CLEAN & DISINFECT

Disinfection works best after cleaning.



Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice daily cleaning of frequently touched surfaces.
- **High touch surfaces include:** Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

HOW TO CLEAN & DISINFECT

Disinfect



- Clean the area or item with soap and water or another detergent if it is dirty. Then use disinfectant.
- 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 a period of time (see product label).
 - Having good ventilation during use of the product.

HOW TO CLEAN & DISINFECT

Disinfecting continued

- **Diluted household bleach solutions** may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. 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**.
- **To make a bleach solution**, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water.
OR
 - 4 teaspoons bleach per quart of water.
- **Alcohol solutions with at least 70% alcohol.**



FOR SOFT SURFACES

For soft surfaces such as **carpeted floor, rugs, and drapes**:

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.



ELECTRONICS

For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines:**

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



LAUNDRY



For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions. **Use the warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves and **wash hands right away.**

**CLEANING
IN
PROGRESS**



CLEANING AND DISINFECTING YOUR
BUILDING OR FACILITY IF SOMEONE IS SICK

CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK



- **Close off areas and equipment** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared equipment and tooling, shared electronic equipment like tablets, touch screens, keyboards.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



CLEANING AND AFTER PERSONS SUSPECTED/ CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE FACILITY



- **Close off areas and equipment** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared equipment and tooling, shared electronic equipment like tablets, touch screens, keyboards.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routing cleaning and disinfection.



PROTECTION WHEN CLEANING



- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) **such as a mask** might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.



**MANAGE
YOUR
RISK!**

ADDITIONAL CONSIDERATIONS FOR
EMPLOYERS

ADDITIONAL CONSIDERATIONS FOR EMPLOYERS



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA’s Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA’s standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).
- **Comply** with OSHA’s standard for Recording and Reporting Occupational Injuries and Illnesses ([29 CFR 1904](#))