How to Clean and Disinfect Hard and Soft Surfaces to Prevent the Spread of COVID-19

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Know the Difference Between Cleaning, Disinfecting, and Sanitizing

Cleaning <u>removes</u> germs and dirt from surfaces. Cleaning works by using soap (or detergent) and water to physically remove germs from surface to lower their numbers and the risk of spreading infection.

Disinfecting <u>kills</u> germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing <u>lowers</u> the number of germs on surfaces to a safe level, as judged by public health standards or requirements. This process works by cleaning or disinfecting surfaces to lower the risk of spreading infection.

How to Clean and Disinfect <u>Hard</u> Surfaces

Focus on high touch surfaces: Tables, doorknobs, light switches, countertops, desks, handles, phones, elevators, keyboards, toilets, faucets, sinks, point of sale systems, railings, chairs, ATMs, shared/publicly used equipment, etc.

Wear disposable gloves to clean and disinfect.

Review and follow the instructions on product labels to ensure proper and effective use, such as application methods and contact/dwell time, and precautions, such as wearing gloves and having good ventilation.

Clean

Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

Disinfect

Determine the appropriate [cleaning tools, personal protective equipment (PPE) and disinfectants] needed taking into consideration the application method (spray, wipes, cloth?), surface type (tables/counters, floors, electronics?) and surrounding environment (food area, ventilation level?). Review product labels for reference.

- **Cleaning tools** - microfiber cloths, mops, etc. Consider using an [electrocstatic disinfection misting system] for quick, touchless application of disinfectants.
- **PPE** - masks, safety glasses, gloves, face shields, gowns, etc.
- **Disinfectants** - when possible, use an EPA-approved disinfectant effective against COVID-19. See the [EPA's list of effective products against COVID-19] and [EPA-approved disinfectants available through Regional Distributors, Inc.]

IMPORTANT: Keep surfaces wet for the recommended period of time (see product label). Contact time (or dwell time) is the amount of time that a surface must remain wet to allow the chemical to be in contact with the organism in order to kill it. **Not allowing for the appropriate dwell time will reduce the amount of germs and pathogens that are killed.**

How to Clean and Disinfect <u>Soft</u> Surfaces

For soft surfaces such as carpeted floor, rugs, drapes, upholstered furniture, pillows, clothing, towels, linens, and other porous or fabric surfaces. Consider removing soft and porous materials in high traffic areas.

Wear disposable gloves to clean, disinfect, and launder.

Always test a small area of the surface with any cleaners or disinfectants you plan on using.

Review and follow the instructions on product labels to ensure proper and effective use, such as application methods and contact/dwell time, and precautions, such as wearing gloves and having good ventilation.

Launder

Launder items (when possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

When handling laundry from someone that may be sick, wear gloves and also clean and disinfect clothes hampers. Dirty laundry from a person who is sick can be washed with other people's items.

Do not shake dirty soft surfaces or laundry.

-- OR --

Clean

Clean the surface using soap and water or with cleaners appropriate for use on these surfaces. Practice routine cleaning of frequently touched surfaces.

Disinfect

Determine the appropriate <u>cleaning tools, personal protective equipment (PPE) and disinfectants</u> needed taking into consideration the application method (spray, wipes, cloth?), surface type (tables/counters, floors, electronics?) and surrounding environment (food area, ventilation level?). Review product labels for reference.

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*See next page for **Important Reminders When Cleaning** and **Considerations for Employers*** -->

Important Reminders When Cleaning and Disinfecting

Wear disposable gloves and other appropriate PPE (masks, gowns, etc.), as necessary, for all tasks in the cleaning process, including handling trash.

Gloves and PPE should be removed carefully to avoid contamination of the wearer and the surrounding area.

Review and follow the instructions on product labels to ensure proper and effective use, such as application methods and contact/dwell time, and precautions, such as wearing gloves and having good ventilation.

Keep surfaces wet for the recommended period of time (see product label). Contact time (or dwell time) is the amount of time that a surface must remain wet to allow the chemical to be in contact with the organism in order to kill it. Not allowing for the appropriate dwell time will reduce the amount of bacteria that are killed.

Wash your hands with soap and water for 20 seconds after removing gloves and after all cleaning tasks. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropanol.

Considerations for Employers During Re-Opening and Beyond

Provide employees with appropriate PPE (gloves, masks, face shields, gowns, etc). Consider having PPE available for guests to purchase at a minimal cost to protect themselves while at your establishment, if applicable.

Document cleaning and disinfection processes and train employees. Provide clear instructions and train employees on proper PPE, infection prevention, and disinfection practices to ensure safe, effective and correct application of disinfectants.

Develop a disinfection schedule or routine plan and train employees accordingly.

Create, distribute and post appropriate signage, including training signage for employees that outlines step-by-step processes and policy signage to share with guests. See free signage downloads below.

Ensure sufficient stocks of cleaning and disinfecting supplies and tools to accommodate ongoing cleaning and disinfection.

Consider removing/reducing surfaces and touch points, where possible, to minimize exposure and reduce the number of surfaces to clean and disinfect. For example, consider contactless transaction options (emailed receipts, etc.), single-use products (cutlery, condiments, etc.), and replacing print materials with digital versions/options (menus, brochures, flyers, etc.)

Additional Resources and Signage

- **Re-Opening Checklist & Best Practices During COVID-19 For Businesses, Food Service, Schools and All Workplaces:** Checklist and best practices to reduce exposure of COVID-19 to your staff and guests and to safely re-open and operate during the COVID-19 pandemic.
- **Safe Workplace Poster:** Poster to share the actions you are taking to create a healthy environment.
- **Stop the Spread of Germs Poster:** CDC poster showing seven practices to stop the spread of germs.
- **Please Wear a Mask Poster**: Poster to hang asking your guests to please wear a mask.
- **Hand Washing Poster: How and when to wash your hands.** Four industry-specific versions including general offices, food service, janitorial and healthcare.
- **Mask Protection Efficiency Comparison Sheet:** Comparison chart of popular mask types/materials and their effectiveness at protecting you from you against viruses.
- **Proper Mask Usage Sheet:** How to properly wear, wash and remove face masks.
- **CDC's Re-Opening Guide for Communities, Schools, Workplaces, and Events:** CDC's web page outlining re-opening best practices by industry type.