

## Cleaning and Disinfection Guidelines Definitions

**Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore, any risk of spreading infection

**Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### How to Clean and Disinfect

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. Products stocked by Facilities and the Warehouse are approved for use against the virus that causes COVID-19.
- Follow manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time.
- NOTE: NEVER mix products and never mix household bleach with ammonia or any other cleanser.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces
- For staff shared and publicly accessible electronics such as tablets, touch screens, keyboards, remote controls, and credit card machines, remove visible contamination if present and follow manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### Personal Protective Equipment (PPE) for Cleaning Staff

*Applicability: Cleaning/Janitorial staff.* While risk of exposure to cleaning staff is inherently low, cleaning staff should, at minimum, wear disposable gloves and wash their hands following handling disinfectants. Additional personal protective equipment (PPE) may be needed based on setting and product. See [CDC's Guidance for Disinfecting Facilities](#) for more direction on this subject.

### Guidelines

While cleaning and disinfection provide protection against transmission of germs, good personal hygiene and proper handwashing with soap and water continue to be the best defense against disease.

Following is a matrix outlining the various areas in a typical city building with general guidelines on frequency of cleaning and appropriate disinfectants. *Special and/or additional considerations may be needed for certain city facilities where the public is more interactive, such as a library or a recreation center.*

	<b>Personal Workspace</b>	<b>General Building Space</b>	<b>High-Touch Surfaces</b>
<b>Examples</b>  <i>*These lists are not all-inclusive</i>	Desk, computer, keyboard, phone, mouse, etc.	Restrooms, elevators, hallways, stairwells, lobby areas, all other areas not falling under the other two columns	Service counters, credit card or other high touch machinery, door handles, light switches, stair rails, elevator buttons, phones, microwaves, coffee stations, sink handles, water fountains, chair arms, shared workstations, dining tables
<b>Special Notes</b>	If possible, try not to use another employee's workspace. If workspaces are shared, clean/disinfect between uses	These areas are cleaned by city or contract facilities staff twice per day	<ul style="list-style-type: none"> <li>• These areas are cleaned by city or contract facilities staff twice per day.</li> <li>• Where possible, prop doors open to reduce contamination of door handles</li> <li>• Where the public has access to computer or other equipment, provide wipes or disinfectant and paper towels for use.</li> </ul>
<b>Disinfectant</b>  <i>*Note: please refer to page 1 of this document for guidance on electronics</i>	<ul style="list-style-type: none"> <li>• Foaming, spray, or other approved* disinfectant &amp; paper towels</li> <li>• Aerosol disinfectant</li> <li>• Disinfecting wipes (note: because this is a high-demand items, other products listed above should be used as first choice where possible)</li> </ul>	Any EPA approved cleaning product/disinfectant for COVID-19	<ul style="list-style-type: none"> <li>• Foaming, spray, or other approved* disinfectant &amp; paper towels Aerosol disinfectant</li> <li>• Disinfecting wipes (note: because this is a high-demand items, other products listed above should be used as first choice where possible)</li> </ul>
<b>Recommended Cleaning Frequency</b>	Once per day <b>or</b> if shared workspace, between uses.	Twice per day by Facilities cleaning staff	4 times per day  Note: Facilities staff will clean twice per day. Areas internal to a department (service counters, machinery, door knobs, etc.) may be cleaned by department staff
<b>Cleaning &amp; Disinfecting Process</b>	<ul style="list-style-type: none"> <li>• Follow label instructions on cleaning product. Pay special attention to required contact time of product.</li> <li>• If surface is visibly soiled, clean with soap and water first, then use disinfecting product.</li> <li>• Wash hands with soap and water for 20 seconds following cleaning/disinfecting work areas</li> </ul>		

*\*All disinfectants stocked by Facilities and/or the Warehouse are EPA approved.*